



LATROBE CITY COUNCIL

MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6.00 PM ON
05 MARCH 2018

CM513

PRESENT:

Councillors:	Cr Darrell White OAM, Mayor	South Ward
	Cr Dan Clancey, Deputy Mayor	East Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Darren Howe	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Alan McFarlane	Central Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
Officers:	Sara Rhodes-Ward	Acting Chief Executive Officer
	Ronda Bruerton	Acting General Manager City Development
	Greg Drumm	General Manager Corporate Services
	Steven Piasente	General Manager Infrastructure & Recreation
	Amy Phillips	Coordinator Governance

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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

4. DECLARATION OF INTERESTS

Nil

5. ADOPTION OF MINUTES

MOTION

Moved: Cr Gibson

Seconded: Cr Howe

That Council confirm the minutes of the Ordinary Council Meeting held on 5 February 2018.

CARRIED UNANIMOUSLY

6. ACKNOWLEDGEMENTS

6.1 MALTESE FESTA

Cr O'Callaghan spoke about the recent Maltese Festa, and acknowledged the volunteers and committee for the successful event attracting over 8,000 people to the event.

6.2 WOMEN'S FOOTBALL MATCH - COLLINGWOOD VERSUS WESTERN BULLDOGS AT TED SUMMERTON RESERVE

CR GIBSON RECOGNISED THE WORK OF THE ORGANISERS AND THOSE INVOLVED IN THE SUCCESSFUL EVENT.

6.3 LATROBE VALLEY WATER SKI CLUB

CR GIBSON ADVISED THE MEETING OF THE SUCCESSFUL WATER SKI EVENT HELD ON THE WEEKEND.

6.4 BOOLARRA FOLK FESTIVAL

CR CLANCEY ACKNOWLEDGED THE SUCCESSFUL BOOLARRA FOLK FESTIVAL EVENT HELD ON THE WEEKEND, IN ITS 16TH YEAR.

6.5 TRARALGON HARRIERS FUN RUN

CR CLANCEY RECOGNISED THE TRARALGON HARRIERS CLUB AND THE SUCCESSFUL FUN RUN EVENT WHICH IS IN ITS 20TH YEAR.

6.6 NOTIFICATION OF PRE-SELECTION

CR HARRIMAN NOTIFIED THE COUNCIL OF HIS PRE-SELECTION FOR THE MORWELL SEAT IN THE STATE ELECTION IN ACCORDANCE WITH THE COUNCILLOR CODE OF CONDUCT.

7. PUBLIC QUESTION TIME

7.1 PUBLIC SPEAKERS

Suspension of Standing Orders

MOTION

Moved: Cr Gibson

Seconded: Cr Howe

That Council suspend standing orders to hear speakers at this point in time.

CARRIED UNANIMOUSLY

Council suspended standing orders at 6:08pm.

15.1 Boolarra BMX Track Proposal

- Ms Eloise O'Brien (on behalf of Boolarra Community Development Group)

17.1 Former Budgeree Primary School No 2864, 36 Roys Road, Budgeree

- Ms Leanne Potter

Resumption of Standing Orders

MOTION

Moved: Cr Gibson

Seconded: Cr Howe

That Council resumes standing orders.

CARRIED UNANIMOUSLY

Standing orders were resumed at 6:18pm

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

Chief Executive Office City Development Infrastructure & Recreation
Community Services Corporate Services

Date of Council Meeting	Item	Date of Future Council Meeting Report
Chief Executive Office		
11 September 2017	2017/14 Morwell / Hazelwood Mine	19 October 2017 A further report will be scheduled in 2018
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	19 January 2018 A report will be scheduled in 2018.
City Development		
06 November 2013	Latrobe Regional Motorsport Complex	2015 A briefing report and Council report will be presented in April 2016. 30 March 2016 A briefing report will be presented in May 2016. 26 May 2016 A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing. 30 May 2016 A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September. 20 September 2016 A tour of possible sites for the development of a Motorsport Complex will be organised for early in

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>2017.</p> <p>26 April 2017</p> <p>A report to Council is tentatively scheduled for June 2017.</p> <p>05 June 2017</p> <p>The report to Council has been rescheduled while the Committee's Terms of Reference are drafted.</p> <p>04 October 2017</p> <p>New Terms of Reference have been adopted at the 2 October 2017 Council Meeting. A further report as required by this resolution is not expected to occur until March 2018.</p>
31 July 2017	<p>International Relations Advisory Committee Recruitment of Community Members</p> <p><i>Confidential under section 89(2)(a) personnel matters</i></p>	<p>09 August 2017</p> <p>A report will be prepared for Council by 30 September 2017.</p> <p>19 October 2017</p> <p>Report to be provided at Council Meeting 13 November 2017</p> <p>06 December 2017</p> <p>A further report will be presented to Council in 2018.</p>
21 August 2017	<p>Proposal to establish a broad-based Economic Development Advisory Committee</p>	<p>30 August 2017</p> <p>A report will be presented to a Councillor Briefing in October 2017.</p> <p>13 November 2017</p> <p>A report will be presented to Council in early 2018.</p>
23 October 2017	<p>Development Proposal - Expression of</p>	<p>19 January 2018</p> <p>A report will be scheduled as required.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
	Interest <i>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i>	08 February 2018 A report is anticipated at 05 March 2018 Council Meeting.
23 October 2017	Recreation Needs Assessment	19 January 2018 A report will be scheduled in 2018 in relation to building permit fees.
13 November 2017	Petition for the Provision of Fenced off Dog Parks	16 January 2018 A report will be presented by 30 June 2018.
13 November 2017	Visitor Information Centre Transition	19 January 2018 A report will be scheduled in 2018.
05 February 2018	Signage on Overhead Bridges on Freeway	08 February 2018 A report is anticipated at 05 March 2018 Council Meeting.
05 February 2018	Latrobe City Council Economic Development Advisory Committee <i>Confidential as it relates to a matter which the Council or special committee considers would</i>	21 February 2018 A report for a future meeting is being prepared.

Date of Council Meeting	Item	Date of Future Council Meeting Report
	<i>prejudice the Council or any person (s89 2h)</i>	
Community Services		
18 February 2013	Affordable Housing Project – Our Future Our Place	<p>09 March 2016 A report will be presented to a Councillor Briefing in May 2016</p> <p>08 June 2016 The Briefing report has been rescheduled to 27 June 2016.</p> <p>20 July 2016 A briefing report was prepared for the Councillor briefing on 27 June.</p> <p>09 August 2016 A briefing report was presented to the Councillor briefing on 25 July.</p> <p>28 October 2016 Report scheduled in for Councillor Briefing (2) on Monday, 28 November 2016.</p> <p>07 November 2016 Councillor Briefing Report to be presented in Feb 2017.</p> <p>15 March 2017 A report will be presented to Council at the 18 April 2017 meeting.</p> <p>21 April 2017 A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p>28 June 2017</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p>04 July 2017</p> <p>This report will now be scheduled for the briefing Monday 31 July, 2017.</p> <p>15 July 2017</p> <p>Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p>09 August 2017</p> <p>The report has been rescheduled to October 2017.</p> <p>01 November 2017</p> <p>Report deferred to the first Council Meeting in 2018.</p> <p>17 January 2018</p> <p>The report has been listed for the 05 February 2018 Council Meeting.</p> <p>21 February 2018</p> <p>A report was tabled at Council Meeting 5 February 2018.</p>
22 August 2016	2016/21 – Hinkler Street Reserve Site	<p>07 November 2016</p> <p>Councillor Briefing Report to be presented in Feb 2017.</p> <p>15 March 2017</p> <p>A report will be presented to Council at the 18 April 2017 meeting.</p> <p>21 April 2017</p> <p>A further report to a Councillor Briefing is scheduled for 03 July 2017.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>28 June 2017</p> <p>A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p>17 July 2017</p> <p>Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p>09 August 2017</p> <p>The report has been rescheduled to October 2017.</p> <p>01 November 2017</p> <p>Report deferred to the first Council Meeting in 2018.</p> <p>17 January 2018</p> <p>The report has been listed for the 05 February 2018 Council Meeting.</p>
04 December 2017	Draft Positive Ageing Strategy and Plan-Release for Community Comment	<p>17 January 2018</p> <p>A future report is required in March 2018.</p>
04 December 2017	Potential changes to Aged & Disability Services and their impact on Council	<p>17 January 2018</p> <p>A future report is required in March 2018.</p>
05 February 2018	Our Future Our Place	<p>08 February 2018</p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
Corporate Services		
25 May 2015	MAV Workcare Self Insurance <i>Confidential under section 89(2)(d) contractual matters</i>	<p>2015 A report will be presented to Council in the second half of 2019.</p> <p>14 March 2017 A report to Council is scheduled for the end of the current financial year.</p> <p>18 July 2017 A report will be presented to Council in 2020/2021 Financial Year.</p>
14 September 2015	Long Term Lease Renewal Agreement – Moe Racing Club	<p>19 January 2018 Still pending finalisation of negotiations with the Moe Racing Club before a final agreement is provided to Council for ratification.</p>
31 July 2017	Proposed Long Term Lease - Yinnar Bowling Club	<p>04 August 2017 A public notice inviting community comment will be published on 10 August 2017. Submissions close 11 September 2017. A report will be prepared for Council following the consultation period if required.</p> <p>13 November 2017 A future report is scheduled for Council in 2018</p>
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p>20 September 2017 Pending further discussions before a report is rescheduled for decision.</p>
23 October 2017	Gippsland Logistics Precinct Potential Business Opportunity	<p>05 December 2017 A report will be presented to Council in 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
	<i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i>	
23 October 2017	Renaming a Section of Wilmot Court, Traralgon East	<p>17 January 2018</p> <p>A report has been listed for the 05 February 2018 Council Meeting.</p> <p>05 February 2018</p> <p>Complete</p>
13 November 2017	Presentation of the Proposed Meeting Procedure Local Law and Associated documents for adoption	<p>01 December 2017</p> <p>The report has been listed for the 04 December 2018 meeting after being deferred by Council.</p> <p>19 January 2018</p> <p>The report has been listed for the 05 February 2018 Council Meeting as was deferred from the 04 December 2018 Council Meeting.</p>
04 December 2017	Potential Road Discontinuance-Keegan Street Morwell	<p>05 December 2017</p> <p>A report will be presented to Council in 2018.</p>
Infrastructure & Recreation		
27 March 2017	Disposal of Illegally Dumped Rubbish on HVP Plantations Land	<p>28 March 2017</p> <p>A report will be presented to Council in 2018, at the conclusion of the one year period.</p>
21 August 2017	2017/11 - Parking on Narrow Roads in Latrobe City	<p>25 August 2017</p> <p>A report will be presented to the 4 December 2017</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>Ordinary Council Meeting.</p> <p>04 December 2017</p> <p>A report will be presented to Council in 2018.</p> <p>17 December 2017</p> <p>A report has been listed for the 05 February 2018 Council Meeting.</p> <p>05 February 2018</p> <p>Complete</p>
21 August 2017	Road Management Plan 2017-2021 - Consideration of Public Submission and Adoption	<p>25 August 2017</p> <p>A report will be presented to the 4 December 2017 Ordinary Council Meeting.</p> <p>05 December 2017</p> <p>Completed. The Road Management Plan was adopted at the 04 December 2017 Council Meeting and is now publicly available.</p>
21 August 2017	2016/17 Outdoor Pool Season Report	<p>23 August 2017</p> <p>A report will be presented to Council by July 2018.</p>
13 November 2017	Recreation Needs Assessment – Project Assessments	<p>19 January 2018</p> <p>A report will be scheduled in 2018.</p>
04 December 2017	Community & Stakeholder Engagement- Gippsland Regional Aquatic Centre & Traralgon Sports Stadium	<p>05 December 2017</p> <p>A report will be presented to Council in 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
05 February 2018	Presentation to Council of the Save Hazelwood Caravan Park Petition	<p>08 February 2018</p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p>
05 February 2018	<p>Community Representative Appointment to the Gippsland Regional Aquatic Centre and Traralgon Sports Stadium Project Reference Groups</p> <p><i>Confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)</i></p>	<p>08 February 2018</p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p>

Any proposed timings of reports listed above advised up to 21 February 2018 have been included in the table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

NOTICES OF MOTION

9. NOTICES OF MOTION

9.1 2018/03 - ROADSIDE MAINTENANCE BY VICROADS

Cr Dale Harriman

I, Cr Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 5 March 2018:

MOTION

Moved: Cr Harriman

Seconded: Cr Clancey

That Council:

- 1. Requests the Mayor to write to the Minister for Roads and Road Safety and the Premier of Victoria advising them that the roadsides and medians under Vic Roads control in Latrobe City are in a deplorable state and present a fire hazard due to lack of maintenance;**
- 2. Requests increased maintenance of roadside vegetation, kerb and channel and medians to a safe, clean and aesthetically pleasing level throughout the year; and**
- 3. Request that additional funds are allocated so that VicRoads can maintain the roads under their control including sweeping the kerb and channel, cleaning and mowing the medians and roadsides to the required service level agreements.**

CARRIED UNANIMOUSLY

Signed
Cr Harriman
26 February 2018

Attachments
Nil

ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION

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

10.1 Presentation of the Proposed Meeting Procedure Local Law and Associated documents for adoption

General Manager

Corporate Services

For Decision

This report was deferred at the 04 December 2017 Council Meeting for consideration at this meeting, 05 March 2018.

EXECUTIVE SUMMARY

A proposed draft Meeting Procedure Local Law (Local Law) and Council Meeting Policy (Policy) are presented (refer to attachments one and two) for Council to adopt after statutory consultation processes have been finalised.

The proposed Local Law and Policy focus on providing for:

- The ability for live streaming Council meetings by Council and accessibility of meetings (refer to clause 56 of the proposed Local Law as well as the proposed Policy).
- Updating some of the language used within the Local Law to ensure clarity of processes (for example, refer to Division Five, Procedural Motions. Language changed from Adjournment to Deferral).
- Removal of clauses that are no longer relevant or are already covered within the Act (for example, Division Three, Business of Meeting, removal of Conflict of interest duplication with the Act).
- Improving transparency of Council meeting processes (for example, the Notice of Motion processes now includes a requirement that they are submitted at least two business days prior to a meeting, and specifies what a Notice of Motion can be used for).
- Greater flexibility in the meeting structure for engagement and recognition for our community within council meetings by removing these requirements from the Local Law and creating a Policy. By creating a Policy, we are able to update and review community engagement provisions on a more regular basis to keep up with new technology and methods for lodging traditional tools, such as petitions.

The proposed Local Law and Policy were released for public comment with a draft Community Impact Statement (refer to attachment three) in accordance with the requirements set in the *Local Government Act 1989* (Act) and guidelines established by Local Government Victoria.

No submissions were received, and these documents are now presented with no amendments for adoption by Council.

RECOMMENDATION

That Council in accordance with the requirements of Section 119 of the *Local Government Act 1989*:

1. **Makes and authorises the Chief Executive Officer to sign and seal *Meeting Procedure Local Law 2017* (Local Law No. 1);**
2. **On the making, signing and sealing of Local Law No. 1, revokes *Meeting Procedure Local Law No. 1 2014*;**
3. **Adopts the (incorporated) *Council Meeting Policy* (Policy) and the *Meeting Procedure Local Law 2017 Community Impact Statement* (Community Impact Statement);**
4. **Gives public notice of the making of Local Law No. 1 (and the incorporated Policy) in the Victorian Government Gazette, the Latrobe Valley Express and on Council's website, being which the date of this notice being the date that Local Law No. 1 comes into force;**
5. **Forwards to the Minister for Local Government a copy of Local Law No. 1 and the Policy; and**
6. **Makes the Local Law No. 1, the Policy and the Community Impact Statement available to the public.**

MOTION

Moved: Cr Gibson
Seconded: Cr McFarlane

That Council in accordance with the requirements of Section 119 of the *Local Government Act 1989*:

1. Makes and authorises the Chief Executive Officer to sign and seal *Meeting Procedure Local Law 2017* (Local Law No. 1) with the following amendments:
 - a. Clause 8.6.4 (removing subclauses 8.6.4.1 and 8.6.4.2) to now read *If two or more candidates have an equality of votes and one of them has to be declared, the declaration will be determined by lot.*
 - b. Clause 12.1 to now read *For all ordinary meetings of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda, which includes the Minutes of previous meetings to every Councillor at least three working days before the meeting.*
 - c. Subclause 21.1.3 to now read *lodged with the Chief Executive Officer by 10:00 am three business days before the next scheduled Council meeting to allow sufficient notice to each Councillor of the matters and inclusion in the Agenda in accordance with subclause 12.1.*
2. On the making, signing and sealing of Local Law No. 1, revokes *Meeting Procedure Local Law No. 1 2014*;
3. Adopts the (incorporated) *Council Meeting Policy* (Policy) with the following

amendment:

- a. Change the paragraph which states, *The person requesting to speak must provide their name, address, contact number, who they represent (if applicable) and the item they wish to speak on*

To

The person requesting to speak must provide their name, address, contact number, who they represent (and must also provide written approval to do so) and the item they wish to speak on.

Where a person wishes for another person to speak on their behalf, they must provide written approval to do so (either in their written submission for any submission being heard under Section 223 of the Local Government Act 1989 or under separate advice to Council prior to the meeting).

When speaking on behalf of another person

The Mayor has the discretion to limit the time of any one person to speak to a maximum of three minutes, regardless of how many persons (or organisations) they are speaking on behalf of.

4. Adopts the *Meeting Procedure Local Law 2017 Community Impact Statement* (Community Impact Statement);
5. Gives public notice of the making of Local Law No. 1 (and the incorporated Policy) in the Victorian Government Gazette, the Latrobe Valley Express and on Council's website, being which the date of this notice being the date that Local Law No. 1 comes into force;
6. Forwards to the Minister for Local Government a copy of Local Law No. 1 and the Policy;
7. Makes the Local Law No. 1, the Policy and the Community Impact Statement available to the public; and
8. Noting the changes to the timeframes in clauses 12.1 and 21.1.3 in Local Law No. 1, confirms that the time period for publishing the full Council meeting agenda to the public will be two working days prior to the meeting.

CARRIED UNANIMOUSLY

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*.

DISCUSSION

Background

The current Meeting Procedure Local Law (Local Law) was adopted by Council on 3 March 2014. Local Laws are only in operation for a maximum of ten years before they are no longer in effect.

Since the adoption of the Local Law in 2014, the Victorian State Government has commenced a significant review of the *Local Government Act 1989* (Act). It has been identified that it is more than likely that the Local Law will require a review when the Act changes, however, that is currently not expected to take effect until at least 2018/2019.

A number of issues had arisen with the wording of Council's current Local Law, including what may be considered by some to be unnecessary formal processes, as well as instances of inconsistency with the Act. Therefore, it was deemed prudent and beneficial to undertake this review regardless of proposed changes to the Act. This allowed for those matters to be addressed and to ensure clarity and consistent interpretation throughout. The review also highlighted an opportunity to modernise provisions for engaging with the community at Council meetings, such as streaming meetings, which was supported by the Victorian Ombudsman in its report; *'Investigation into the transparency of local government decision making – December 2016'*.

Relevant Legislative Provisions

Under Section 91 of the Act, Council is required to make local laws to govern the conduct of its meetings as well as special committees. Unless specified within the Act, the conduct of meetings of a Council or special committee is at the Council's discretion.

Part 5 of the Act provides the guidance and steps required to be undertaken in order to make a local law. A local law must:

- Not be inconsistent with any Act or regulation
- Not duplicate or be inconsistent with a planning scheme
- Comply with any prescribed details relating to the preparation and content of local laws when making local laws (including gazettal in the Victorian Government Gazette)
- Be consistent with any guidelines made by the Minister.

Any incorporated document, such as a Policy, is also required to undergo a Section 223 of the Act consultation and gazettal notice process.

Other legislation that was considered and was in the review included the *Victorian Charter of Human Rights and Responsibilities* and the *Privacy and Data Protection Act 2014*.

Key Changes

The proposed Local Law has been updated to provide for:

- The ability for streaming Council meetings by Council (refer to clause 56).
- Appropriate updating of some language and terminology used within the Local Law to ensure clarity of processes (for example, refer to Division Five, Procedural Motions. Language changed from Adjournment to Deferral).
- Removal of clauses that are no longer relevant or are already covered within the Act (for example, Division Three, Business of Meeting, removal of Conflict of interest duplication with the Act).

- Improve transparency in processes used at a Council meeting, including the Notice of Motion processes.
- Removal of detail that is now proposed to be included in the Policy.

The proposed Policy provides detail on the requirements for:

- Councillors when speaking (removing the necessity for Councillors to stand).
- Behaviour expectations in the meetings for visitors.
- Streaming meetings (new requirements if streaming of meetings occurs to ensure compliance with relevant legislation).
- Petition requirements (amended the requirements to allow e-petitions through an approved Council e-petition facility).
- Submissions.
- Public Question time provisions.

Next Steps

The documents have had minor amendments to reflect that no submissions have been received, and to make them ready for adoption by Council (e.g. proposed dates for public notices updated). The following table outlines the next steps required for the making of the Local Law and adopting the associated Policy:

Stage	Requirements	Comment
1. Adoption	Once submissions have been considered and any feedback included, a final review will be conducted of the Local law, and submitted to Council for adoption. Depending on the number of changes at this stage, the Local Law may be required to undertake further legal review and/or community consultation prior to being submitted for adoption.	As there were no submissions to consider, there is no further feedback to include; therefore the documents are presented with no change. If Council deemed that further significant changes were required, then further legal review and community consultation would be required. If administrative changes were made that did not affect the intent of the clauses within the Local Law or Policy, then further community consultation would not be required.
2. Gazettal requirements	Once adopted, Council must give further notice in the Victorian Government Gazette as well as a public notice for the adoption. A copy must also be sent to the Minister.	Once the Local Law has been signed and sealed, a further notice will be made in the Victorian Government Gazette, Latrobe Valley Express and Council's website.

Stage	Requirements	Comment
		The adopted documents will be provided to the Minister, and made available to the public in Council Service Centres and on Council's website.

STAKEHOLDER CONSULTATION

In accordance with Section 223 of the Act, Council was required to undertake consultation on the proposed Local Law, and the incorporated Policy by:

- publishing a public notice specifying the prescribed details of the submission process including that submissions are made in writing
- opening the submission process for a minimum of 28 days (after the date it is published)
- giving all submitters the opportunity to be heard in support of their submission at a meeting of the Council (or a Committee appointed specifically for this purpose)

The draft Community Impact Statement was provided as an explanatory document for the community with the proposed Local Law and proposed Policy.

Public Notices were placed on 24 August 2017 in the Victorian Government Gazette, Latrobe Valley Express and on Council's website.

The consultation period closed at 5 p.m. on Friday, 29 September 2017 and no submission for either the Local Law or the Policy was received.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost of the legal review of the proposed Local Law was covered in the 2016/2017 budget. Other financial and/or resource implications of the proposed Local Law are covered by operational budgets in the 2017/2018 financial year.

The proposal to remove infringements does not reduce any income from Council as there have not been any infringements issued since the current Local Law was implemented in 2014.

RISK IMPLICATIONS

Under Section 91 of the Act, Council must have a local law to provide for the conduct of Council Meetings. Failure to have such a law in place would present a significant risk to the Council.

A review of the current Local Law identified that parts of the local law were outdated. The proposed Local Law has been drafted to provide for current governance practices in the conduct of Council Meetings and to meet the needs of the elected Councillors and the community.

CONCLUSION

After undertaking the statutory consultation process, it is now recommended that the proposed Local Law and associated Policy is adopted by Council.




SUPPORTING DOCUMENTS

Guidelines for Local Laws

Current Meeting Procedure Local Law

Victorian Ombudsman Report '*Investigation into the transparency of local government decision making – December 2016*'

Attachments

- 1 [↓](#).  Proposed Meeting Procedure Local Law 2017
- 2 [↓](#).  Proposed Council Meeting Policy
- 3 [↓](#).  Proposed Community Impact Statement

10.1

Presentation of the Proposed Meeting Procedure Local Law and Associated documents for adoption

1	Proposed Meeting Procedure Local Law 2017	27
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Latrobe City Council
Local Law No. 1

Meeting Procedure Local Law 2017
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Part A: Introduction

1. Title

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

2. Objectives of this Local Law

The objectives of this Local Law are to:

- 2.1. prescribe the procedures governing the conduct of Council meetings and Special Committee Meetings;
- 2.2. prescribe the processes for the election of the Mayor and Deputy Mayor;
- 2.3. regulate the use of the Council's Common Seal; and
- 2.4. provide opportunities for community participation in Council's decision making processes.

3. Authorising Provision

This Local Law is made under sections 5, 91 and 111 of the *Local Government Act 1989*.

4. Scope of the Local Law

This Local Law applies to all Council meetings and Divisions 1-12 applies to all meetings of Special Committees appointed by the Council unless this Local Law says otherwise.

5. Period of Operation of the Local Law

This Local Law:

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

6. Revocation of Local Law No. 1 - 2014

On the commencement of this Local Law, the Meeting Procedure Local Law No.1 2014 is revoked.

7. Definitions and Notes

In this Local Law:

Act Means the *Local Government Act 1989*

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Authorised Officer	Means a member of Council staff who is authorised by Council or the Chief Executive Officer under delegation to carry out specific functions under this Local Law
Chief Executive Officer	means the Chief Executive Officer of Council
Common Seal	means the Common Seal of Council
Council	means Latrobe City Council
Council meeting	means an Ordinary Meeting or a Special Meeting
Division	means a formal count and recording in the minutes of the meeting of those Councillors for and against a motion
Election Period	has the same meaning as in the <i>Local Government Act 1989</i>
Minister	means the Minister responsible for administering the <i>Local Government Act 1989</i>
Municipal District	means the municipal district of Council
Notice of Motion	means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting
Notice of rescission	means a notice of motion to rescind or amend a resolution made by Council
Penalty units	mean penalty units as prescribed in the <i>Sentencing Act 1992</i>
Quorum	means the majority of members of the Council or a special committee
Rescind	means to repeal or amend a resolution and 'rescinded' includes 'amended'
Senior Officer	has the same meaning as in the <i>Local Government Act 1989</i>
Significant expenditure	means one (1) percent or more of general rate income of the Council
Special Committee	means a special committee established by Council under section 86 of the Act

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Special Meeting means a Special Meeting of Council convened and held in accordance with section 84 or 84A of the Act

The Latrobe City *Council Meetings Policy* is incorporated by reference from time to time into this Local Law. It provides ways in which members of the public can have input to Council's decision making processes.

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Part B: Election of the Mayor

Summary: This Part complements section 71 of the Act and sets out the process to be followed for the election of the Mayor and any Deputy Mayor.

8. Determining the Election of the Mayor

- 8.1. The Chief Executive Officer or a member of Council staff nominated by the Chief Executive Officer must open the meeting at which the Mayor is to be elected, and invite nominations for a temporary Chair.
- 8.2. If there is more than one nomination, the temporary Chair will be elected in accordance with sub-clause 8.6 as if that provision applied to candidates for the position of temporary Chair.
- 8.3. The temporary Chair takes the Chair and must invite nominations for the office of Mayor.
- 8.4. Councillors may nominate themselves but each nomination must be seconded.
- 8.5. If there is only one nomination, the candidate nominated is declared elected. If a Councillor nominates himself or herself and they are the only Councillor nominated, then that Councillor is elected even if the nomination is not seconded.
- 8.6. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates.
 - 8.6.1. If a candidate receives a majority of the votes, that candidate is declared to have been elected;
 - 8.6.2. If no candidate receives a majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates.
 - 8.6.3. If one of the remaining candidates receives a majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;
 - 8.6.4. If two or more candidates have an equality of votes and one of them having to be declared:
 - 8.6.4.1. a defeated candidate; or
 - 8.6.4.2. a defeated candidate and the other duly elected,

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the declaration will be determined by lot.

8.6.5. If a lot is conducted, the Chief Executive Officer or the nominated Council staff member will conduct the lot and the following provisions will apply:

8.6.5.1. each candidate will draw one lot;

8.6.5.2. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and

8.6.5.3. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a container. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" will be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it will be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates). Where there are only 2 candidates remaining and the lot is being conducted to determine which candidate is to be duly elected, the word "Elected" must be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Elected" written on it must be declared to have been duly elected.

8.6.6. The procedure provided for in this clause also applies to the election of a temporary Chair and Chair of a Special Committee.

8.7. Immediately following the election, the Mayor is to take the chair.

Explanatory Note

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

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

If the vote is taken and 2 candidates each receive equal votes, a lot is used to determine which candidate is elected. In this instance, the word "Elected" is written on the paper and the person who draws that piece of paper is elected.

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9. Determining the Election of any Deputy Mayor

If Council resolves that there will be an office of Deputy Mayor, the Deputy Mayor is to be elected in the manner provided for in clause 8 except that any reference in that sub-clause to:

- 9.1. a temporary Chair is to be taken as a reference to the Mayor; and
- 9.2. the Mayor is to be taken as a reference to the Deputy Mayor.

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Part C: Council's Common Seal

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

10. Council's Common Seal

- 10.1. The Chief Executive Officer must ensure the security of Council's Common Seal at all times.
- 10.2. The use of the Common Seal shall be in accordance with a specific decision of the Council.
- 10.3. The affixing of Council's Common Seal to any document must be attested to by the signature of the Chief Executive Officer or any other member of Council staff duly authorised by Council.
- 10.4. A person must not use the Common Seal or any device resembling the Common Seal without authority of Council under subclause 10.2.

Penalty: 10 penalty units

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Part D: Meetings Procedure

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

Division 1 - Notices of Meetings and Delivery of Agendas**11. Council meetings**

- 11.1. The dates, times and places Council meetings are to be held will be determined by Council.
- 11.2. In addition to the requirements in the Act about the notice to be given for Council meetings, reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.
- 11.3. A Council meeting must not go longer than three hours, unless a majority of Councillors present vote in favour of it continuing. If the Councillors present vote against the meeting continuing, the meeting is adjourned to a time, date and place to be determined by the Chair.

12. Agendas

- 12.1. For all ordinary meetings of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda, which includes the Minutes of previous meetings to every Councillor at least 2 working days before the meeting.
- 12.2. For any special meeting of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda to every Councillor within a reasonable time of the special meeting being called but not less than 24 hours prior to the meeting unless there are urgent or exceptional circumstances.
- 12.3. The requirements to provide notice and an agenda under subclauses 12.1 and 12.2 do not apply to a Councillor who has been granted leave of absence and who has advised the Chief Executive Officer in writing not to provide the notice and agenda.

Division 2 – Quorums**13. Inability to gain a Quorum**

If, after 30 minutes from the scheduled starting time of any Ordinary or Special Meeting, a quorum cannot be obtained:

- 13.1. those Councillors present; or

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

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

14. Inability to maintain a Quorum

If, during any Ordinary or Special Meeting or any adjournment of the meeting, a quorum cannot be maintained:

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

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

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

If a quorum cannot be achieved or maintained due to the disclosure of conflicts of interest by the majority of Councillors, the Chief Executive Officer, or in his or her absence, a senior officer appointed as a member of Council's Executive Team, must adjourn the meeting for a length of time sufficient to enable dispensation for the affected Councillors to be applied for from the Minister.

16. Adjourning or postponing a meeting

- 16.1. Council may adjourn any meeting.
- 16.2. If the Chair is of the opinion that the conduct of those present at the meeting is obstructing the progress of business at the meeting, the Chair may adjourn the meeting to a later time on the same day or to a day that he or she considers appropriate.
- 16.3. The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining.
- 16.4. If there is an emergency, the Chief Executive Officer or his or her delegate may postpone a Council meeting provided reasonable attempts are made to notify every Councillor.
- 16.5. The Chief Executive Officer must provide a report to the next ordinary meeting of the Council of the circumstances causing the postponement of the Council meeting.
- 16.6. The Chief Executive Officer must provide written notice of a meeting adjourned under clauses 13, 14 or 15 but where this is not practicable because time does not permit that to occur, then, provided every reasonable

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attempt is made to contact every Councillor, notice by telephone, facsimile, email, in person or by some other means is sufficient.

Division 3 – Business of Meetings

17. The Order of Business

The order of business to be included in an agenda for an Ordinary Meeting will be determined by the Chief Executive Officer and the Mayor having regard to the principles of open, efficient and effective processes of government.

18. Change to Order of Business

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

19. Urgent Business

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

- 19.1. relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 19.2. cannot reasonably or conveniently be deferred until the next Ordinary Meeting.

Division 4 – Motions and Debate

20. Councillors may propose Notices of Motion

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

21. Notice of motion

- 21.1. A notice of motion must:
 - 21.1.1. be in writing;
 - 21.1.2. signed and dated by the Councillor proposing the notice of motion; and
 - 21.1.3. lodged with the Chief Executive Officer by 10:00 am two business days before the next scheduled Council meeting to allow sufficient notice to each Councillor of the matters and inclusion in the Agenda in accordance with subclause 12.1.
- 21.2. The Chief Executive Officer must reject a notice of motion which:

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- 21.2.1. is vague;
 - 21.2.2. is identical or substantially similar to a notice of motion or a rescission motion that has been considered by the Council and lost in the preceding six months;
 - 21.2.3. is defamatory;
 - 21.2.4. may be prejudicial to any person or Council;
 - 21.2.5. is objectionable in language or nature;
 - 21.2.6. is outside the powers of Council;
 - 21.2.7. is a notice of motion submitted during the Election period; or
 - 21.2.8. is a matter subject to a Council decision making process which has commenced but is not yet complete.
- 21.3. If the Chief Executive Officer rejects a notice of motion under subclause 21.2, he or she will inform the Councillor who lodged the notice of motion of that rejection and the reasons for it. The Councillor will be provided with an opportunity to amend the proposed notice of motion provided that the Council meeting at which the notice of motion is to be considered is more than 24 hours from the time of rejection.
- 21.4. The Chief Executive Officer may reject and refer any notice of motion to the Council's operational service request process if it relates to a matter that he or she determines is more appropriately addressed that way.
- 21.5. Subject to subclause 21.6 a notice of motion must call for a Council report if the notice of motion:
- 21.5.1. substantially affects the level of Council services;
 - 21.5.2. commits the Council to expenditure in excess of \$5,000 and that has not been included in the adopted budget;
 - 21.5.3. establishes or amends a Council policy; or
 - 21.5.4. commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.
- 21.6. Where a notice of motion is likely to commit Council to significant expenditure not included in the adopted budget then the notice of motion must only call for referral to and for Council's consideration as part of its future year's annual budget and public submission process.
- 21.7. The Chief Executive Officer may designate a notice of motion to be confidential in accordance with the Act, in which case the notice of motion will be confidential unless the Council resolves otherwise.
- 21.8. The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda.

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- 21.9. The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they are received.
- 21.10. Except by leave of Council, each notice of motion before any meeting must be considered in the order in which they were entered in the notice of motion register under subclause 21.9.
- 21.11. If a Councillor who has given a notice of motion is absent from the meeting, or fails to move the motion when called upon to do so by the Chair, any other Councillor may move the motion.
- 21.12. If a notice of motion is not moved at the meeting at which it is listed, it lapses.

22. Chair's Duty

The Chair must not accept any motion or amendment which he or she considers to be:

- 22.1. defamatory;
- 22.2. objectionable in language or nature;
- 22.3. vague or unclear in intention;
- 22.4. outside the powers of Council;
- 22.5. irrelevant to the item of business on the agenda and which has not been admitted as urgent business; or
- 22.6. an amendment that is contrary to subclause 25.3.

23. Motion Procedure

The procedure for moving any motion is:

- 23.1. The mover must state the motion without speaking to it.
- 23.2. The motion must be seconded by a Councillor other than the mover.
- 23.3. The motion will lapse if it is not seconded.
- 23.4. If the motion is seconded, the Chair must ask: "Is the motion opposed?"
- 23.5. If the motion is not opposed the Chair must ask: "Does any Councillor wish to speak in favour of the motion?"
- 23.6. If no Councillor opposes the motion, or wishes to speak on the motion, the Chair must declare the motion carried.
- 23.7. If a Councillor opposes the motion, the Chair must ask the mover to address the Council on the motion.
- 23.8. The Chair must ask the seconder to address the Council on the motion who may reserve his or her address until later in debate.
- 23.9. The Chair will then invite any Councillor opposed to the motion to debate it and then must provide an opportunity for any Councillor to speak in favour of

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the motion, allowing any other Councillors wanting to speak in favour or against the motion to speak in turn.

23.10. If no further Councillor wishes to speak for or against the motion, the Chair must ask the mover if they wish to exercise their right of reply in accordance with clause 24 prior to the motion being put to the vote.

23.11. To determine a motion before a meeting, the Chair will:

23.11.1. First call for those in favour of the motion;

23.11.2. Then those opposed to the motion; and

then declares the result to the meeting.

24. Right of Reply

24.1. The mover of a motion, including an amendment, has a right of reply to matters raised during debate.

24.2. After the right of reply has been exercised but subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion or amendment, the motion or amendment must immediately be put to the vote without any further discussion or debate.

25. Moving an Amendment

25.1. A motion which has been moved and seconded but not put to the vote may be amended.

25.2. An amendment may be proposed and seconded by any Councillor, except the mover or seconder of the motion.

25.3. A proposed amendment must:

25.3.1. be relevant to the subject of the motion;

25.3.2. not be in opposition to the motion; and

25.3.3. not contradict the form or substance of the motion.

25.4. If a proposed amendment is a simple alteration that:

25.4.1. adds a word or deletes a word from the motion; or

25.4.2. corrects an incorrect reference or typographical error –

the mover and seconder of the motion may agree to accept the changes in which case they will be incorporated into the motion without the need for the agreed changes to be recorded in the minutes of the meeting as an amendment.

25.5. If an amendment is more complex than that proposed under subclause 25.4, then the Chair will follow the process in clause 26.

25.6. Any debate arising from an amendment to a motion must be confined to the terms of the amendment.

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25.7. A motion to confirm a previous resolution of Council cannot be amended.

26. How many Amendments may be Proposed

26.1. Only one amendment may be accepted by the Chair at any one time.

26.2. No second or subsequent amendment may be taken into consideration until the previous amendment has been dealt with.

27. Who may debate an amendment

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

28. An Amendment Once Carried

28.1. If the amendment is carried:

28.1.1. the motion as amended becomes the substantive motion before the meeting; and

28.1.2. the mover and seconder of the amendment are deemed to be the mover and seconder of the amended motion before the meeting; and

28.1.3. the amended motion can then be further amended.

28.2. If the amendment is not carried, the debate returns to the motion, or a further amendment may be proposed.

29. Withdrawal of Motions and Amendments

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

30. Separation of Motions and Amendments

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

31. Chair may Separate or Aggregate Motions and Amendments

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

31.1. several parts; or

31.2. its aggregate form.

32. Foreshadowing Motions

32.1. At any time during debate a Councillor may foreshadow a motion so as to inform Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.

32.2. A foreshadowed motion must substantially relate to an item already listed on the agenda of the Ordinary Meeting, otherwise it can only be accepted by

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Council as urgent business and subject to the urgent business restrictions under clause 19.

- 32.3. A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 32.4. Upon a motion being foreshadowed, the Chair may request the Councillor who foreshadowed it to move that motion immediately or after the business currently before the meeting is disposed of provided that a foreshadowed motion cannot be moved whilst a motion or amendment is being considered by the meeting.
- 32.5. The minutes of the meeting do not have to record a foreshadowed motion until the foreshadowed motion is formally moved.

33. Motions and Amendments in Writing

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

34. Repeating Motion or Amendment

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

35. Debate must be relevant to the Motion

- 35.1. Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.
- 35.2. If the speaker continues to debate irrelevant matters after being requested to confine debate to the motion before the Chair, the Chair may direct the speaker not to speak any further.
- 35.3. A speaker to whom a direction has been given under subclause 35.2 must comply with that direction. If the speaker fails to comply with the Chair's direction, the Chair may require the speaker to leave the chamber until the motion has been put to the vote and the speaker must comply with that requirement.

36. Priority of address

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

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37. Speaking Times

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

- 37.1. the mover of a motion or an amendment which has been opposed or where a Councillor has asked to speak in favour of the motion under clause 23: - 3 minutes;
- 37.2. any other Councillor – 3 minutes; and
- 37.3. the mover of a motion exercising a right of reply – 3 minutes.

38. Extension of Speaking Times

- 38.1. An extension of speaking time may be granted by resolution of Council at any time before, during or immediately after debate, but only one extension is permitted for each speaker on any question and the extension cannot be granted for longer than 3 minutes.
- 38.2. A motion for an extension of speaking time cannot be accepted by the Chair if another speaker has commenced participation in the debate.

39. Addressing the Meeting

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

40. Right to Ask Questions

- 40.1. A Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 40.2. The Chair has the discretion to restrict the number of questions asked and answered to allow for the orderly flow of the meeting.

Division 5 – Procedural Motions**41. Procedural Motions**

- 41.1. Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.
- 41.2. Procedural motions require a seconder.
- 41.3. Procedural motions do not need to be recorded in the minutes of the meeting, unless requested by the Chair.
- 41.4. Notwithstanding any other provision in this Local Law, procedural motions must be dealt with in accordance with the following table:

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017 PROPOSED

PROCEDURAL MOTIONS TABLE

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

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED

Division 6 – Rescission Motions**42. Notice of Rescission**

42.1. A Councillor may propose a notice of rescission provided:

- 42.1.1. the resolution proposed to be rescinded has not been acted on; and
- 42.1.2. the notice of rescission is provided to the Chief Executive Officer setting out:
 - 42.1.2.1. the resolution to be rescinded; and
 - 42.1.2.2. the meeting and date when the resolution was made.

Explanatory Note

A notice of rescission is a form of notice of motion. Accordingly, all provisions in the Local Law regulating notices of motion equally apply to notices of rescission.

When the notice of rescission is before the meeting, it is like any other form of motion. It is referred to as a "rescission motion".

42.2. A resolution will be deemed to have been acted on if:

- 42.2.1. its contents or substance has been formally communicated to a person whose interests are materially affected by it; or
- 42.2.2. a statutory process or work has been commenced, so as to vest enforceable rights in or obligations on Council or any other person.

42.3. The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:

- 42.3.1. has not been acted on; and
- 42.3.2. is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with clause 42.1,

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy or in the CEO's opinion, place the Council at significant legal, financial or other risk.

Explanatory Note

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

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PROPOSED

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost. Clause 42.3 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

43. When a rescission Motion is Lost

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

Explanatory Note

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

Clause 43.2 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the original resolution rather than deferring implementation of it until after the further notice of rescission.

44. If Not Moved

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

45. May be Moved by any Councillor

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

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Division 7 – Points of Order**46. Chair to Decide**

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

47. Chair may Adjourn to Consider

47.1. The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.

47.2. All other proceedings before Council are suspended until the point of order is decided.

48. Dissent from Chair's Ruling

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

"That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".

48.2. When a motion in accordance with this clause is moved and seconded, the Chair must invite the mover to state the reasons for his or her dissent and the Chair may then reply.

48.3. The Chair must put the motion in the following form:

"That the Chair's ruling be dissented from."

48.4. The Chair must remain in the Chair during the motion of dissent and he or she maintains their right to a second vote.

48.5. If the vote is in the negative, the meeting proceeds.

48.6. If the vote is in the affirmative, the Chair must reverse or vary (as the case may be) his or her previous ruling and proceed.

48.7. The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair, and should not be so regarded by the meeting.

49. Procedure for Point of Order

49.1. A Councillor raising a point of order must:

49.1.1. state the point of order; and

49.1.2. state any section, clause, paragraph or provision relevant to the point of order.

49.2. Any Councillor interrupted by another Councillor raising a point of order must remain silent until the Councillor raising the point of order has been heard and determined by the Chair.

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50. Valid Points of Order

A point of order may be raised in relation to:

- 50.1. a motion, which, under clause 23, or a question which, under clause 40, should not be accepted by the Chair;
- 50.2. a question of procedure; or
- 50.3. any act of disorder.

Explanatory Note

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

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

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

Division 8 – Divisions**51. Procedure for a Division**

- 51.1. Immediately after any motion or amendment is put to a vote and before the next item of business has commenced, a Councillor may call for a division.
- 51.2. No Councillor is prevented from changing his or her original vote when voting on the division.
- 51.3. When a division is called for, the Chair must:
 - 51.3.1. first call for a show of hands from those Councillors voting in favour of the motion, then call for a show of hands from those Councillors voting against the motion; and
 - 51.3.2. declare the result to the meeting.
- 51.4. The outcome of the vote on the division will determine Council's decision on the matter.

52. No Discussion Once Declared

- 52.1. Once a vote on a motion or amendment has been taken, no further discussion relating to the motion or amendment is allowed unless the discussion involves:
 - 52.1.1. a Councillor requesting, before the next item of business is considered, that his or her opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or
 - 52.1.2. foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED**Explanatory Note**

For example, clause 52.1.2 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, clause 52.1.2 would permit discussion about a matter which would otherwise be left in unresolved because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left unresolved; hence the reference in clause 52.1.2 to discussion about a positive motion where a resolution has just been rescinded.

Division 9 – Minutes**53. Confirmation of Minutes**

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

54. Process for confirming the Minutes

58.1 If no Councillor indicates opposition to the minutes, the Chair must declare the minutes confirmed.

58.2 If a Councillor indicates opposition to the minutes he or she must specify the particular matter in the minutes concerned and may, after asking any questions to clarify the matter, move a motion to correct the inaccuracy.

58.3 Once the minutes are confirmed the Chair of the meeting at which they are confirmed, must sign them.

55. Content of the Minutes

55.1. The Chief Executive Officer must ensure that minutes of each Council meeting are kept and those minutes include:

55.1.1. The date, place, time and nature of the meeting;

55.1.2. The names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;

55.1.3. The names of the members of Council staff present;

55.1.4. Any disclosure of the existence and type (and, where appropriate, nature) of a conflict of interest made by a Councillor, and when such disclosure occurred;

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- 55.1.5. Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
- 55.1.6. Each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
- 55.1.7. The vote cast by each Councillor;
- 55.1.8. The vote cast by each Councillor upon a division;
- 55.1.9. The vote cast by any Councillor who has requested that his or her vote be recorded in the minutes;
- 55.1.10. Questions upon notice;
- 55.1.11. The failure of a quorum;
- 55.1.12. The date and time the meeting was commenced, adjourned, resumed and concluded;
- 55.1.13. Any adjournment of the meeting and the reasons for that adjournment; and
- 55.1.14. The time at which standing orders were suspended and resumed; and
- 55.1.15. Any other matter that the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

56. Recording and broadcasting Meetings

Except for a member of staff authorised by the Chief Executive Officer, a person must not record or broadcast, or any part of a Council meeting, without first obtaining the consent of Council or the Chair (as the case may be). Such consent may at any time during the course of such meeting be revoked by Council or the Chair (as the case may be).

Penalty: 5 penalty units.

Division 10 – Behaviour

57. Public Addressing the Meeting

Any member of the public addressing Council must extend due courtesy and respect to Council and the processes and policies under which it operates and must take direction from the Chair whenever called on to do so.

58. Chair May Remove

The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction.

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PROPOSED**59. Suspensions**

Council may by resolution suspend from a portion of the meeting, or for the balance of the meeting, any Councillor whose actions have disrupted the business of Council at that meeting, and have impeded its orderly conduct.

60. Offences

It is an offence for:

60.1. a Councillor to not withdraw an expression considered by the Chair to be offensive or disorderly, and apologise when called on twice by the Chair to do so;

Penalty: 2 penalty units

60.2. any person, not being a Councillor, who is guilty of any improper or disorderly conduct, to not leave the Chamber when requested by the Chair to do so;

Penalty: 5 penalty units

60.3. any person to fail to comply with a lawful direction of the Chair in relation to the conduct of the meeting and the maintenance of order;

Penalty: 2 penalty units

60.4. a Councillor to not leave the Chamber on the Chair's order or suspension by Council;

Penalty: 5 penalty units

60.5. any person to fraudulently sign a petition or joint letter which is presented to Council or has the intention of being presented to Council.

Penalty: 10 penalty units

Explanatory Note

Some (but not all) breaches of this Local Law result in an offence being committed. Those breaches which result in an offence being committed are to be found in clause 60 and those clauses where a penalty and 'penalty units' appear below the text.

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

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

61. Removal from Chamber

The Chair, or Council in the case of a suspension, may ask a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Local Law and whom the Chair has ordered to be removed from the gallery under clause 58 of this Local Law or whom Council has suspended under clause 59.

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Division 11 – Miscellaneous**62. Matters Not Provided For**

Where a situation has not been provided for under this Local Law, the Council may determine the matter by resolution.

Division 12 – Suspension of Standing Orders**63. Suspension of Standing Orders**

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

Explanatory Note

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

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

63.2. The suspension of standing orders should not be used purely to dispense with the processes and protocol of the governance of Council. An appropriate motion would be:

"That standing orders be suspended to enable discussion on....."

63.3. Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

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PROPOSED

Certification

This Local Law was made by resolution of Latrobe City Council on Monday, 13 November 2017.

Date of public notice of the making of this Local Law in Latrobe Valley Express: PROPOSED Thursday, 16 November 2017.

Date of notice of the making of this Local Law in the Victoria Government Gazette: PROPOSED Thursday, 16 November 2017.

Date of sending this Local Law to the Minister: PROPOSED Thursday, 16 November 2017.

Date the Local Law came into force: PROPOSED Thursday, 16 November 2017.

The Common Seal of the Latrobe City Council)
was affixed this 14 day of November 2017)
in the presence of:)

Gary Van Driel
Chief Executive Officer



Council Meetings Policy

Version 1 DRAFT

Approval Date: DRAFT

Review Date: DRAFT



DRAFT Council Meetings Policy

DOCUMENT CONTROL

Responsible GM	Corporate Services General Manager	
Division	Corporate Services	
Last Updated (who & when)	Amy Phillips, Coordinator Governance	July 2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	May-July 2017	New Policy draft
References	Refer to Section 8 and 9 of this policy	
Next Review Date	Annual July 2018	
Published on website	Yes	
Document Reference No	TBC – DRAFT POLICY	

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1. Background

Latrobe City Council has declared a number of procedural matters to be followed through its *Meeting Procedure Local Law*. Development or reviews of Local Laws are onerous and can be costly. It can also inhibit the ability to utilise developing and future technologies for engagement due to these factors. By developing this policy, Latrobe City Council aims to enable more timely, cost effective and flexible reviews of certain provisions in Council meetings, in particular those that relate to the community engaging with it in Council meetings.

2. Objectives

In the spirit of being collaborative, accessible and transparent, Latrobe City intends through this Policy to provide for various opportunities for the community to participate or be acknowledged, and allow for future improvements in technology and engagement practices at Council Meetings.

Council sets out the principles and general procedures that will be followed. This policy also addresses the aspect of privacy in the provision of personal details at the point of collection and outlines Council's responsibility to be open and transparent in making material (including submissions, questions and petitions) available to the general public.

3. Scope

This Policy supports Local Law No.1 (Meeting Procedure Local Law), to facilitate community participation in meetings with Council and to regulate and control the procedures that relate to this.

This Policy covers both Ordinary and Special Council Meetings, along with any other meeting where Council has prescribed that this policy will apply.

4. Principles of Management

Latrobe City Council will consider where possible, the inclusion of community members to engage in the meetings prescribed under the *Meeting Procedure Local Law* that have not been closed to the public, or to a forum where Council decides that this policy will apply.

4.1. Requirements for Councillors whilst speaking

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

4.2. Acknowledgements

At times it will be appropriate for the Council to acknowledge, or recognise achievements of individuals or groups, or the passing of a person who is closely

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associated with the Council or the community at an Ordinary Council Meeting. Where formal honours are applicable, the *Civic, Ceremonial Functions and Honours Policy* must be followed.

At an Ordinary Council Meeting, the following may occur:

- a Councillor speaking on the matter (in accordance with the debate timeframes outlined in the *Meeting Procedure Local Law*) noting the details of the achievements or passing of a person
- a presentation of a certificate or plaque
- a minutes silence recognising the passing of a person

A council resolution is not required to note the details of the achievements or the passing of a person (or send correspondence as such), however, one will be required if further action is required and cannot override provisions outlined within the *Civic, Ceremonial Functions and Honours Policy*.

4.3. Streaming Council Meetings

In the spirit of open, accessible and transparent governance, Latrobe City Council will consider streaming Council meetings, either in part or in whole, in accordance with requirements provided for in the *Meeting Procedure Local Law*.

By attending a Council Meeting those present may be recorded or image captured. Where participating in the meeting, consent is automatically given for those participating to being recorded and images captured. Notices of this effect will be on display at the meeting, although all care is to be taken to maintain a person's privacy as an attendee in the gallery.

Recordings are used to enable the community who are unable to attend the meeting to view the meeting and for the preparation of the official minutes. Recordings may be retained for viewing by the public for up to 30 days, and then will be erased.

4.4. Behaviour Expectations in the Meeting for visitors

All present at a meeting are required to behave in accordance with the Meeting Procedure Local Law to allow the meeting to proceed without disruption.

Appropriate behaviour includes:

- Be quiet during proceedings;
- Not create a nuisance within the meeting;
- Be respectful of the protocols of the meeting;
- Not harass those attending the meeting, including Councillors, officers and other visitors;

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- Not bring in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Mayor/Chairperson;
- Not display any physical violence or verbal abuse to anyone or anything within the meeting;
- Not record meeting proceedings without the consent of the Mayor/Chairperson via photography, filming or audio unless consent has been given in accordance with clause 56 of the *Meeting Procedure Local Law*.
- Have mobile devices switched off or on silent.

Members of the public who do not behave appropriately will be warned, and if poor behaviour continues, will be required to leave in accordance with clauses 58 and 61 of the *Meeting Procedure Local Law*.

Procedures and penalties under the *Meeting Procedure Local Law* will apply.

4.5. Petitions

The community has the right to lobby Council, and can do so through petitioning.

4.5.1. Requirements for a Valid Petition

For a petition from the community to be accepted and presented to a Council meeting on its own merits, the following requirements must be met:

- A petition must be:
 - in the prescribed template format (attached to this policy at [appendix one](#))
 - addressed to Latrobe City Council
 - refer to a matter on which Latrobe City Council has the power to act
 - state the reasons for petitioning Latrobe City Council
 - contain a request for action by Latrobe City Council
 - be signed by at least ten people (must not be in pencil)
 - not relate to a matter under consideration through a current submission/objection process (e.g. through the *Planning and Environment Act 1987* or the *Local Government Act 1989*).
- The terms of the petition must:
 - be placed at the top of every page
 - not contain any alterations
 - not exceed 250 words
 - not be illegal and must not promote illegal acts and

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- language must not be objectionable or inflammatory in nature.
- Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the above criteria will be accepted.

4.5.2. Submitting your petition

Paper-based petitions should be forwarded by mail with the details of the head petitioner or other nominated person for follow up, to:

Latrobe City Council
PO Box 264
Morwell VIC 3840

or delivered in person to any Latrobe City Council customer service centre during business hours.

E-petitions can be forwarded in accordance with the criteria specified by Council for that facility.

4.5.3. Assessment of the petition

Once received, officers will provide written acknowledgement of receipt, and undertake an initial assessment against the criteria specified in this policy to ensure that it complies prior to being presented to the next available Council meeting.

Where the petition does not meet the specified criteria, the following will apply:

- If the subject matter relates to a current submission process (e.g. through the *Planning and Environment Act 1987* or the *Local Government Act 1989*), the petition will be considered as a submission/objection to that process
- Any other matter it will be considered as general correspondence and not presented to Council

and the head petitioner or other nominated person notified accordingly.

4.5.4. Tabling at a Council meeting

A petition that meets the criteria will be listed for tabling at the next available Ordinary Council Meeting with the following information:

- The terms of the petition
- The number of signatures

No discussion or debate will be entered into when a petition is being tabled, however, if the petition relates to an operational matter, Council must refer the petition to the Chief Executive Officer for consideration. If this occurs, a further report to Council is not required.

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4.5.5. Follow up of Petition

Once tabled, the petition is forwarded to the appropriate Divisional General Manager for action. A report is then presented to a subsequent Ordinary Council Meeting, which will include officers' recommended response for Councils consideration.

Officers may contact the head petitioner or other nominated person as appropriate to clarify any of the issues raised in the petition.

The head petitioner will be advised in writing of the outcome of the request contained in the petition within a reasonable timeframe.

It is the responsibility of the head signatory to advise other signatories of the outcome.

4.6. Written Submissions

Council will invite submissions in accordance with its *Community Engagement Policy* from time to time. Written submissions can form part of an officer report being presented to Council; however there are no other opportunities for written submissions or correspondence to be listed as an agenda item.

This policy does not override the provisions of the *Local Government Act 1989*, or change the opportunities or obligations in relation to people wishing to lodge submissions/objections to planning applications or proposed planning scheme amendments.

Where the submission does relate to a statutory submission process under the *Local Government Act 1989* or the *Planning and Environment Act 1987*, Council will ensure that those procedures are followed, including any notifications required to those who have made a submission as specified in the applicable statutory processes.

4.7. Speaking at a Council Meeting

4.7.1. Requirements for a valid request to speak at a Council Meeting

For a member of the public to be able to speak at a Council Meeting, the following requirements must be met:

- The request to speak must be relevant to an item that is on the agenda for that meeting, and that does not relate to a matter for which the meeting would normally be closed (Section 89(2) of the *Local Government Act 1989*)
- Requests must be received no later than midday on the day of the meeting via contacting the Governance Officer by telephone or via the form available on Councils website.
- The person requesting to speak must provide their name, address, contact number, who they represent (if applicable), and the item they wish to speak on

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- The person requesting to speak acknowledges that consent is automatically given to being recorded (if the meeting is to be streamed)

Organisations are required to select one spokesperson to address Council on their behalf. If an organisation wishes to select more than one spokesperson, it may do so if its request is granted by the Mayor/Chair prior to the commencement of the meeting.

Speaking at Council meeting opportunities is not to be used to present petitions, letters or ask questions (these can be done through alternative mechanisms available as outlined in this policy).

4.7.2. Procedural matters for managing speakers

The following procedural matters apply:

- The order of speakers will be as follows:
 - Aligns with the order of reports on the agenda
 - Then in order of receipt of the request to speak or as otherwise instructed by the Chair
- There is no requirement for standing orders of the meeting to be suspended or resumed to allow members of the public to speak to an item on the agenda.

4.7.3. Requirements for speaking at a Council Meeting

The following requirements for addressing a Council Meeting apply

- When addressing the meeting, persons are asked to address the meeting facing the Mayor/Chair at the microphone provided.
- Speakers are requested to keep their address brief and to the main issues of concern.
- The time limit allowed for each speaker is three minutes. Only one extension of not more than three minutes can be granted regardless of how many items are being addressed.

Councillors may ask questions of the speaker to clarify a point, however, no debate or commentary is to be provided at this time.

4.7.4. Protocol for addressing the Meeting

The following protocol applies when addressing a Council Meeting

- Any person addressing the Chair must refer to the Chair as:
 - Madam Mayor; or
 - Mr Mayor; or
 - Madam Chair; or

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- Mr Chair

as the case may be.

- All Councillors, other than the Mayor, must be addressed as Councillor *(name)*
- All members of staff in attendance must be addressed as Mr or Ms *(name)* as appropriate or by their official title.

4.8. Public Question Time

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

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

4.8.1. Requirements for a valid question

For a question to be considered at an Ordinary Council Meeting, the following requirements must be met:

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

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

- Repetitive or has already been answered (either previously by officers in writing or at a Council Meeting)
- Relates to a matter for which the meeting would normally be closed (Section 89(2) of the *Local Government Act 1989*)
- Is prejudicial to the Council or any other person if answered
- Relates to the personal views or actions of an individual Councillor or Officer
- Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage
- Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature

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- Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

4.8.2. Submitting your question

Questions for consideration at an Ordinary Council Meeting can be submitted:

- electronically to egovernance@latrobe.vic.gov.au or
- via an online form available on Council's website, or
- via a form available in Councils' customer service centres (attached to this policy at [appendix two](#)).

Questions must be received by midday on the day of the Ordinary Council Meeting. Any questions received after this deadline that meets the criteria will be held until the next Ordinary Council Meeting for response.

4.8.3. Response at a Council Meeting

The Mayor/Chair will ask the Chief Executive Officer to conduct the public question time session.

The Chief Executive Officer will ascertain if the person asking the question is present in the gallery, and if so, will read the question or summarise its contents, and read the response to the question. The Chief Executive Officer can nominate another Senior Staff member to read the response to the question, if they deem it suitable.

If the person asking the question is not present in the gallery, the question and the response is not required to be read out. However the details will be included in the minutes of the meeting and a copy distributed to the person to their nominated address.

Council has the discretion to seek clarification to the question if deemed necessary; otherwise the person asking the question is not permitted to enter into debate or discussion during this session.

4.9. Privacy

To comply with the Victorian *Privacy and Data Protection Act 2014*, personal information provided as part of any provision detailed in this policy will only be used for the primary purpose for which it was provided – (e.g. to consider the petition, question or submission).

Processes will comply with Council's *Citizen Confidentiality and Privacy Policy* where applicable.

As part of Council's operations, any document incorporated into a Council agenda must be made publically available, including any petitions which are tabled.

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DRAFT Council Meetings Policy

The agenda and minutes are printed and available for the general public, and appear on Council's website. However, attachments such as full submissions and petitions will be made available to Councillors; however will only be available for viewing at Council Headquarters via appointment for members of the public. A summary of the submissions, including name (unless specifically requested in writing to remain anonymous), will be made available in the agenda and minutes.

The following details as outlined in the table below will be published in the minutes.

Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Acknowledgements	Name of the person who is being acknowledged and the reason for acknowledgement.	Not applicable
Petitions	Name of the person who has presented the petition (with the number of signatures and the terms of the petition)	Full copies of petitions may be viewed only by contacting Council. A copy is provided to Councillors for their decision making processes.
Written Submissions	Name of the person, (with a summary of the submission).	Full copies of submissions can be viewed in accordance with the provisions applicable under legislation. If nothing is prescribed, then a copy of a submission may be viewed by contacting Council.

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

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Council

- Overall responsibility for compliance with this policy
- Responsibility to ensure this Policy is consistent with Latrobe City Council strategic directions and other Latrobe City Council Policies
- Responsibility for the decision to approve this Policy by Council Resolution

5.2. Chief Executive Officer

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

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- Overall responsibility for performance monitoring
- 5.3. Executive Management Team and Senior Managers
- Responsibility for compliance with this policy
 - Responsibility for enforcing accountability
 - Responsibility for providing resources
 - Responsibility for performance monitoring
- 5.4. Officers
- Comply with procedures developed to achieve compliance with this policy.

6. Evaluation and Review

6.1. Reviews

This policy will be reviewed initially after twelve months of implementation. After this, it will then be reviewed when either of the following occurs (whichever comes first):

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

6.2. Administrative updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document.

Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.

However, any change or update which materially alters this document must be by resolution of Council.

6.3. Charter of Human Rights and Responsibilities

This policy has been developed in accordance with the *Charter of Human Rights and Responsibilities*. The following rights are reasonably limited:

- Entitlement to participate in public life
- Peaceful assembly and freedom of association
- Recognition and equality before the law
- Privacy and reputation

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- Freedom of thought, conscience, religion and belief
- Freedom of expression
- Freedom of movement

7. Definitions

Chief Executive Officer	Means the Chief Executive Officer of Council
Council	Means the Latrobe City Council
Councillor	Means a person who holds the office of Council
Mayor/Chair	Means the person who holds the office of Mayor, or the person who is authorised to preside over the meeting
Ordinary Council Meeting	Means an Ordinary Meeting of the Council, as defined in Section 83 of the <i>Local Government Act 1989</i> .
Senior Officer	Has the same meaning as in the <i>Local Government Act 1989</i>

8. Related Documents

Local Law No. 1 Meeting Procedure Local Law

9. Reference Resources

Local Government Act 1989

Privacy and Data Protection Act 2014

Planning and Environment Act 1987

Local Law No. 1 Meeting Procedure Local Law

Civic, Ceremonial Functions and Honours Policy

Citizen Confidentiality and Privacy Policy

10. Appendices

[Appendix One: Petition template](#)

[Appendix Two: Public Question Time](#)

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Appendix One: Petition Template

Petition to the Latrobe City Council

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

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

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

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

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Appendix Two: Public Question Time

Council Meeting Public Question Time Form

Council invites questions from members of the community at its Ordinary Council Meetings. Questions must be received by midday on the day of the Ordinary Council Meeting. Any questions received after this deadline that meets the criteria specified in the Council Meeting Policy will be held until the next Ordinary Council Meeting for response. Please refer to the *Council Meetings Policy* for further information (an extract attached over the page).

Name: _____
 Address: _____
 Contact Phone Number: _____

Question Topic:

Question:

Signed: _____ Date: _____

The personal information requested on this form is being collected by Council for the purpose of processing your request to ask a question at a Latrobe City Council Ordinary Council Meeting in accordance with the Council Meetings Policy. The personal information will be used solely by Council for that primary purpose or directly related purposes. If you choose not to provide this information, then we will be unable to process your request. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.

Customer Service Use Only: Note, once this form has been received at reception, the Governance team must be immediately contacted and advised.
 Date and Time Question Received:
 Contacted Governance: Yes No



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DRAFT Council Meetings Policy

Council Meeting Public Question Time Form

Council Meeting Policy Extract (please refer to the full policy for further information on public question time).

Public question time is a section of the Agenda of an Ordinary Council Meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.

4.8.1. Requirements for a valid question

For a question to be considered at an Ordinary Council Meeting, the following requirements must be met:

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

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

- Repetitive or has already been answered (either previously by officers in writing or at a Council Meeting)
- Relates to a matter for which the meeting would normally be closed (Section 89(2) of the Local Government Act 1989)
- Is prejudicial to the Council or any other person if answered
- Relates to the personal views or actions of an individual Councillor or Officer
- Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage
- Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature
- Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

Governance Use Only:

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

Notes:



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Latrobe City Council
Local Law No. 1

Meeting Procedure Local Law 2017
Community Impact Statement
PROPOSED

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

PART A – General Comments

Background

Latrobe City Council has undertaken a review of its Meeting Procedure Local Law.

In 2010, the State Government, through Local Government Victoria, released *Guidelines for Local Laws Manual*, listing new best practice guidelines for the creation and enforcement of Local Laws.

The key features of these best practice guidelines are summarised as follows:

- the key aim is to improve accessibility, accountability, compliance, consistency, currency, efficiency, enforceability, necessity, and transparency;
- regulation should be viewed as a last resort, because it imposes a burden of compliance on the community and a burden of enforcement on the council;
- the community should be involved from the commencement of the law-making process, not just at the final formal submissions stage under section 223 of the *Local Government Act 1989*;
- Local Laws should not allow discretions on the part of those administering/enforcing them without clear guidelines being in place.
- Where Local Laws rely on other documents such as Council policies or permit conditions, those documents should be as accessible to the public as the Local Laws and, if necessary, incorporated into the Local Laws.

Councils are also required to produce a *Local Law Community Impact Statement* for all new or materially altered local laws.

Objectives of this Local Law

The objectives of this Local Law are to:

- prescribe the procedures governing the conduct of Council meetings and Special Committee Meetings;
- prescribe the processes for the election of the Mayor and Deputy Mayor;
- regulate the use of the Council's Common Seal; and
- provide opportunities for community participation in Council's decision making processes.

Consultation

The draft Latrobe City Council Local Law No.1 (Meeting Procedure Local Law 2017) was presented to Council for endorsement on 21 August 2017 to enable it to be released for public exhibition for at least 28 days during which affected members of the community were invited to make written submissions as per the requirements of Section 119 and Section 223 of the *Local Government Act 1989*.

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

Submitters who indicated that they wish to talk to their submissions in relation to the draft local law were invited to address Council at its Council meeting on 23 October 2017.

Following consideration of any submissions the Latrobe City Council Local Law No.1 (Meeting Procedure Local Law 2017) is being presented to Council on 13 November 2017 for adoption.

No submissions were received.

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

PART B – Comments on proposed Local Law overall

Measures of success of the proposed Local Law	<p>The success of the proposed Local Law will be best measured by the extent to which it enhances the governance framework and decision making processes of the Council including that</p> <ul style="list-style-type: none"> • Council meetings continue to operate openly and transparently • the overall objectives of the Local Law are met. • the Local Government legislative requirements are met.
Existing Legislation that may be used instead	<p>The proposed local law has been carefully prepared in accordance with the requirements of section 91(1) of the <i>Local Government Act 1989</i> (Act), and Council believes that no other legislation can be used instead of the proposed local law.</p> <p>Council must make a Local Law governing the conduct of Council and Special Committee meetings in accordance with section 91(1) of the Act.</p> <p>Except as provided within the Act, the conduct of meetings is at the discretion of Council.</p>
State legislation more appropriate	<p>The proposed local law has been carefully prepared and Council believes that all items dealt within the local law are consistent with, or not dealt within, other Victorian State legislation.</p>
Overlap of existing legislation	<p>There are provisions in the (Act) which relate to the conduct of Council and Special Committee meetings. The majority of the proposed amendments are to remove the overlap of clauses in the Act.</p> <p>Accordingly, the proposed Local Law has a number of provisions which complement existing legislation and provide a more appropriate local response, whilst not overlapping, duplicating or conflicting with existing State Legislation.</p>
Overlap of planning scheme	<p>The proposed Local Law has no relevance to any Planning Scheme.</p>
Risk assessment	<p>No formal risk assessment has been undertaken.</p> <p>The proposed Local Law and associated policy prescribes common governance procedures to be followed by Council and prescribes standards of behaviour for those participating in or present at Council and Committee meetings.</p>

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

Legislative approach adopted	<p>A Meeting Procedure Local Law is required by the provisions of section 91(1) of the Act.</p> <p>Conduct of Mayoral elections</p> <p>The proposed Local Law adopts a high impact regulatory approach. The Code sets out the procedural aspects of Mayoral elections in a highly prescriptive manner. There are no discretionary provisions or processes.</p> <p>This approach is considered appropriate as it provides certainty and transparency to participants and the community, and ensures elections are conducted in fair and equitable manner.</p> <p>Council's Common Seal</p> <p>The Local Law adopts a high impact regulatory approach.</p> <p>This approach is considered appropriate as it provides clear accountability for appropriate use and safekeeping of the Council seal.</p> <p>Conduct of Meetings</p> <p>The proposed Local Law adopts a medium impact regulatory approach as it prescribes with a level of detail the procedures and processes for the election of Mayor, use of the common seal and the conduct of Council and Committee meetings.</p> <p>This approach is considered appropriate to facilitate the orderly and efficient conduct of meetings with fair and equitable access and participation of Councillors, Committee members and, where appropriate, members of Council staff and the community; to provide certainty and transparency to participants and the community in relation to the election of Mayor.</p> <p>The proposed amendments have been incorporated into a new Local Law and a <i>Council Meetings Policy</i> (Policy) to provide a greater level of clarity and transparency.</p> <p>Whilst being largely prescriptive, the Local Law retains a level of discretion that is considered appropriate to facilitate the orderly conduct of meetings, whilst allowing latitude to deal with particular circumstances of the meeting and business at hand.</p>
Restriction of competition	<p>The proposed Local Law and Policy relates only to Council governance processes and there are no National Competition Policy implications associated with the proposal.</p>

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

Penalties	<p>The Local Law creates a minimal number of offences. Penalties for these offences are considered reasonable.</p> <p>Benchmarking indicates the penalties prescribed are reasonable when compared with equivalent local laws of other municipalities.</p> <p>The penalties applying to all existing Local Law clauses were considered and reviewed and no new offences were prescribed.</p>
Permits and Fees	<p>The proposed Local Law does not make provision for the issue of permits and does not prescribe any fees.</p>
Performance standards or prescriptive	<p>Not applicable.</p>
Comparison with neighbouring like Councils	<p>Latrobe City Council utilised the LGPro Better Local Laws Program in the drafting of this Local Law.</p> <p>Benchmarking has been conducted with Banyule City Council, Baw Baw Shire Council, Bass Coast Shire Council, City of Melbourne, City of Warrnambool, East Gippsland Rural Council, Mornington Peninsula Shire Council, Mildura Rural City Council, South Gippsland Shire Council, Wangaratta Rural City Council, Wellington Shire Council and Yarra Ranges Shire Council.</p> <p>The proposed Local Law is not substantially different from the meeting procedure local laws of other Victorian councils.</p>
Charter of Human Rights and Responsibilities	<p>The Victorian Charter of Human Rights and Responsibilities (the Charter) contains twenty basic rights that promote and protect the values of freedom, respect, equality and dignity.</p> <p>The proposed Local Law has been considered in accordance with the Victorian Charter of Human Rights and Responsibilities. No inconsistencies have been identified. Particular consideration was given to the following rights under the charter:</p> <ul style="list-style-type: none"> • Right to recognition and equality before the law • Right to privacy and reputation • Right to freedom of expression • Peaceful assembly and freedom of association • Right to take part in public life • Right to a fair hearing

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

Consultation	<p>In developing this Local Law the Council has either undertaken or will undertake the following processes:</p> <ul style="list-style-type: none"> • a review of changes in legislation that might impact on the content of the Local Law was also undertaken and appropriate amendments made; • various Council staff reviewed the existing document as to any issues with the current Local Laws; • Council will consider a formal draft of the Local Laws at an Ordinary Council meeting and will be required to adopt the proposed Local Laws in order that the formal public submission process can occur; • Submissions on the adopted proposed Local Laws will be called for in public advertisements with a 28 day submission period available for the public to make any comments, suggestions and objections on the proposals; • Council will hear any person making a submission if a person so requests at a meeting with Council or representatives of Council; • Council will then formally consider a report on the submissions and any proposed changes to the proposed Local Law; • Council will then adopt the Local Law and place advertisements in local papers and the Government Gazette after which time the Local Law comes into force.
Submissions	<p>Council welcomed submissions and comments at any time during the above processes.</p> <p>However, Council had undertaken a formal submission process under Section 223 of the Act once Council had completed its initial research and community consultation and had adopted a draft for the formal public comment required.</p> <p>There was no set format for submissions but they needed to be in written form where possible. Persons who were not able to make a submission in the written form were required to make contact with the Governance team on (03) 5128 5717 to make alternative arrangements.</p> <p>Persons who made a submission were able to make a request to be heard at the 23 October 2017 Council meeting on their submission.</p>

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

PART C – Comments on specific parts or provisions of the proposed Local Law

Set out below are details of changes proposed to the existing Local Law. The following notes do not comment on minor alterations or grammatical changes. The local law has been restructured so that the numbering of clauses is easy to reference.

Part A: Introduction

Part A of the proposed Local Law provides for the administrative requirements for revoking the previous local law, as well as the definitions and notes to assist with interpreting the Local Law. It also introduces the proposed *Council Meeting Policy* as an incorporated document.

To '*ensure Council operates openly, transparently and responsibly*' is a key objective within the Latrobe City Council '*Council Plan 2017-2021*'. This is a key driver in the proposed changes, including the removal of superfluous definitions, and the inclusion of new definitions, such as 'Significant expenditure'.

Part B: Election of the Mayor

Part B of the proposed Local Law provides for the election of the Mayor and the procedures that are required to be followed. The proposed Local Law references back to the *Local Government Act 1989* (Act) to assist with complying with the relevant provisions.

It also provides for the establishment and election of the Deputy Mayor role.

Part C: Council's Common Seal

The Common Seal is a device which formally and solemnly records the collective will of Council. The provisions in this Part are designed to protect the integrity of the Common Seal, and describe when it may be affixed to a document.

Part C proposes to allow Council to decide what documents (through Council resolution) to affix the Council's Common Seal to.

There is also provision for Council to authorise additional staff to attest to the affixing of the Council's Common Seal if required.

This will allow for efficiencies in operational matters where Council's Common Seal is still a requirement and meets the criteria specified by the Council in the delegation of the Chief Executive Officer.

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

Part D: Meetings Procedure

Part D of the proposed Local Law deals with the conduct of Council meetings.

This Part is divided into a number of Divisions, which addresses a distinct aspect of meeting procedures. Collectively, the Divisions describe how and when a meeting is convened, as well as when and how business may be transacted at a meeting.

In any provision of the Local Law where Council has discretion to decide something (for example to grant consent, agree or admit business), a resolution is required.

1. Division One – Notices of Meetings and Delivery of Agendas

Changes proposed include the restriction on length of meetings to be no longer than three hours, unless a majority of Councillors present vote in favour of it continuing.

2. Division Two – Quorums

Quorum has now been defined in Part A of the Proposed Local Law. This division has been simplified to ensure that it is consistent with the Act and easily understood what occurs when a quorum is not maintained.

In addition, provisions that relate to the adjournment or postponement of a meeting have been brought together into one section.

3. Division Three – Business of Meetings

Removal of clauses that are covered in the Act has occurred in this section. In addition, wording has been changed to clarify when urgent business can be admitted.

4. Division Four – Motions and Debate

Changes include the provisions around notices of motions, including the timeframe that they must be submitted by, what a notice of motion can contain, and the inclusion of provisions for the Chief Executive Officer to reject them. These changes are proposed to provide for proper due consideration of the impacts on the community and resourcing.

Other changes include the ability for simple alterations to motions to occur rather than having to go through a full amendment process, which will enable efficiencies in meetings.

5. Division Five – Procedural Motions

Changes include the removal of outdated procedural motions, and the update of language to what is commonly known as a deferral motion (was called an adjournment procedural motion in the current Local Law).

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

6. Division Six – Rescission Motion

Changes include clarifying when a resolution is acted upon, as well as provides for the Chief Executive Officer to be able to ensure that a resolution is acted upon when, in their opinion, deferring implementation would place the Council at significant financial, legal or other risk.

7. Division Seven – Points of Order

No amendments to these provisions are proposed.

8. Division Eight – Divisions

No amendments to these provisions are proposed.

9. Division Nine – Minutes

The proposed Local Law provides for the confirmation of minutes and simplifies the requirements to be carried out to do so.

In addition, changes are proposed to allow for the recording and broadcasting of meetings, where undertaken by a member of staff authorised by the Chief Executive Officer for this purpose.

Penalties are still proposed where recordings occur without proper authorisation.

10. Division Ten – Behaviour

Reference to policies has been included for behaviour requirements for when the public address the meeting. The ability to issue infringements under this Local Law has been proposed, however matters can still be prosecuted via the court. No other amendments to these provisions are proposed.

11. Division Eleven – Miscellaneous

Where a matter is not provided for within the Local Law or associated policies, Council can determine the matter via a resolution.

12. Division Twelve – Suspension of Standing Orders

No amendments to these provisions are proposed.

Agenda Item: 10.2

**Agenda Item: Traralgon Sports Stadium Project Reference Group -
Review of Terms of Reference**

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Harriman

That Council:

- 1. Amends the Terms of Reference for the Traralgon Sports Stadium Project Reference Group to include representation from the Traralgon Imperials Cricket Club; and**
- 2. Amends the Terms of Reference for the Traralgon Sports Stadium Project Reference Group to include representation for the Cumberland Park Junior Football Club if the club resumes operations and comes out of recess.**
- 3. Advise the clubs that the delegates for both clubs are to be nominated and approved by the clubs.**
- 4. Notify the Traralgon Imperials Cricket Club and the Cumberland Park Junior Football Club of Council's decision.**

CARRIED UNANIMOUSLY

Executive Summary:

- In March 2017, the Victorian government announced the Latrobe Valley Sports & Community Package, an \$85 million package of sports programs and infrastructure to deliver high-quality sport facilities, support local community services and create jobs. As part of this package, \$17 million was allocated to the redevelopment of the existing Traralgon Sport Stadium at Catterick Crescent including the construction of new indoor courts to cater for netball, basketball and other high ball sports.
- At the 4 December 2017 Ordinary Council Meeting, Council resolved to adopt the Terms of Reference for the Traralgon Sports Stadium Project Reference Group.

- The 10 member Traralgon Sports Stadium Project Reference Group currently includes representatives from Basketball Victoria, Traralgon Amateur Basketball Association, Badminton Victoria, Netball Victoria, Department of Education and Sports & Recreation Victoria along with community representatives and Councillors
- At the Ordinary Council Meeting held on 5 February 2018, Council resolved to have a discussion at a Councillor Briefing regarding additional groups being added as representatives in the Terms of Reference of the Traralgon Sports Stadium Project Reference Group. A report was presented to Councillors at the 19 February 2018 Councillor Briefing.
- The outcome of the Councillor briefing was to include the alternate motion in the proposed resolution as –
 - Delegate approved by the club(s) (nominated by the Committee)
 - Traralgon Imperials Cricket Club - to be included
 - Cumberland Park Junior Football Club – to be included if it comes out of recess

Declaration of Interests:

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

Background:

At the Ordinary Council Meeting held on 5 February 2018, Council resolved the following:

That Council:

1. *Appoints Matthew Addison to the Traralgon Sports Stadium Project Reference Group as the Community Representative;*
2. *Requests that the nominated Committee proceed with their meetings as soon as possible;*
3. *Return the Terms of Reference for the Traralgon Sports Stadium Project Reference Group to the next Councillor Briefing for review in relation to potential groups that have not been considered in the current Terms of Reference to allow for additional representatives to be appointed if required;*
4. *Request that the reviewed Terms of Reference are brought back to the next Council Meeting; and*
5. *Releases this resolution to the public.*

In accordance with this resolution, the Project Reference Group meeting scheduled for 22 February 2018 went ahead as planned and a discussion about the Terms of Reference was held at the 19 February 2018 Councillor Briefing.

The outcome of the Councillor Briefing was to include the following wording in the revised proposed resolution:

That Council:

- Amends the Terms of Reference for the Traralgon Sports Stadium Project Reference Group to include representation from the Traralgon Imperials Cricket Club; and
- Amends the Terms of Reference for the Traralgon Sports Stadium Project Reference Group to include representation for the Cumberland Park Junior Football Club if the club resumes operations and comes out of recess
- The delegates for both clubs are to be nominated and approved by the clubs
- Notify the Traralgon Imperials Cricket Club and the Cumberland Park Junior Football Club of Council's decision.

Reasons for Proposed Resolution:

At the 5 February 2018 Council Meeting it was resolved that the reviewed Terms of Reference for the Traralgon Sports Stadium Project Reference Group are presented to the next Ordinary Council Meeting.

The recommendation to alter the Terms of Reference to include the Traralgon Imperials Cricket Club and the Cumberland Junior Football Club to the Terms of Reference is based on the discussion held at the February 19 Councillor Briefing

The Cumberland Park Junior Football Club notified Latrobe City Council and the relevant governing bodies on 7 February 2018 that they will be going into recess in 2018 due to an inability to fill the required committee positions and therefore it is proposed to include Cumberland Park Junior Football Club in the Project Reference only if and when they resume operations.

Issues:

Strategy Implications

The Terms of Reference for the Traralgon Sports Stadium Project Reference Group allows for the consultation process and design/delivery process to progress in line with the approved governance plan. The appointment of additional members to the PRG if approved does not cause any issues in terms of the process timelines.

Communication

The addition of an additional member does not require any specific communications strategy or process.

Financial Implications

The projects are funded under the Latrobe Valley Sports & Community Package allocated by the Victorian State Government.

The facilitation of Project Reference Group meetings is part of the overall budget and therefore does not have financial implications for Council.

Risk Analysis

The addition of new members does not cause any significant risks to the project.

Legal and Compliance

The change to the Terms of Reference is acceptable if approved by the Council as a resolution.

The selection of the members of the Project Reference Group is in accordance with the approved governance plan.

Community Implications

The additional of the proposed member may have some affect in that other groups may wish to be included on the membership. There is provision in the ToR for the group and chair to co-opt members for specific input and for varying terms if deemed important.

Environmental Implications

NA

Consultation

NA

Other

NA

Supporting Documents:

Revised Terms of Reference for Traralgon Sports Stadium Project reference Group

Attachments

1.   Revised ToR for TSS PRG

10.2

Traralgon Sports Stadium Project Reference Group - Review of Terms of Reference

1	Revised ToR for TSS PRG	91
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Traralgon Sports Stadium Project Reference Group

Terms of Reference



February 2018





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1. Establishment of the Project Reference Group

- 1.1. The Traralgon Sports Stadium Project Reference Group (hereinafter referred to as "the PRG"), is a formally appointed Advisory Committee of Latrobe City Council (LCC) for the purposes of the *Local Government Act 1989*.
- 1.2. The membership of the PRG and these Terms of Reference will be adopted by resolution of Council at an Ordinary Council Meeting.

2. Objectives

- 2.1. The PRG's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision making authority.
- 2.3. The PRG is established to:
 - 2.3.1. Provide an interface between Council, the Project Control Group (PCG), the Project Assurance Group (PAG) and the wider community
 - 2.3.2. Provide specific feedback to the Project Assurance Group about elements of the project where members of the Traralgon Sports Stadium PRG has specialist expertise
 - 2.3.3. Provide advice to Council on issues relating to the development of the Traralgon Sports Stadium.
 - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders
 - 2.3.5. Act as advocates for the project with the wider community
- 2.4. The PRG will carry out the following functions in order to achieve the objectives:
 - 2.4.1. Review progress of the Traralgon Sports Stadium and provide information to Council, stakeholders and the wider community.
 - 2.4.1.1. Schedule meetings as required to receive updates on the development of the Traralgon Sports Stadium
 - 2.4.1.2. Contribute to the development of media and communication strategies



2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project

2.4.2. Policy and Strategy Development

2.4.2.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.

2.4.3. Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the PRG

3.1. The PRG will comprise of ten members plus LCC officers, being:

- 3.1.1. Three x Councillors, one of whom shall be nominated as Chair and two of whom shall be required to attend each meeting to form a quorum;
- 3.1.2. One x Local Residents Group representative
- 3.1.3. One x Community representative (to be selected via an expression of interest process)
- 3.1.4. One x Basketball Victoria appointed local representative
- 3.1.5. One x Traralgon Amateur Basketball Association appointed representative
- 3.1.6. One x Badminton Victoria appointed local representative
- 3.1.7. One x Netball Victoria appointed local representative
- 3.1.8. One x Department of Education representative
- 3.1.9. One x Sport and Recreation Victoria representative
- 3.1.10. One x Traralgon Imperials Cricket Club representative
- 3.1.11. One x Cumberland Junior Football Club representative (when the club resumes operations)
- 3.1.12. LCC officers
 - 3.1.12.1. One x LCC Project Owner
 - 3.1.12.2. One x Project Director
 - 3.1.12.3. One x Project Manager (including PRG secretariat)
 - 3.1.12.4. LCC officers as required (Ex Officio)



Length of appointment

- 3.2. Whilst a PRG shall be in place for as long as Latrobe City Council sees fit, the appointment of members shall be for a term of three years. The term for co-opted members shall be for one year or as required specific to the task.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.

Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of the PRG based on expressions of interest received from members of the community and nominations received from organisations.
- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager Infrastructure & Recreation and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

- 3.6. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

Attendance at meetings

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.
- 3.10. All Councillors are invited to each meeting to attend as observers only.

Resignations

- 3.11. All resignations from members of the PRG are to be submitted in writing to the General Manager Infrastructure & Recreation, Latrobe City Council, PO Box 264, Morwell VIC 3840.



4. Proceedings

Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor Chair is unavailable he/she shall delegate to another nominated Councillor to chair the meeting.
- 4.3. If a Councillor is not available, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

Meeting schedule

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.
- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.

Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for the PRG provided (see appendix one for the agenda template).
- 4.7. All PRG meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of *Local Government Act 1989*.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.9. A minimum of two appointed Councillors are required at each meeting to constitute a quorum.
- 4.10. If at any PRG meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

- 4.11. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in PRG minutes.



Minutes of the Meeting

- 4.12. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.13. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the PRG (see appendix two for the minutes template).
- 4.14. Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently ECM electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 4.18. With the approval of the Chair, a report to Council may be tabled on the PRG's progress towards the objectives included in this Terms of Reference.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. Reports to Council will be co-ordinated through the General Manager Infrastructure & Recreation.

5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management and any other stakeholders, as determined by Council.



5.4. The review must consider:

5.4.1. The PRG's achievements

5.4.2. Whether there is a demonstrated need for the PRG to continue, and

5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.

6.2. The PRG must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.

6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



Appendix 1: Agenda Template



<p>[Name] Advisory Committee</p> <p>Meeting Day, XX Month Year Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>	All	
4.	Confirmation of Minutes <i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting <i>Review of action progress from previous meetings</i>	All	
6.	Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
	<ul style="list-style-type: none"> • • • • 		
7.	General Business		
	<ul style="list-style-type: none"> • • • 	All	



Appendix 2: Minutes Template



[Name] Advisory Committee Minutes

Meeting Day, XX Month Year
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
1.	Present		
2.	Apologies		
3.	Interest Disclosures Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting. The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed: <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm		





<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
<p><i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i></p>			
No.	Item	Responsible Person	Timeframe
4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): • •</p> <p>2. Item Heading Action(s): • •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		





[Name] Advisory Committee Minutes

Meeting Day, XX Month Year
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): •		
7.	General Business		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): • 2. Item Heading Action(s): •		

Next Meeting: <Provide details of the next meeting date, time and location>.



Agenda Item: 10.3

Agenda Item: Hazelwood Pondage Caravan Park Petition Response Report

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

MOTION

Moved: Cr McFarlane

Seconded: Cr Middlemiss

That Council:

- 1. Undertakes further engagement with key stakeholders of the Hazelwood Pondage Caravan Park.**
- 2. Develop a Working Group to discuss potential operating options for the facility.**
- 3. Officers prepare a further report to Council regarding the future options for the Hazelwood Pondage Caravan Park following further engagement.**
- 4. Suspend the implementation of the Hazelwood Pondage Caravan Park transition to a day trip facility in order to undertake the further engagement and presentation of a report to Council as outlined in points 1 to 3 above.**
- 5. Communicate this decision to all stakeholders.**

CARRIED UNANIMOUSLY

Executive Summary:

- The Hazelwood Pondage is owned by ENGIE and Latrobe City Council (LCC) is approximately three years into a five year lease for the caravan park land at the pondage. The lease will expire in April 2020. Since ENGIE announced the closure of the Hazelwood Power Station, LCC have not been able to secure an extension to the lease due to the uncertainty of the future of the Hazelwood Pondage Waterway and work plan approvals for the rehabilitation of the open cut mine.

- In addition state government funding to upgrade waste water facilities at the site is dependent on a minimum 5 year lease being secured. In the absence of upgraded facilities the storage and disposal of wastewater adds considerable costs to the operation of the caravan park. Under the current operating model the caravan park is running at a significant loss.
- At the 13 November 2017 Council meeting, Council considered a confidential report regarding the future management of the Hazelwood Pondage Caravan Park. Five management options were presented to Council and Council resolved to transition the Hazelwood Pondage Caravan Park to a day trip facility, with provision for a short stay (72 hour) permit zone for camping and recreational vehicle stopping from 1 July 2018. Consistent with Council's resolution, a minor budget allocation of \$82,000 to \$87,000 has been identified to maintain a day trip facility. Any change to this resolution would impact the overall budget allocation required for the site.
- As part of the implementation of the Council decision, LCC formally wrote and emailed all permanent site holders and key stakeholders on 15 December 2017, regarding the impending transition of the Hazelwood Pondage Caravan Park. Site holders were advised that their annual licence agreements that were due to expire on 30 June 2018 would not be renewed and that they would need to vacate their sites by this date.

Declaration of Interests:

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

Background:

Site holders were disappointed with the 13 November 2017 Decision and on 12 January 2018 Latrobe City Council received a petition signed by 537 signatories objecting to the closure of the Hazelwood Caravan Park.

On 5 February 2018, in accordance with Clause 63 of the Meeting Procedure Local Law, Council resolved to '*lay on the table*' the petition titled *Petition to Latrobe City to protest the closure of Hazelwood Pondage for Permanent and Long Term Camping* and "receive a report at the next available Ordinary Council meeting".

An online petition to "*Save Hazelwood Pondage Caravan Park*" with 298 signatures was also forwarded to Council; however under Local Law No. 1 this does not meet the standards for a petition to Council.

On 25 January 2018, LCC undertook an information session for site holders at the Hazelwood Pondage Caravan Park. The community session was attended by both ENGIE and Latrobe City Council in a bid to further inform the community on the changes at the facility from 1 July 2018 and to provide more detail surrounding Council's decision. The community session was attended by the majority of site holders and some key stakeholders; there were approximately 60 people in attendance to this session.

At the community engagement meeting 25 January 2018, the three attending Councillors agreed to further engage with the representatives from the 47 site holders by establishing a working group on the future of the Hazelwood Pondage Caravan Park.

Issues:

Strategy Implications

The primary reason that Council maintained a caravan park at the site was to increase visitation to Latrobe City. Once a unique year round visitation site, when it was heated by the power station operations, the site was considered a considerable attractor of visitors and therefore economic activity. This activity has lessened over time however particularly since the closure of the power station.

Communication

- Council officers will write to all 47 permanent site holders and key stakeholders of the facility to inform them of Councils decision on the future of the Hazelwood Pondage Caravan Park.

Legal and Compliance

All legal and compliance requirements have been considered as part of this Council report. There are no legal or compliance concerns in relation to any options or decisions outlined in this report.

Environmental Implications

All environmental implications have been considered as part of this Council report. There are no environmental implications in relation to any options or decisions outlined in this report.

Consultation

Significant public consultation has been undertaken prior to since the release of the 15 November 2017 Council resolution. Council officers met with representatives of the 47 site holders of Hazelwood Pondage Caravan Park on 2 January 2018.

On 25 January 2018, LCC undertook an information session for site holders at the Hazelwood Pondage Caravan Park. The community session was attended by both ENGIE and Latrobe City Council in a bid to further inform the community on the changes at the facility from 1 July 2018 and to provide more detail surrounding Council's decision.

Other

Resolution Analysis

Council officers could develop a Working Group to meet and discuss the future operations of the Hazelwood Pondage Caravan Park. The working group would be made up of the key representatives of the site holders at Hazelwood Pondage

Caravan Park, the three sitting ward Councillors, Latrobe City Council Officers and the Local Member for the Eastern Victorian Region.

It is likely the Working Group would need to meet at least 2-3 times to enable Council Officers to present all relevant information and investigate potential options put forward by the Working Group. Allowing for adequate notice and preparation time for the meetings, this process will take 6-8 weeks

Following the engagement meetings with the Working Group, a further Council report would need to be sent to Council with further detail and information on the future of the operations at the Hazelwood Pondage Caravan Park. It is likely that this report would take some time to produce due to the potential for additional work needed to be undertaken on potential options for the facility.

Considering the timing of the engagement and Councils meeting schedule, it is unlikely that Council Officers would have a Council Report to Council for decision prior to 2 July 2018 Council Meeting. As such, the resolution to transition the Hazelwood Pondage Caravan Park to a day trip facility, with provision for a short stay (72 hour) permit zone for camping and recreational vehicle stopping, is proposed to be suspended in order to formally engage with key stakeholders and present a further report to Council for consideration at a later date.

Council Officers will formally write to all key stakeholders to inform them of the decision made by Council.

Supporting Documents:

Nil

Attachments
Nil

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Nil reports

CITY DEVELOPMENT

14. CITY DEVELOPMENT

Agenda Item: 14.1

Agenda Item: Latrobe Regional Airport December 2017 Report

Sponsor: General Manager, City Development

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

Status: For Information

MOTION

Moved: Cr Middlemiss

Seconded: Cr McFarlane

That Council receives and notes the report on Airport Operations for the six month period ended 31 December 2017.

CARRIED UNANIMOUSLY

Executive Summary:

This report is for Council to receive and note the activities of the Latrobe Regional Airport for the six month period ending 31 December 2017.

- The Section 86 Airport Board has met monthly in accordance with the Deed of Delegation
- The financial report attached indicates that the Latrobe Regional Airport is anticipated to achieve a small annual surplus
- The Airport continues to support charitable and community events, such as the National Fun Flight day for disadvantaged children
- The Civil Aviation Safety Authority annual inspection initial report shows the airport operated within the regulations and is a well maintained and safe airport.
- The pursuit of aviation/aerospace employment opportunities remains the major focus of airport activity.
- The airport continues to develop in line with the Airport Master Plan 2015 and the Airport Marketing and Development Strategy.

Declaration of Interests:

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

Background:

This report provides information in relation to the performance of the Latrobe Regional Airport against plans and targets identified in the budget, the business plan and the Latrobe Regional Airport Master Plan 2015.

Under Section 8.3.1(c) of the Deed of Delegation from Latrobe City Council to the Latrobe Regional Airport Board, a progress report is to be provided to Council quarterly and annually.

Reasons for Proposed Resolution:

This report is an ongoing requirement under the terms of the Latrobe Regional Airport Deed of Delegation. The report is presented to Council for information and noting.

Issues:

Strategy Implications

Assist delivery of Council's Economic Development Strategy as stated in the Council Plan 2017-2021. Continue to develop the airport in line with the Airport Master Plan 2015 and the Airport Marketing and Development Strategy.

Communication

Airport Board prepares monthly agendas and minutes in accordance with its Deed of Delegation. Advertisements are placed in the local newspaper each month prior to Board Meetings.

Financial Implications

The financial statement for the financial year to 31 December 2017 is attached to this report. A number of unbudgeted expenses have arisen, including the requirement of a Conservation Area Management Plan update and unforeseen emergency repairs to the internal sewerage system.

It is anticipated that a small annual surplus will be achieved.

Risk Analysis

There is no risk associated with this report as it is for Council information only.

Legal and Compliance

CASA Annual Surveillance Inspection

The Civil Aviation Safety Authority carried out its annual surveillance inspection at Latrobe Regional Airport from 6 – 8 December 2017.

The official report will be delivered in January 2018 however the exit meeting with the CASA inspector indicated that apart from some minor administrative items, which have or are being addressed, the airport is in first class operational and safety condition.

CASA Drug and Alcohol Testing

CASA continues to conduct random Drug and Alcohol testing at all airports and Latrobe Regional Airport has had unannounced visits from the CASA team. There have been no positive test results identified at Latrobe Regional Airport.

Community Implications

This is a report on activities undertaken at Latrobe Regional Airport to 31 December 2017 for the information of Council.

Environmental Implications

There would be no environmental impact as a result of the adoption of this report.

Consultation

There is no consultation required as this is the December 2017 Report on activities, as required by the Latrobe Regional Airport Deed of Delegation from Council.

Other

Other activities undertaken during the period are outlined below.

Changes to ASIC security requirements from 1 August 2017

The Latrobe Regional Airport has agreed to act as an agent for Aviation ID Australia (AIDA) in the issue of Australian Security Identity Cards (ASICs).

These cards are required for persons to access sensitive airside areas on security controlled airports. Latrobe Regional Airport remains a security controlled airport.

The Office of Transport Security (OTS) has introduced new requirements for the granting of an ASIC from 1 August 2017.

The updated Australian Transport Safety Regulations require applicants to present, in person, with the exact identification documents used in their application.

This is slightly different to the previous arrangement where the Airport Manager was authorised by OTS to certify the sighting of the required documents prior to the applicant sending them to the ASIC agency.

A nominal Agent fee of \$22.00 per ASIC issue will be paid by AIDA to Latrobe Regional Airport.

There is no tie in for the Agent they can cease operating as the Agent at any time with four weeks' notice.

There is no Legal liability held by the Agent for the issuing of ASICs on behalf of Aviation ID.

Traralgon – Morwell Shared Pathway

The Airport Board has expressed concern in relation to the proposed route of the Traralgon – Morwell shared pathway in relation to the airport operations, and to the airport's future development.

The preferred route is proposed to be located 10 metres inside airport land on the northern and western sides. Both the northern and western sides of the airport abut road reserves. The airport land in the northern and western areas is currently under lease to a third party.

The extension of the pathway to connect to the Latrobe Regional Hospital is proposed to run across the approach end of runway 03 and directly through the Latrobe City Aerospace Precinct.

The proposed current route within the airport boundary also has the potential to create security issues on what remains a security controlled airport under the Transport Security Regulations.

The Airport Board wrote to Council requesting a risk assessment be undertaken on the proposed path route, considering security, safety and commercial risks and developing alternative route options as a result of this risk assessment.

The Risk Assessment report has been received and will be considered at the February 2018 meeting of the Board.

Latrobe Valley Sport Aircraft Club

The Latrobe Valley Sport Aircraft Club in association with the Latrobe Valley Aero Club have submitted a proposal to hold a Fly-In and Fun Day on 27 January 2018 (Australia Day weekend) at Latrobe Regional Airport (LRA).

The day would consist of visiting and local aircraft flying in and out of LRA following normal operating procedures, with static display areas for public viewing sectioned off and controlled by volunteer airside marshals etc from the local airport community.

Advertising will be in the local media and within the greater aviation community.

An approach will be made to the Latrobe City for assistance in making this event a success story that the community can be proud of.

Bandicoot Adventure Flights

Bandicoot Adventure Flights is the local organiser of the National Fun Flight Day in conjunction with Interchange Gippsland. The objective of the day is to give disadvantaged kids (and adults) the opportunity to experience the thrill of flying.

The event relies on volunteer pilots who supply their own aircraft free of charge to give these kids a flight around the Valley area.

It is an extremely well organised and well run day thanks to Dave Knowles of Bandicoot Adventure Flights.

This year's event was held on Sunday 12 November 2017 with about 130 disadvantaged people taking to the air.



Some participants/volunteers on hand for the Fun Flight Day

Latrobe City Council Planning Amendment C92

Proposed amendment C92 aims to further protect the areas around the airport from inappropriate development which might encroach into the Obstacle Limitation Surfaces and approach and departure paths at Latrobe Regional Airport.

The amendment was placed on public exhibition from 10 August to 21 September 2017. There were three objections received at the time and a further late objection has been received. Of the four objections one has since been withdrawn.

Council Planning Officers are working to resolve these objections so that there will be no requirement for a planning panel to be convened.

Mahindra/Gippsaero

The proposed GippsAero lease was approved by Council for public consultation on Monday 31 July 2017. The proposed lease was available for public comment until 22 September 2017 at which time there were no submissions received. The lease will provide the opportunity for Mahindra/GippsAero to remain as a major tenant up to 2026.

Mahindra/GippsAero held an official announcement of the granting of the type certificate for the Airvan 10 on Monday 14 August 2017. The event marks the first single engine turbine type certification to be granted by CASA and is a milestone in the history of aviation in Australia, for Mahindra/GippsAero and for Latrobe Regional Airport.

The Mayor Cr Kellie O'Callaghan officiated at this significant milestone in Australia's aviation history.



Airvan 10 in flight over Latrobe Valley

Business Development

Memoranda of Understanding (MoU's) have now been signed with two businesses and two Education Institutions. The opportunities that these MoUs present are being pursued and follow up meetings have been held with the parties concerned. Most of these opportunities are now well advanced and continuing and are in line with the Airport Master Plan 2015 aims and objectives.

A current tenant has given an indication that they are purchasing another business which they intend to relocate to Latrobe Regional Airport and which will increase their initial employment to 15-20 with up to 6 apprentices.

Marketing of the Latrobe City Aerospace Precinct continues and a number of meetings have been held with government agencies and other potential clients during recent months.

Most of these immediate opportunities remain at a confidential stage however these and other emerging possibilities are being vigorously pursued by Council Officers and Airport Management.

Attachments

1 [↓](#)  Finance Report December 2017

14.1

Latrobe Regional Airport December 2017 Report

1	Finance Report December 2017	123
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Comment on Year to Date Result
Financial report shows a estimated surplus reduced by \$14 k due to unforeseen emergency repairs to the internal sewerage system and the requirement for an update Conservation Area Management Plan
Comment of Full Year Forecast
It is anticipated that the indicated surplus of \$32 k will be achievable at end of year.

	Year to Date			Full Year Forecast		
	Actual	Revised Budget	Variance	Forecast	Revised Budget	Variance
Net Results by Cost Centre						
Latrobe Regional Airport Management	101,383	105,714	(4,331)	231,314	229,100	2,214
Latrobe Regional Airport - LANDSIDE	(276,652)	(262,630)	(14,022)	(430,571)	(425,976)	(4,595)
Latrobe Regional Airport - AIRSIDE	15,925	13,958	1,967	52,981	33,500	19,481
Latrobe Regional Airport - General Maint	51,777	55,908	(4,132)	113,846	117,000	(3,153)
Latrobe Regional Airport Projects	0	0	0	0	0	0
Net Result	(107,568)	(87,049)	(20,518)	(32,429)	(46,376)	13,947
Net Results by Account Group						
Income:						
Default	(41)	(3,958)	3,918	(6,374)	(9,500)	3,126
Residence	(6,220)	(6,350)	130	(12,628)	(12,700)	72
Commercial	(172,906)	(158,288)	(14,619)	(326,060)	(316,795)	(9,265)
Trading / Light Commercial	(44,914)	(47,282)	2,369	(51,314)	(53,077)	1,763
Recreational / Non-Trading	(58,957)	(59,135)	178	(58,956)	(67,562)	8,606
Community Group/Service	(205)	(63)	(142)	(205)	(150)	(55)
Farm / Agjstment	(13,138)	(9,846)	(3,292)	(26,278)	(19,692)	(6,586)
Airport Marketing Strategy & implementation plan	(12,000)	(12,000)	0	(12,000)	(12,000)	0
Total Income	(308,381)	(296,922)	(11,459)	(493,815)	(491,476)	(2,339)
Expenditure:						
Salaries Wages & Oncosts	106,143	108,956	(2,812)	225,207	227,500	(2,293)
Other Employee Costs	4,855	1,292	3,564	6,485	3,100	3,385
Materials & Services	70,314	80,125	(9,811)	190,694	175,500	15,194
Internal Charge Costs	19,500	19,500	0	39,000	39,000	0
Total Expenditure	200,813	209,872	(9,059)	461,386	445,100	16,286
Net Result - Recurrent	(107,568)	(87,049)	(20,518)	(32,429)	(46,376)	13,947

Agenda Item: 14.2

Agenda Item: International Business Delegation to China and Japan

Sponsor: General Manager, City Development

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

Status: For Decision

MOTION

Moved: Cr Harriman

Seconded: Cr Gibson

That Council:

- 1. Approves the indicative itinerary for an outbound delegation to China and Japan over 14 days in April 2018. Indicative costs for this program are \$7,000 per person. The total cost for the delegation will be approximately \$ 21,000; and**
- 2. Endorses the Mayor to lead the delegation and notes that the Manager, Economic Development and the International Engagement and Investment Officer will provide support to the delegation.**

For Crs White, Middlemiss, Harriman, Gibson, Howe, Clancey and Law

Against: Crs O'Callaghan and McFarlane

CARRIED

Executive Summary:

- Latrobe City Council has received invitations from the mayors of Taizhou City (18 December 2017) and Takasago City (on 12 January 2018) to visit their cities. These invitations enable delegations to be undertaken to the respective cities.
- In addition, the Mayor has been personally invited by senior representatives from Kawasaki Heavy Industries Ltd and Sumitomo to visit their head offices in Tokyo to advance relationships, particularly given these companies have projects under development in Latrobe City;
- A number of meetings have been held with Federation University, St Pauls Grammar and Federation Training in relation to participation in the business delegation to China. All of these institutions have commenced discussions with potential Chinese partners and will participate in the delegation.
- A public Expression of Interest (Eoi) process was carried out from 5 December 2017 to 31 January 2018. The Eoi process sought interest from businesses to

participate in the delegation. In addition to the education institutions, seven expressions of interest were received.

- An itinerary has been prepared that will include visits to both Sister Cities, education institutions, industries, Victorian Government Business Offices, Austrade and business chambers.
- Council Officers have estimated the cost for the proposed 14 day delegation to be approximately \$7,000 per person and approximately \$ 21,000 in total.

Declaration of Interests:

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

Background:

At the ordinary council meeting on 21 August 2017, Council resolved the following:

That Council:

1. *Approves in principle the amended outbound delegation to China.*
2. *Endorses the Council delegation representatives to be:*
 - *The Mayor;*
 - *Manager Economic Development; and*
 - *International Relations Officer*
3. *Releases this decision to the public.*

Due to a number of organisational and logistical issues, the proposed business delegation had to be postponed until April 2018.

Following the postponement, a review of the process to develop and implement a business delegation was undertaken, the result being a three stage plan to improve the focus on engaging businesses from Latrobe City and Gippsland. The proposed three stage approach - planning, implementation and evaluation was discussed and supported at the International Relations Advisory Committee meeting on 5 October 2017. It was also discussed and supported at the E-team meeting on 10 October 2017.

On 18 December 2017 an invitation was sent to Mayor Cr Darrell White from the Mayor of Taizhou City, Mr Shi Lijun, inviting Latrobe City to visit Taizhou to advance discussions and relationships with regard to educational, tourism and economic opportunities.

On 12 January 2018, an invitation was received from the Mayor of Takasago City, Mr Yukihiro Nobori, inviting Latrobe City Council to visit Takasago City to advance the relationships between the two cities.

In addition, the Mayor was personally invited by senior representatives from Kawasaki Heavy Industries Ltd. (KHI) and Sumitomo to visit their Head Offices in Tokyo to strengthen relationships and to discuss projects being developed in Latrobe

City. It is recommended that given the delegation will be in Tokyo, a visit is arranged to Nippon Paper in recognition of the 80th anniversary of Australian Paper.

Council was contacted by the Victorian State Government Invest Assist Group who has recommended that Council consider establishing a relationship with YanCheng City in China. The rationale for the recommendation is that YanCheng has a large aviation and aircraft manufacturing industry and could align with Council's Aerospace precinct. Council met with a delegation from YanCheng on 15 August 2017 and an invitation was extended for Latrobe City Council to visit YanCheng.

As part of the consideration for an outbound delegation, a public EoI process was undertaken, seeking expressions of interest from businesses to participate in the delegation, in various forms of media and applications closed on 31 January 2018. The following businesses/institutions expressed an interest:

Education

- Federation University
- Federation Training
- St. Pauls Grammar

Business

- Seven businesses expressed an interest in participating in the delegation

Government

- Department of Environment, Land, Water & Planning - Nick Oats, Program Director, International.

A list of delegates are attached in a Confidential Attachment

Council Officers have prepared an indicative itinerary and preliminary budgets for Council consideration.

A full itinerary that includes all proposed destinations, being Tokyo, Takasago in Japan; and Taizhou, YanCheng and Nanjing in China;

Date	Destination	Meeting and Activities	Remark
Wed - Thurs 4-5/4	Travel Melbourne to Japan	Melbourne – Osaka - Takasago	
Friday 6/4	Takasago	Official meeting with Takasago Government and TIA School and Business visits	

Date	Destination	Meeting and Activities	Remark
Sat-Sun 7- 8/4	Travel	Takasago - Tokyo	Train trip
Monday 9/4	Tokyo	KHI visit Nippon Paper	
Tuesday 10/4	Travel Tokyo – Shanghai - Taizhou	Hotel check-in and welcome dinner with Taizhou FAO Official meeting and dinner with Taizhou government	
Wednesday 11/4	Taizhou	Education Taizhou Polytechnic Taizhou University Medical City	Tertiary education
Thursday 12/4	Taizhou	Education Education Bureau Taizhou No 2 Taizhou No 1	Secondary education
Friday 13/4	Taizhou	Industrial Visit: New Energy Industrial Park/ET Solar Official meeting with Taizhou FAO Meeting with Tourism Bureau	Tourism and industries
Sat-Sun 14-15/4	Taizhou - YanCheng		
Monday 16/4	YanCheng	Education (local secondary and tertiary education providers) Official meeting (signing of MOU) Tourism Bureau	Tourism and education
Tuesday 17/4	YanCheng	Industrial Visit: Big Data and Clean Energy Wind and Solar Power Farm Huawei Cloud Computation Data Centre	Industries
Wednesday 18/4	YanCheng	Industrial Visit: – Aviation YueDa Group Jianhu and Sheyang General – Purpose Airports and industry development research institution Catch up with the previous delegation	Industries

Date	Destination	Meeting and Activities	Remark
Thursday 19/4	Nanjing	VGBO & AusTrade Commerce Chamber	Vic. Gov. Agencies
Friday 20/4	Travel back to Melbourne		

The total cost was estimated to be approximately \$21,000.

COSTS (Indicative) PER PERSON	
International/Domestic Flights	\$2,600
Accommodation	\$2,800 (\$200 p/night x 14 nights)
Food	\$700 (\$50 p/day x 14 days)
Transportation	\$400
Sundries (e.g. Insurance, visas)	\$500
TOTAL	\$7,000

Key anticipated outcomes will include:

- Meetings between universities and education institutions to discuss arrangements for international students,
- Business to business opportunities,
- Relationship building meetings with key investors – for example, KHI, Nippon Paper and Sumitomo,
- Promotion of Aviation Precinct in Yan Cheng,
- Promotion of Investment Precincts to Chinese government agencies and business chambers in Taizhou, Nanjing and Victorian Government Business Offices,
- General awareness raising of Latrobe City to Victorian Government Business Offices and business chambers.

Reasons for Proposed Resolution:

Latrobe City is committed to an International Engagement and Investment program with its Sister Cities Taizhou, in China and Takasago in Japan. These relationships have been in existence since 2000 and have included a program of inbound and outbound delegations.

In recent years, Council has determined that there should be a greater focus on the development of trade opportunities as well as cultural and sporting activities.

Latrobe City Council has received invitations to visit Taizhou (China) and Takasago (Japan). Both of the invitations refer to business opportunities together with cultural activities.

A number of meetings have been held with Federation University, St Pauls Grammar and Federation Training in relation to participation in the business delegation to China. All of these institutions have commenced discussions with potential Chinese partners and will participate in the delegation. Federation University's Vice Chancellor, Professor Helen Bartlett, and St Pauls Grammar's Acting Principal, Ms Donna Sweeney have confirmed that they will participate in the delegation.

Seven businesses have also expressed an interest in participating at their own cost and, in addition, there is also an opportunity to meet with Victorian Government Business Offices and Austrade in Nanjing.

Given the importance of the participation of the Mayor, it is recommended that the delegation consist of:

- Mayor;
- Economic Development Manager;
- International Engagement and Investment Officer

Given budgetary considerations, it is recommended that the proposed itinerary for an outbound delegation to China and Japan over 14 days in April be approved by Council. The Indicative costs for this program are \$7,000 per person. The total cost for the delegation will be approximately \$ 21,000.

Issues:

Strategy Implications

The International business delegation aligns directly to the Council Plan:

OBJECTIVE 1

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

- *1.3 Deliver the Economic development strategy*
- *1.4 Number of major events held in Latrobe City Council that have clear economic and tourism impacts, and*

STRATEGIES 2:

Deliver Council's Economic Development Strategy

STRATEGIES 10:

Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation.

Communication

- A public expression of interest process was undertaken from 6 December 2017 to 31 January 2018.
- Advertisement in local print media on the Notice Board
- Promotion at the Alibaba workshop on 5 December 2017
- Promotion through social media – LCC Facebook
- Promotion through business networks
- There have also been discussions with Federation University, St. Pauls Grammar and Federation Training. In addition, all updates about this delegation have been communicated with the International Relations Advisory Committee.

Financial Implications

There is an allocation of \$25,000 in the International Engagement and Investment budget for 2017/18 to support the International business delegation to China and Japan. There is also funding for trade missions in the economic development budget.

The total cost for the delegation will be approximately \$21,000. Funds to support this will be drawn from both budget allocations.

Risk Analysis

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

Should the delegation not be endorsed, there may be a negative impact on

- The Sister Cities relationship and the benefits that would otherwise be derived from the relations;
- The level of commitment to the collaborative approach of International Education from Federation University, Federation Training, St Pauls Grammar.

Legal and Compliance

There are not any legal implications of the proposal.

Community Implications

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

Environmental Implications



There are no direct positive or negative environmental impacts associated with this report.

Consultation

A public expression of interest process was carried out from 6 December 2017 to 31 January 2018.

Other

Attachments

1. [↓](#)  Invitation Letter from Takasago City
2. [↓](#)  Invitation Letter from City of Taizhou
3. Business Delegation List (Confidential)

14.2

International Business Delegation to China and Japan

- 1 Invitation Letter from Takasago City..... 133**
- 2 Invitation Letter from City of Taizhou 135**

TAKASAGO CITY



1-1-1 CHIDORI ARAI-CHO TAKASAGO-SHI HYOGO JAPAN 〒676-8501
TEL(079)442-2101

January 12, 2018

Cr. Darrell White
Latrobe City Council
141 Commercial Rd.
Morwell VIC 3840
Australia

Dear Cr. Darrell White,

Sister City Exchange Program 2018

Happy New Year!

It's bitterly cold here and it feels spring is still far away.

Hope you and all staff members in Latrobe City Council are doing well and are in good health.

I would like to express my sincere thanks for your warm hospitality of hosting our Arts Exchange students during August 2017.

On behalf of Takasago city, I wish to take this opportunity to officially invite you and your delegation from Latrobe City to visit Takasago 2018.

We have visited each other every second year since 2004, the program continues strengthening the link between Latrobe City and Takasago City, and these exchange programs are considered an investment for life. The experience can be beneficial for participants in many different and valuable ways. We are really looking forward to having you here in Takasago this year.

Finally I wish our partnership deepen mutual understanding, and both cities will have more successful years.

Yours sincerely,

Yukihiro Nobori
Mayor Takasago city

BRIDAL CITY TAKASAGO



ブライダル都市・高砂

〒676-8501 兵庫県高砂市荒井町千鳥1丁目1番1号 TEL(079)442-2101

泰州市人民政府

December 18, 2017

Cr Darrell White
Mayor of Latrobe City
PO Box 264 Morwell VIC 3840, Australia

LETTER OF CONGRATULATIONS

Dear Cr Darrell White,

On behalf of Taizhou Municipal People's Government and our people, I'd like to extend our sincere congratulations to you on being elected as the Mayor of Latrobe City.

Over the past years, our two cities have carried out many effective and rewarding cooperation in culture, education, sports and many other social and economic fields. And with your support, our educational programs especially those among universities are running successfully. I greatly cherish and appreciate our persistent and valuable sister city relationship and I hope we can further enhance our cooperation and bring more mutual benefits to our people.

I'd like to officially invite you and other friends from Latrobe to visit Taizhou in 2018. We can discuss together about further collaborations in the fields of education, tourism and economy and seek ways to bring our friendship to a new height.

Yours Sincerely,



Shi Lijun
Mayor of Taizhou Municipal People's Government

INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

Agenda Item: 15.1

Agenda Item: Boolarra BMX Track Proposal

Sponsor: General Manager Infrastructure and Recreation

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

Status: For Decision

MOTION

Moved: Cr Gibson

Seconded: Cr Clancey

That Council

- 1. Endorses the construction of a local level BMX track at Centenary Park Boolarra by the Boolarra Community Development Group, and**
- 2. Enters into a Memorandum of Understanding with the Boolarra Community Development Group specifying the requirements for inspections and maintenance of the Boolarra BMX track.**

CARRIED UNANIMOUSLY

Executive Summary:

The purpose of this report is to seek Council's endorsement for the construction of a new BMX track in Centenary Park in Boolarra.

- The Boolarra Community Development Group (the group) has sourced all the funding required for the construction of a local level BMX Track in Centenary Park in Boolarra.
- The group has undertaken a comprehensive community engagement program to understand and gauge the community's interest and opinions about the BMX proposal and its future site.
- A site specific design has been completed, and reviewed and endorsed by Latrobe City Council.
- The BMX track is expected to be constructed following the 2018 Boolarra Folk Festival to be held on 3 March 2018.

Declaration of Interests:

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

Background:

In 2016, Latrobe City Council received a proposal from a Boolarra community member for the construction of a BMX track in Centenary Park, Boolarra. The community member provided a detailed proposal and draft concept plan for a local level BMX track.

Latrobe City Council responded to the proposal, detailing the process of assessment, engagement and approval for a BMX track in Boolarra. The proponent was advised by email on 13 July 2016 that prior to any decision being made about whether a BMX track could be constructed, the Latrobe City Council *Recreation Needs Assessment* would need to be finalised to determine both the need and demand for a BMX track in Boolarra.

On 17 January 2017 Latrobe City Council received a petition which opposed the construction of the proposed BMX Track in Centenary Park Boolarra. The petition contained 40 signatures. At the Ordinary Council meeting of 13 February 2017 Council resolved the following:

That Council:

1. *Agrees to lay the petition opposing the location of a recreational BMX track in the Centenary Park, Boolarra, on the table until the Ordinary Council Meeting to be held on 6 March 2017; and*
2. *Advises the head petitioner of Council's decision in relation to the petition.*

At the Ordinary Council meeting of 6 March 2017 Council resolved the following:

That Council:

1. *Notes the report and defers consideration of a proposal for a BMX track in Boolarra to a future Council meeting following the completion of the Latrobe City Recreation Needs Assessment; and*
2. *Advises the head petitioner of Council's decision.*

The Recreation Needs Assessment did not identify BMX or skate activities as a high priority in Latrobe City. However, it is clear from the community engagement undertaken on 2 July 2017 by the Boolarra Community Development Group that there is significant support within the community of Boolarra for a local level BMX track in the township.

The *Latrobe City Skate & BMX Plan*, which was endorsed by Council in April, 2009, defines a local level track as “a dirt track with good passive surveillance. Mounds may vary in shapes, heights and difficulty and can be altered for variety and interest”.

The Latrobe City Council *Skate & BMX Plan* identified Boolarra for having a potential for a local level facility; however the BMX track would need to be community funded.

Local level tracks provide a place where children and adults can be introduced to or practice their BMX riding in a safe and low risk environment. Local level tracks are constructed from compacted soil and have grassed exterior banks. Local level tracks

are not for club or competition use. A BMX track for club or competition use must meet international Olympic standards to be recognised by BMX Australia, the national governing body. All BMX tracks in Latrobe City are non-competition and have no formal club affiliations.

The proponents for the BMX track stated in the original correspondence to Latrobe City Council that the idea for a BMX track was supported by the local community and the Boolarra Community Development Group.

The project proposed to construct a BMX track to expand on the existing skate park and rail trail infrastructure in the town. The BMX track has been designed to cater from four (4) years of age to adults with basic to intermediate skills.

The BMX track is proposed to be located in Centenary Park Boolarra, inside the perimeter of Duke Street and Penaluna Streets, co-located with the skate park and linking to a shared path in a clearing opposite the CFA shed and Men's Shed. This proposed site is in close proximity to the activity centre of Boolarra, Boolarra Railway Park and the Boolarra Primary School. See photos 1 and 2 below.

Photo 1 – Aerial view

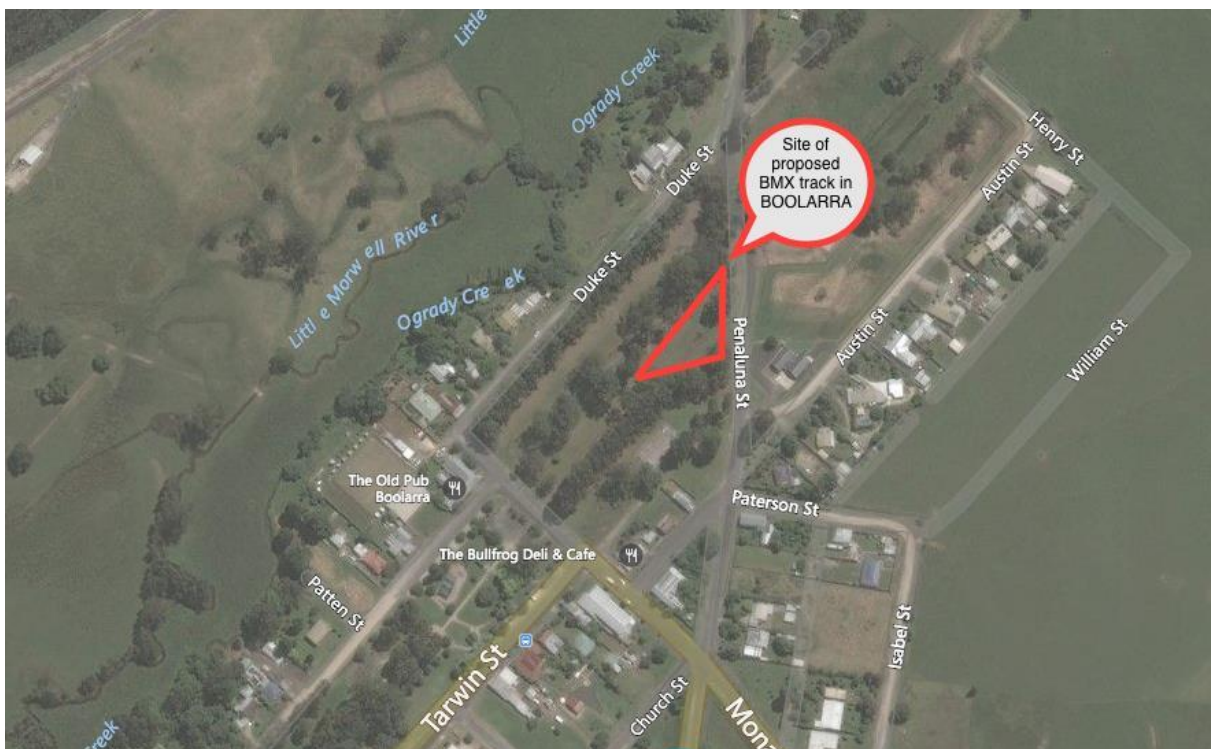


Photo 2 – proposed location of the BMX track - Centenary Park – (The total area of the park is 17,030 m² (1.7 ha). The proposed design is approximately 843 m² or approximately 5% of the total park area).



The petition received in January 2017 suggested another location for the BMX track at Boolarra Memorial Park (Photo 3). Boolarra Memorial Park is approximately one (1) kilometre from the township and is linked by an existing path.

Photo 3 – Memorial Park



Boolarra Memorial Park is managed by a Crown land Committee of Management and its infrastructure includes the main oval which is used for AFL and cricket, tennis and netball courts, a small play space and equestrian facilities. The facility also has a public toilet. Latrobe City Council provides an annual maintenance grant for active sporting infrastructure including maintenance of the oval and netball/tennis courts.

Although Boolarra Memorial Park was suggested as an alternative location the area has poor passive surveillance and other safety issues, would not be female or family friendly and may pose a risk to BMX riders in accessing during peak traffic times.

Boolarra Memorial Park was rejected by the majority of the community who attended a public meeting about the BMX proposal on 2 July 2017. A concern raised at the public meeting was the potential for conflict with vehicles particularly on game days or high use periods. This is supported by international research.

“Less than 20% of visits to A&E Departments by BMX riders are the result of incidents on designated areas and over 95% of all fatalities are the result of collisions with motor vehicles, provision of facilities greatly improves the overall safety of young people in the community.”

Royal Society for the Prevention of Accidents 2005

Track design

Latrobe City Council acknowledges the concerns raised by community members at the community meeting and has ensured that they have been addressed as part of the approval of the design, track construction and ongoing management and maintenance.

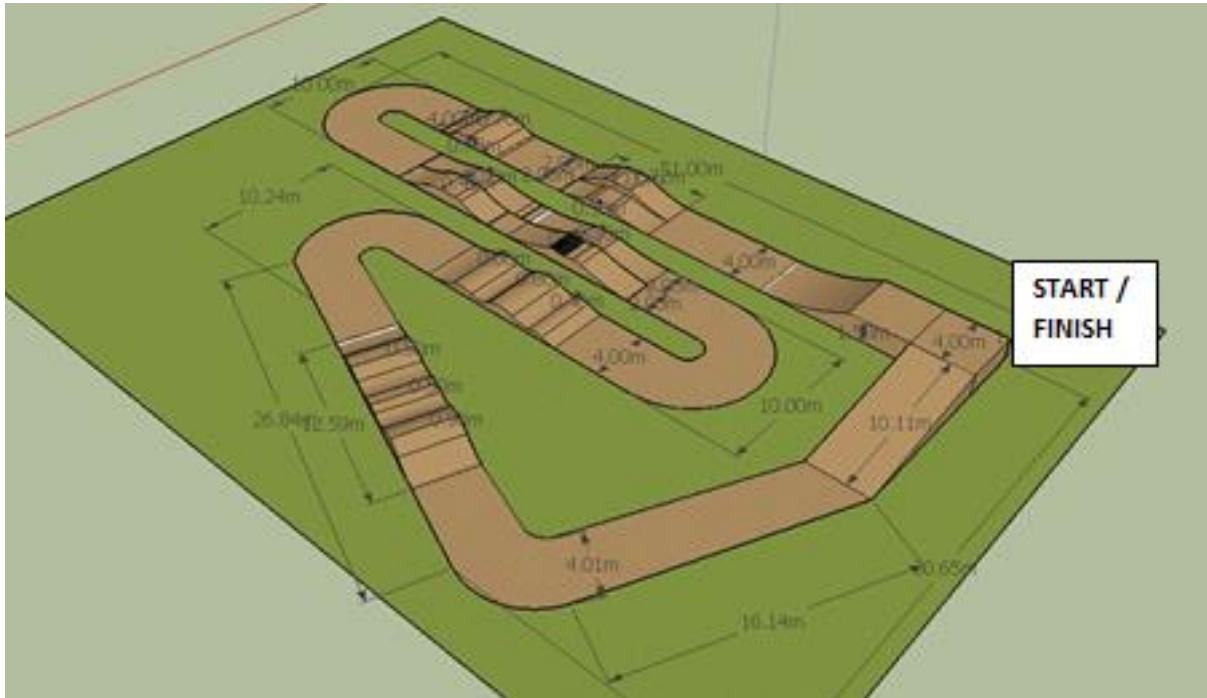
Many of these concerns are, or will be mitigated through the track design, construction management, landscape treatments, maintenance scheduling, risk analysis, signage, funding support from the community and the use of the Crime Prevention through Environmental Design (CPTED) principles of passive surveillance.

There are currently no Australian Standards in relation to the design of local BMX tracks, nor are there any formal industry standards at the non-competition level. The design of these facilities is therefore not prescribed by law or statute, nor is it industry defined.

Latrobe City Council has assessed the proposed draft concept design as if it was a project commissioned by Council.

The design of the BMX facility responds to the existing site characteristics of the park and surrounding area. The existing topography has determined the fall and arrangement of the BMX facility. The track sits into the landscape so it is relatively unobtrusive and views are maintained. The use of grass banking softens the earthworks and the design does not include the removal of any trees.

Illustration 1 – proposed BMX design



Latrobe City Council's Arborist has assessed the proposed location of the track. They note there will be some impact on tree roots but this will be tolerated by the trees. Building of the track will comply with Australian Standards regarding Tree Protection Zones (AS4970–200). This will be enforced and monitored by Council.

The proposed concept design considers adjacent activities, local character and existing land use similar to the approach to any public landscape or urban design. The design also considers the existing skate park and path.

Latrobe City Council's Infrastructure Development team has assessed the proposal and from a drainage aspect, the site is well chosen. There is a drainage pipe available to both sides of the proposal and they have good depth. The batters and shaping in the final detail design set into the existing surface feature survey will inform how the inner and perimeter drainage needs to be managed.

As well as meeting all requirements for drainage, earthworks and access the design accommodates the wider community by safely configuring shared public space and paying attention to quality and design resolution that would be expected of any public facility.

The activation of the area is very family orientated and inviting for families through the use of sensitive design and support infrastructure. The location and design ensures maximum surveillance and inclusivity, located adjacent to community facilities urban in alignment with CPTED principles.

Concern by some community members is in part due to the perceived likelihood of vandalism and anti-social behaviour. This is a well-researched and documented topic.

“Research undertaken by the Thames Valley Police on a national basis indicates that where provision is made for young people (including BMX facilities) there is a drop in vandalism and petty crime in the area. Fears therefore by local residents of possible problems with the provision of BMX facilities are therefore normally groundless and indeed those facilities normally reduce crime in the area.”

Royal Society for the Prevention of Accidents 2005

Construction of the BMX Track

The BMX track is proposed to be constructed by a local fully qualified civil contractor who has offered to volunteer their time and equipment towards the construction of the track. This contractor is also one of the proponents for the Boolarra BMX Track. Temporary fencing will be installed to ensure that the site cannot be accessed during construction and would meet all Occupational Health and Safety requirements.

It is proposed that the construction of the Boolarra BMX Track commence following the completion of the 2018 Boolarra Folk Festival, which is to be held on 3 March 2018.

Reasons for Proposed Resolution:

It is clear from the community engagement completed as part of this proposal that the development of a BMX Track in Boolarra is a priority for the community of Boolarra. The Boolarra Community Development Group (the group) has followed a comprehensive process in developing the proposal for a BMX track. The group along with the community have discussed possible site options, ongoing maintenance and the design of the track.

The development of the BMX track is consistent with the Skate and BMX Plan (2009) developed by Council to provide a clear policy framework about where Skate and BMX tracks should be in the municipality.

Issues:

Strategy Implications

The development of the BMX track is consistent with the Skate and BMX Plan (2009) developed by Council to provide a clear policy framework about where Skate and BMX tracks should be in the municipality.

Communication

Following a meeting between Latrobe City Council and the Boolarra Community Development Group (BCDG) in May 2017, a comprehensive engagement strategy was developed by the BCDG and implemented in July 2017 to engage with the Boolarra community regarding the proposal for a BMX track.

The BCDG commenced a community information and consultation process involving:

- A front page article in the June edition of the Boolarra Link, incorporating a map to show the proposed location and FAQ to provide the community with a clearer

understanding of the proposal, and notice of a public consultation meeting on 2 July. (Attachment 1)

- A flyer to all households incorporating a survey and notice of the public meeting, (Attachment 2)
- A display in the front window of the Top Shop with a large map, a diorama of the proposal and notice of the meeting,

A public meeting was held on-site in Centenary Park on 2 July 2017. This was attended by 120-150 residents, plus many children. Four members of the BCDG were in attendance.

The meeting was also the collection point for a survey (Attachment 3) that had been circulated prior to the event to all community members and residents of Boolarra. This survey was developed by the BCDG in consultation with Latrobe City Council.

The survey was completed by 213 people, which included 26 people under the age of 12 years. There were 198 votes in favour of the proposed BMX track at Centenary Park and 15 not in favour.

Latrobe City Council supports the efforts of the BCDG in engaging local youth in the community engagement process ensuring the needs of young people are met in a relevant and meaningful way as valued members of the community. This is encouraged and supported by Latrobe City Councils *Youth Policy 2012*.

Minutes (Attachment 4) taken by the BCDG from the 2 July 2017 public meeting and the survey noted the concerns of those not in favour of the BMX track and / or its location at Centenary Park, this included:

- Parks should remain a park for all events particularly the Folk Festival.
- Park is a great community asset as it is, and should not be compromised by a construction such as this. Boolarra lucky to have such an area in the middle of town.
- There are more appropriate locations – outside of town, next to the footy ground, behind the CFA shed.
- Concerns the track could have potential to attract antisocial behaviours:
 - Smoking, drugs and alcohol.
 - Vandalism to nearby facilities.
- Concerns regarding:
 - Cars parking on the grass.
 - Damage/removal of trees and root systems.
 - Unsightly muddy mess.
 - Loss of parkland/preservation of parkland.
 - Overdevelopment of passive recreation areas.
 - Detract from the beauty and functionality of the park and town.
- Unnecessary expense for minimum populous.

Financial Implications

Latrobe City Council will provide signage (similar to that already at the other Latrobe City Council BMX Tracks) with the contact details of the local Victoria Police contact as requested by those concerned by the track construction. A wooden post and rail fence (similar to the post and rail fence at the nearby Railway Park) will be constructed on the Penaluna Street side of the BMX track to mitigate the risk of riders directly accessing or exiting the site directly to or from the road.

The BMX track will be maintained by the Boolarra Community Development Group with additional maintenance (mowing of banks etc.) to be provided by Council during normal mowing sessions.

Maintenance by the community has the potential to become a community event that involves youth and other users bringing a feeling of ownership and community pride. Dynamic management and youth involvement is less likely to see unauthorised track modifications and will keep the track “fresh” for skill development.

The ongoing maintenance will be formalised through a Memorandum of Understanding (MoU) between Latrobe City Council and the Boolarra Community Development Group. Latrobe City Council will continue to manage the adjoining park area as per the current maintenance schedules.

All Latrobe City Council BMX tracks are inspected once a month. Maintenance issues are documented and assessed for rectification as soon as practical. This assessment would be immediately forwarded to the Boolarra Community Development Group for actioning. Ongoing inspections and maintenance assists towards increasing longevity, safety and success for a BMX facility. A well maintained facility increases the sense of pride held by riders and the community for their facility and is less likely to encourage acts of vandalism and graffiti.

Future additional infrastructure such as a shade shelter and seating would be funded by the Boolarra community through future community grants and other funding opportunities. A waste bin will be placed at the site. There is no provision for additional car parking at the site as existing car parking is considered adequate.

The construction of the Boolarra BMX track will be fully funded by the Boolarra community. Funding for the project is now secured. Table 1 provides a breakdown of the funding commitments

Table 1: Funding commitment breakdown

Funding	Amount
Bendigo Bank	\$5,000
Mirboo North Foundation	\$2,500
Boolarra Community Development Group	\$2,500
Federal government grant	\$2,500
In Kind Contributions/Volunteer Labour	\$5,000
Total value of grants, in-kind contributions and volunteer labour	\$17,500

TOTAL COST OF PROJECT	\$17,500
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In summary, the proposal by the Boolarra community has been well planned, with a strong community engagement program completed and the project fully funded.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Poorly designed BMX track	Possible	BMX track design approved by Latrobe City Council
Illegal modification of the BMX track	Likely	Monthly inspections by Latrobe City Council Regular inspections (daily) by the Boolarra Community Development Group
Poor site location	Possible	Robust site assessment to determine the most appropriate site.
Financial implications for Council	Possible	Memorandum of Understanding with the Boolarra Community Development Group for maintenance and remediation of the Skate Park

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

Risk has been assessed for this proposal. The greatest risk in relation to all BMX parks is the illegal modification of tracks. The BMX track at Boolarra has been designed to be a local level track suitable for beginners. Some illegal modifications that have taken place in the past have resulted in some injuries to users. The Boolarra Community Development Group intends to oversee the track on a regular basis to ensure or limit illegal modifications. Latrobe City Council will also include this track as part of monthly routine inspections.

Community Implications

On 17 January 2017 Latrobe City Council received a petition which opposed the construction of the proposed BMX Track in Centenary Park Boolarra. The petition contained 40 signatures. Since this time, the Boolarra Community Development Group has undertaken a thorough community engagement process, which included engaging with those community members that opposed the construction of BMX track.









A survey about the site for the BMX track was completed by 213 people from the Boolarra community, which included 26 people under the age of 12 years. There were 198 votes in favour of the proposed BMX track at Centenary Park and 15 not in favour.

The Head petitioner from the petition lodged with Council in early 2017 will be advised of this report and given an opportunity to present to Council regarding their views at the 5 March 2018 Council Meeting.

Environmental Implications

Latrobe City Council's Arborist has assessed the proposed location of the track. They note there will be some impact on tree roots but this will be tolerated by the trees. Building of the track will comply with Australian Standards regarding Tree Protection Zones (AS4970–200). This will be enforced and monitored by Council.

Attachments

- 1   Boolarra Link Article
- 2   BMX Flyer
- 3   BMX Survey Letter drop
- 4   Minutes of public meeting

15.1

Boolarra BMX Track Proposal

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4	Minutes of public meeting	159

Proposed BMX Track

The design for the proposed BMX track has now been pretty much finalised, and has been approved by Latrobe City.

The next step is to confirm if there is community support for the development in the proposed site.

To this end a public display will be arranged at the shop so that people can clearly see what the development entails. A public information meeting will be held on 2nd July in Centenary Park to enable people to ask questions and raise any issues they see.

Below is an FAQ that provides some information about the BMX track.

There will also be a survey to enable people to indicate their support or otherwise of the proposal.

We understand that some people in the community are opposed to the development. We think that in some cases this is due to misunderstandings regarding the scope of the proposal, and that the public display, and the information below will allay those concerns.

Some people will continue to be opposed.

It is clear to us, and it is the position of the Boolarra Community Development Group, that the proposal will only proceed if the community demonstrates its strong support.

It is essential that as many people as possible provide their opinion on the proposal by feedback and by completing the survey, for or against, so that it accurately reflect the views of the community.

Brent O'Brien

Eloise O'Brien

Matt Ryan

Colin Brick

Boolarra BMX track-Frequently asked questions

Q1 Where is the proposed site?

A1 It is in Centenary Park, about 15 metres off Penaluna St, immediately opposite the CFA Shed and the Men's Shed.

Q2 Why was the Centenary Park site chosen?

A2 The Centenary Park site was chosen because it is located near to the centre of town where participants are visible. This is important from the viewpoint of their safety, and also the prevention of vandalism. The location provides easy access to the shop and toilet facilities as well as being adjacent a similar facility in the skate park.

These are all factors that have been identified in discussions with council and with other sites as being of importance.

It also enables use to be made of the natural shaping of the landscape to provide a very user friendly BMX track with minimal visual impact on the park, and is over 100 metres from the nearest houses.

Q3 Were any other sites considered?

A3 Numerous other sites in Boolarra were considered. None met the requirements nearly as well as the Centenary Park site.

These sites included:

- The football ground. Too remote. Safety concerns due to being out of the way.
- Duke St, past the Bowling Club. Space concerns. Not generally visible to the public (creating safety and vandalism issues), but also more obtrusive to neighbouring houses.
- The DSE paddock between the CFA and the Men's Shed. This is on a short term lease arrangement. A long term lease would need to be negotiated to make the proposal viable. Drainage issues. Closer to adjacent housing. This option is favoured by council, as it transfers risk from them to the community.
- Limonite Road playground. Too remote.

Q4 Who is the target audience?

A4 This development is aimed at usage by local bike riding community members in the 3-15 age group.

Given the nature of the facility as a pocket track it is not envisaged there would be a lot of "regional" users, although people who come to use the skate park may also use the track.

Q5 What does the development consist of?

The proposed development is classified as a "pocket track" with a layout aimed at local recreational riders rather than hard core competition riders.

It will make use of the natural shaping of the landscape within the old railway line to reduce visual impact within the park. A series of sand mounds will be shaped to provide the track. The mounds will be below the height of the footpath on the western side of the park.

The area is quite wet, so drainage will be installed. For safety reasons there will be a post and rail fence, similar to Railway Park, along the Penaluna St side, probably 5 metres off the road.

The slope of the mounds will still allow easy mowing by the council, so it can be easily maintained.

A park bench will be installed. Gippsland Water have offered to install a drinking fountain.

Council officers have suggested a small shelter for use by participants. This is an item we would appreciate public feedback on, as we feel it could detract from the park like nature of the area.

Q6 Will the proposed site have any impact on the staging of the Folk Festival?

A5 The group looked at the site during this year's festival. There were only a few cars parked around the perimeter of the area, and the proposed site would not impact on routes into normal parking area.

However during the festival there were very large numbers of children using the skate park. Having the BMX track available would provide a further activity for the kids during the festival.

Q7 Will the track have any impact on other users of the park?

The proposed track will have minimal impact on users. Few people walk directly through this area, tending to walk closer to Penaluna Street, or along the footpath to the west.

The track has a very small visual footprint, as it is down in a hollow, and all but one mound are below the height of the banks on either side.

Q8 What is the process for approval and implementation of the project?

A8 For the proposal to proceed, the Boolarra Community Development Group needs to be assured that it has the approval of the general community.

An objection has been formally lodged with Latrobe City by a group of residents.

The Planning Group aims to confirm the track's specifications with Latrobe City. This is underway.

A community consultation process will then be undertaken to determine if the BCDG should support the proposal.

This process is still to be determined but will include elements such as a public display in the shop window, dissemination of this information sheet, issuing a survey to enable community attitudes to be gauged, and a public meeting to enable people to voice their opinion.

If the BCDG is of the view that the proposal has strong community support, we will approach Latrobe City. The project needs to be formally approved at a council meeting to proceed.

Q9 What was the basis of the objection lodged with Latrobe City?

A9 A petition signed by 40 people was lodged with Latrobe City in January 2017. The following extract from the council minutes of 6th March sets out the basis for the objection:

"The head petitioner states that Centenary Park in Boolarra is a peaceful, passive open space area that complements the adjoining Railway Park and Grand Ridge Rail Trail. The letter accompanying the petition states that the proposal for a creation of a BMX track in Centenary Park is 'distinctly at odds with the original intent of Centenary Park and would change the nature of the park forever'.

The supporting letter states that a BMX track would cover a significant portion of the parkland and would require substantial earthworks, safety fencing and a car park and states that "the proposal now involves more cost, complexity and will have a greater impact on the parkland than stated originally by the proposers"."

The letter accompanying the petition suggested the BMX track be located at the Boolarra Recreation Reserve.

Q10 How much will the project cost and how will it be funded?

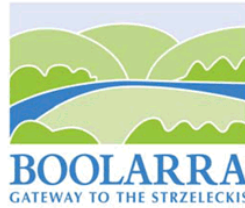
A10 Materials including clay and aggy pipe will cost around \$10k. There will also be the cost of a park seat and a post & rail fence. The BCDG have committed some funding to it, as have the Mirboo North Community Bank. A grant will be sought to cover any shortfall.

Q11 Is there any impact on Penaluna St in terms of parking and through traffic?

A11 There will be adequate room on the verge of the road for parking, and no impact is anticipated on through traffic.

Q12 Have adjoining residents been consulted with?

A12 Yes, except for one resident we have not been able to contact. One other resident is opposed. All other residents support the proposal.



Please **return** your survey to the **Boolarra Post Office**
or bring with you to the **Community Consultation**.

This will be a key factor in determining if the project proceeds.

**Have your say on the
proposed
Boolarra BMX Track**



COMMUNITY CONSULTATION

Sunday July 2nd, 1.00PM
At Centenary Park,
Penaluna Street, Opposite CFA Shed.

FREE SAUSAGE SIZZLE

Hosted by Boolarra CFA



Please **return** your survey to the **Boolarra Post Office** or bring with you to the **Community Consultation**.

This will be a key factor in determining if the project proceeds.

Survey: Boolarra Community Development Group

would like views and feedback on the Boolarra BMX track proposition

The proposed Boolarra BMX track design is a closed circuit with a combination of mounds, banked corners and jumps that cyclists of all ages and skill levels can navigate. BMX bikes, mountain bikes and kid's bikes are suitable.

The activity is a great way to increase bike handling skills for young riders, as well as the whole family, in a safe, traffic free environment.

The Planning Committee has reviewed a number of alternative sites, and are strongly of the view that the Centenary Park site is the best available. If this site is not supported by the community, the BMX proposal will not go ahead.

There is more information about the proposal in the latest edition of the Link, or on display at the Top Shop.

ANY QUESTIONS? COMMENTS? Submit to bmxbolarra@gmail.com

We will endeavour to respond to all queries in a timely manner.

Please complete the following questions, and return to the PO, or bring along to the Community Consultation

1/ I am in favour of the proposed BMX track in Centenary Park.

2/ I am opposed to the proposed BMX track in Centenary Park, because:

- a) I do not believe we need a BMX track,
- b) I believe there are more appropriate locations for a BMX track,
- c) Other. Please provide comment. _____

Name: _____

Address: _____

Boolarra BMX Track

2017 Survey Summary

TOTAL VOTES	213	Formatted Table
IN FAVOUR VOTES (Boolarra & surrounds > 12 yo)	167	
NOT IN FAVOUR VOTES (Boolarra & surrounds > 12 yo)	15	
VOTES FROM OUT of TOWN	5 <i>all votes in favour</i>	
VOTES FROM UNDER 12 YEAR OLDS	26 <i>all votes in favour</i>	
TOTAL IN FAVOUR	198	
TOTAL NOT IN FAVOUR	15	
COMMENTS SUBMITTED IN FAVOUR	8	
COMMENTS SUBMITTED NOT IN FAVOUR	6	

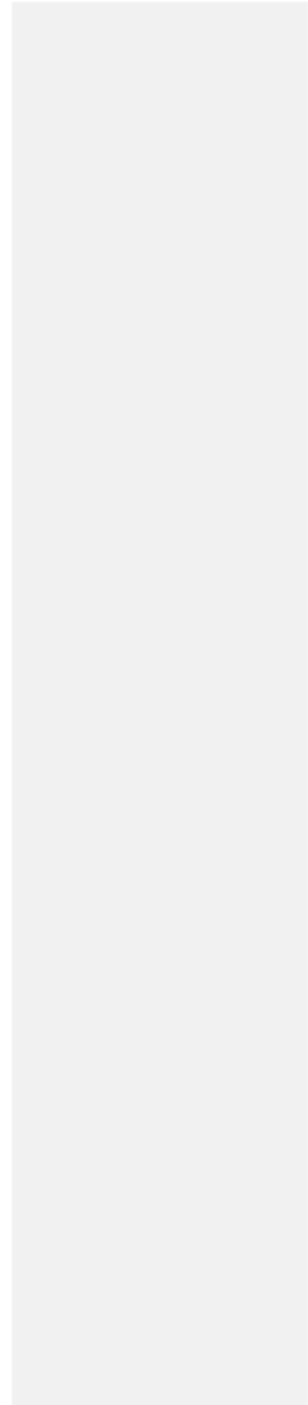
Summary of Comments submitted NOT IN FAVOUR:

- Park should remain a park for all events particularly the folk festival.
- [Park is a great community asset as it is, and should not be compromised by a construction such as this. Boolarra lucky to have such an area in the middle of town.](#)
- There are more appropriate locations - outside of town, next to the footy ground, behind CFA shed.
- Concerns that track could have potential to attract antisocial behaviours:
 - smoking, drugs and alcohol.
 - vandalism to nearby facilities.
- Concerns regarding:
 - cars parking on the grass.
 - damage/removal of trees and root systems.
 - unsightly muddy mess.
 - loss of parkland/preservation of parkland.
 - Over development of passive recreation areas.
 - Detract from beauty and functionality of park and town.
- Unnecessary expense for minimum populous.

Summary of Comments submitted IN FAVOUR:

- Parks should be for the use of all ages for a variety of interests, in a variety of ways.
- Ideal facility for families.
- Safe space for young people to congregate.
- Good use of public space.
- Will improve a swampy unusable area of the park.
- Close to existing amenities.
- Offers opportunities for teenagers.
- Area is not highly used, even on folk festival day. Folk festival only partly uses the park for one day of the year.
- Existing native trees will not be damaged.
- There used to be a track at this site 30 years ago because the undulating ground lends itself to the sport.
- Children need as many opportunities to exercise as possible.
- The track will blend in the surrounding parkland with being a stand out eyesore.
- Assurance given that it will be maintained.
- There are so many kids on bikes in town looking for more to do.
- The track is at a safe, central location, in full view of the public, nearby to assistance and far enough away not to interfere with anyone else.
- Safe place away from road's edge.
- Track can attract business to the town.
- Broadens the use of the beautiful parkland.
- Year round, 365 days a year activity/facility for residents and visitors.
- Adds to the start/end point of rail trail.

- Additional attraction for visitors.
- Organisers discussed options and opinions with residents in immediate vicinity.
- Complements skate park.
- Kids need distractions from the TV, computer, mobile phones.
- Kids need to be offered a variety of sports.
- Encourages a sense of belonging for children.
- Kids have just as much right to use the park as others.
- Important to cater to all demographics.
- Without appropriate amenities families will not stay or move to the town.
- Encourages young people to be part of the community.
- Kids need every opportunity for face-to-face socialising.
- Will improve wellbeing and social issues, that arise from overuse of electronic items and not enough time exercising and socialising.
- Since seeing the plan at the Boolarra Top Shop and in the Link, it would be a great asset for the youth in the town.



Boolarra BMX Track Community Consultation – BCDG

NOTES

1PM, 2 July 2017
at Centenary Park Boolarra.
Chaired by John Cargill.

Attended by BMX Committee: Colin Brick, Matt Ryan, Brent O'Brien, Eloise O'Brien, [120-150 community members](#)

Notes taken by Eloise O'Brien

- Question regarding alternate location on land between CFA shed and Men's shed.
~ was explored but was not viable given current and ongoing lease arrangements; privately leased land on 99-year lease, ongoing short term lease arrangement for organisation for fee.
- Request made that all additional comments attached to surveys be submitted to LCC to ensure LCC makes the decision based on all feedback, and comments from citizens are considered.
[~ 40 residents are against, have previously made a submission to council opposed to the proposed location](#)
- Question raised regarding cost to build:
~ Brent detailed the itemised costing; describes gravel quantity, drainage, aggregate, fencing, [ongoing](#) maintenance.
- How will it be funded?
~ Prosper Valley Excavations donating the time and machinery to build it, LCC, BCDG, small town capital grants, community grants.
- Have other local businesses been approached to help fund?
~ Not yet.
(Various local businesses have since approached us to donate materials or funds.)
- Trees? They are too close to the track, will any be removed? [Eloise-There was one particular small tree the lady was concerned about. Brent's response indicated the marked out track wasn't accurate at that point, and the tree was not at risk. I think the notes should make this clear.](#)
~ No trees will be removed.
~ today's rough demarcation is not accurate and will not be as close to trees as it appears. The track should not be under the drip line of a trees and should be not be closer than 2 metres from a tree.

~ Parks manager and arborist, Chris Dash, has approved in principle, the proposed ideas for construction and maintenance.

- Rubbish - Request for bins to be installed –
~ we will approach LCC to supply.
Rubbish ongoing problem around Skate Park, including syringes, broken glass and dog poo.
Anti-social behaviour – young people swearing.
Park ambience will be ruined.
Parking on the grass.
~ *Not addressed directly
How do we keep disrespectful young people out?
~ Matt Ryan confirms he will patrol the area.
~ Others feel this is not a huge concern.
- Park is for the whole town, for everyone's use. Kids spend too much time on their iPads and computers.
- Small country towns need as many opportunities for kids to play as possible. Came from small town in Kangaroo Island, SA and saw the problems that arose from boredom.
- There used to be a BMX track on the same reserve towards the Old Pub side, it was well used, kids loved it. We are not reinventing the wheel, it is not a radical idea.
 - Details of this are unclear. It appears to have been an informal construction, that was in situ for 2-3 years.
- Our kids need as many exercise opportunities as possible; kids spend too much time in front of screens. Park is for everyone's use.
- 32 years here. We need to support the kids here to be the leaders of our community. The youth need to be encouraged.
- What is the time line?
~~~ once approved construction will take about 7 days depending on weather.~~  
~ application still needs to go to the BCDG for endorsement based on the outcome of this meeting and the community survey, and a submission prepared to go to LCC for approval and go through those processes. This is expected to take 2-3 months at least.  
~ once approved construction will take about 7 days depending on weather.
- Concerns regarding mud.  
~ Brent explains that the drainage will be done over to fix the current boggy area and the track will be made with a clay composite gravel to avoid muddy pits.
- Suggestion that a syringe bin and dog poo bags be provided on site to address residents' issues.

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- Long term maintenance concerns – mud, drainage. 07/09 report from LCC describes current BMX tracks as eyesores and difficult to maintain. Who will be responsible?  
~ Brent agrees wholeheartedly that they are awful to look at and terrible mud pits but assures his design and construction should make mowing and maintenance not more difficult than the rest of the park.
- We need to look at resources for the kids as a long-term solution or families will not move here, families will leave and the town will die.
- It is a shame this proposal has been a divisive situation for the town.
- Safety: kids need a safe space away from road and cars to learn to ride. My small child suffered a head injury after riding in the street.
- Working bee for ongoing maintenance.
- Offer from Reece Plumbing – Steven Jeffrey (Kate Dykes) to supply aggregate and drainage at cost or by donation.
- Offer from Demolition and Construction Services to donate the truck hire to cart gravel.

John Cargill closes meeting.

**Agenda Item: 15.2**

**Agenda Item: Draft Carpark Asset Management Plan for  
Endorsement for Public Exhibition**

**Sponsor: General Manager, Infrastructure and Recreation**

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

**Status: For Decision**

#### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Endorses the public exhibition of the draft Carpark Asset Management Plan 2017 for a period of not less than 4 weeks; and**
- 2. Requests that a report be brought to Council that presents the Carpark Asset Management Plan 2017 for adoption after it is amended with due consideration of submissions received.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

This report presents the draft Carpark Asset Management Plan 2017 (CAMP) and seeks Council's endorsement to proceed with public exhibition.

- The draft CAMP was presented Council for information and feedback on 30 October 2017.
- No feedback was received.
- It is proposed to proceed with public exhibition of the CAMP, with a 4 week public exhibition period starting on the 12 March 2018.
- The public exhibition period will be advertised in the Latrobe City Notice Board in the Latrobe Valley Express which will outline the public exhibition period, where the draft CAMP can be accessed and inviting relevant formal written submissions.
- The draft CAMP will be made available during the public exhibition period in electronic format on the Latrobe City webpage and as hard copy available at the Morwell, Traralgon, Moe and Churchill Latrobe City Service Centres.

The draft CAMP will be reviewed and amended as appropriate after due consideration of relevant submissions and a report brought to Council in June 2018 requesting that Council adopt the reviewed CAMP.

The financial analysis of the draft CAMP is based on current Latrobe City levels of service and maintenance practices. All renewal considered in this CAMP is on a like for like replacement of existing carparks to their current standard, that is gravel carparks are renewed with a gravel surfaced carpark and sealed carparks are renewed with a sealed carpark and carparks are not increased in capacity or size. The CAMP does not consider expanding the provision of the carpark service, upgrading carparks or taking on the maintenance and/or upgrade of carparks currently managed by DELWP Committees.

It is possible that public submissions will include requests for more carparks, larger carparks, and requests to take on carparks that Latrobe City does not currently have responsibility for nor currently maintain.

Carparks, like roads and buildings, are high cost assets to create, upgrade and maintain. Decisions that expand the carpark service are likely to have a material impact to the underlying financial analysis that underpins the CAMP and should be derived from the service need rather than the Asset Management Plan for carparks.

Put another way, the CAMP cannot predict and set future demand nor where carpark expansion is required – that must come from the service that the individual carpark supports.

The Latrobe City Car Parking Action Plan Councillor Briefing report of 26 February considered car parking holistically across the City from a supply and demand standpoint, and the Moe Bus Routes and Parking relates to specific parking issues associated with the new bus routes.

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

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

#### **Background:**

Council is the custodian of infrastructure assets that underpin services to the community. Council adopted an Asset Management Strategy in 2015 that outlined the first tier Asset Management Plans to be developed between 2014 and 2018.

Carpark assets have historically been included in the roads asset register which included on-road, off-road and adjacent carparks. During preparation of the Road Asset Management Plan the on-road carparks that share the same pavement as the road remained as road assets and the off-road and adjacent carparks that have a separate pavement were migrated to the carpark asset register. The value of the carpark assets is approximately 1% of Council's overall infrastructure asset value.

Latrobe City Infrastructure Asset Class Summary:

| Infrastructure Asset Class | Current Replacement Cost \$000's                                                                                                                                                                                                               | %          | Revised Timetable for Adoption | Completed | Required Annual Funding* \$000's |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------|-----------|----------------------------------|
| Drainage                   | 214,472                                                                                                                                                                                                                                        | 15         | Adopted 2016                   | ✓         | 3,752                            |
| Roads                      | 674,732                                                                                                                                                                                                                                        | 46         | Adopted 2017                   | ✓         | 11,915                           |
| Carparks                   | 11,736                                                                                                                                                                                                                                         | 1          | Dec 2017                       |           | 433                              |
| Bridges & Major Culverts   | 51,283                                                                                                                                                                                                                                         | 3          | Dec 2017                       |           | 515 #                            |
| Buildings                  | 413,951                                                                                                                                                                                                                                        | 28         | Jun 2018                       |           | 9,606 #                          |
| Footpaths                  | 102,516                                                                                                                                                                                                                                        | 7          | Jun 2018                       |           | 2,205 #                          |
| Other Assets               | Recreation (Ovals, Hard Courts, Pools), Street & Reserve Lighting, Reserve & Street Furniture, Reserve & Street Lighting, Signs, Airport Assets, Waste & Landfill, Retaining Walls, Fences, Dams, Play Grounds, Street Trees, Land & Property. |            |                                |           |                                  |
| <b>Total Assets</b>        | <b>1,468,690</b>                                                                                                                                                                                                                               | <b>100</b> |                                |           | <b>28,426</b>                    |

\* Operations, Maintenance, Renewal and Disposal funding (Average for first five years of each AM Plan).

# Preliminary estimate to be further refined with AM Plan.

The draft CAMP follows the format developed by the Institute of Public Works Engineers Australasia.

The key sections of the plan are:

1. Information and data
2. Levels of Service
3. Lifecycle Management Plan
4. Future Demand
5. Financial Summary
6. Plan Improvement and Monitoring

The plan determines the cost of providing the carpark service and informs the long-term financial plan of the financial commitment required to fund this service.

The draft CAMP was presented Council for information and feedback on 30 October 2017. No feedback has been received and it is now proposed to present the draft

plan to the community and to seek comments through written submissions prior to final review and presentation of the CAMP to Council for adoption.

**Reasons for Proposed Resolution:**

Asset Management Plans document the philosophy by which Council will maintain that asset group and it is appropriate that the philosophy be informed by the public preferences.

The resolution therefore seeks endorsement for public exhibition of the draft CAMP and to invite community members to present formal written submissions so the draft plan may be reviewed after due consideration of submissions received.

The resolution includes that another report is brought back to Council to formally adopt the CAMP after it has been amended with due consideration of public submissions received.

**Issues:**

*Strategy Implications*

The proposal to develop a Carpark Asset Management Plan and to exhibit to the public seeking community feedback is consistent with the adopted Asset Management Strategy 2014-2018.

*Communication*

Communication will be via the Latrobe City Council Noticeboard in the Latrobe Express which will outline the nature of the public exhibition and invite written submissions.

*Financial Implications*

The CAMP outlines the financial commitment for the provision of the carpark service in its current form and so there are no financial implications of this proposal.

Adding carparks or upgrading of existing carparks will have additional financial implications to the Capital Works and the Operational (Maintenance) budgets.

*Risk Analysis*

Public exhibition of the draft Carpark Asset management Plan is of low risk as it provides the community with key information and the opportunity for the community to present comment formally which can be considered before the finalisation of the draft document.

The public exhibition and community comment process allows interested community members' comments and concerns to be considered, and should enhance the alignment of the plan with community interests.

*Legal and Compliance*

There are no legal implications of this proposal.

*Community Implications*

The development and adoption of asset management plans provides for clear transparent presentation of the cost and implications of the various asset portfolios managed by Council.

*Environmental Implications*

There are no environmental implications of this proposal.

*Consultation*

Public consultation is to commence following adoption of this report's recommendation that will include an invitation to make relevant formal written submissions.

The opportunity will be made available for community members to have one on one discussion with relevant Council Officers to assist individuals to understand the plan before making a formal written submission. Individuals may also apply to present to Council in support of a written submission at a future Council Meeting that considers the adoption of the Carpark Asset Management Plan.

*Other*

Nil

**Attachments**

1   Carpark Asset Management Plan 2017

## **15.2**

### **Draft Carpark Asset Management Plan for Endorsement for Public Exhibition**

|          |                                                |            |
|----------|------------------------------------------------|------------|
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|----------|------------------------------------------------|------------|

# Carpark Asset Management Plan 2017





Draft Plan October 2017

V1.0







| <b>Document Control</b>                                 |                 |   |        |           |          |
|---------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|----------|
| Document ID: 59 299 140531 nams plus3 amp template v3.1 |                 |                                                                                                                                                                        |        |           |          |
| Rev No                                                  | Date            | Revision Details                                                                                                                                                       | Author | Reviewer  | Approver |
| 1.0                                                     | 10 October 2017 | Review of draft from SFC                                                                                                                                               | SFC    | K Delaney |          |
|                                                         |                 |                                                                                                                                                                        |        |           |          |
|                                                         |                 |                                                                                                                                                                        |        |           |          |

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## I EXECUTIVE SUMMARY

### I.1 Context

Latrobe City is located approximately 150 km east of Melbourne and is one of Victoria's four major regional cities with a population of over 75,000 residents. Latrobe City is made up of four central townships: Churchill, Moe-Newborough, Morwell and Traralgon. The smaller rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon-South, Yallourn North and Yinnar are situated within the surrounding rural areas within the municipality.

Council owns, operates and maintains numerous at grade off street carparks and currently one multi-storey carpark to assist council operations, commercial activity, and the general community. This plan does not include the multi-storey carpark as asset planning for multi-carpark structure is best treated from a building management aspect.

Planning for new carparks requires considerable insight into the demand profile created by the social infrastructure is supported by and generated the demand carparks. That is to say, the provision of a carpark is a result of the social planning and the provision is derived from changes to the social infrastructure asset base. Future demand prediction is therefore beyond the scope of this document and instead relies at this time on the Activity Centre Plans developed by Strategic Planning and other related studies. The Complementary Parking Measures Assessment study prompted by planning reviews into car parking needs, has recently led to a broader analysis on short term car parking needs that will be incorporated into this document at a future review. The findings of that study will be incorporated into future revisions of this Carpark Asset Management Plan.

It is acknowledged that the planned developments at Gippsland Regional Aquatic Centre and/or the Latrobe Creative Precinct will likely add multi-storey car park capacity and that these will be added to the databases and the building asset portfolio at that time. Should these (or any other future development) create new at-grade car parks this plan will be updated to include the new assets.

### I.2 Purpose of the Plan

The Carpark Asset Management Plan (CAMP) will assist with decision-making about Council's existing at-grade off street carpark infrastructure, to present asset information, and to predict the financial requirements of long-term renewal of this category of transport assets.

The CAMP is a presentation of Council's strategic approach based on balancing the community's desired service levels with Council's ability to provide the service. It should be noted that Council's owned and/or managed carpark assets are only a proportion of the total available carparks and private businesses and other authorities provide part of the car parking service to the community.

### I.3 Asset Description

In addition to major infrastructure assets such as roads, footpaths, drainage and open space, Council is also responsible for a range of smaller asset sets such as carparks. The carpark asset class includes Council owned and managed carparks associated with retail precincts, sports facilities, childcare centres, community and civic facilities. Council owns one multi-storey carpark between Seymour Street and Hotham Street in Traralgon, and it is likely that another will arise from the Gippsland Regional Aquatic Centre and or the Latrobe Creative Precinct projects.

The assets considered in this CAMP, include pavements, running surfaces (the sealed and unsealed) and kerbs, for all the constructed sealed and unsealed carparks for which Council is the Responsible Road Authority. It does not include drainage infrastructure, lighting and landscaping within the carpark as they



are either covered under other plans or are minor assets provided to augment the amenity (not performance) of the carpark.

Carpark asset components considered in the preparation of this CAMP include:

- Pavements;
- Surfaces; and
- Kerbs.

For clarity in considering this plan, assets not considered in this CAMP are:

- On-road carparks where the pavement is shared with the road – these are included in the Road Asset Management Plan;
- Multi-storey carparks - these are included in the Building Asset Management Plan;
- Vehicular Crossings – these are the responsibility of the property owner; and
- Private car parks – these are the responsibility of the private owners.

Council's Carpark infrastructure is provided to enable the community to go about their business as conveniently as practical when accessing both private and Council owned properties and services.

The road network underpins a service of access to property. Carparks provide amenity for motorists that need to store their vehicles to undertake activities at locations to which they need to drive. Table 1.3.1 below presents the breakdown of the Council carpark network by surface type and the principle adjacent land use.

The Latrobe City Council carpark network is primarily comprised of following assets being:

- 223 Carparks; including
  - 174,428 sq.m of pavements and surfaces; and
  - 17,632 lin.m of Kerb and Channel.

**Table 1.3.1: Council's Carpark Assets broken down to surface type and principle adjacent land use**

| Network Component & Adjacent land-Use | Commercial    | Community     | Education     | Industrial   | Open Space   | Recreation    | Residential   | Rural Living | Tourism      | Total (sq.m) (#) |
|---------------------------------------|---------------|---------------|---------------|--------------|--------------|---------------|---------------|--------------|--------------|------------------|
| Sealed                                | 65,371        | 19,420        | 8,952         | 3,601        | 4,825        | 26,751        | 10,144        | 0            | 324          | 139,387          |
| Estimated Carpark Yield (#)           | 2,179         | 647           | 298           | 120          | 161          | 892           | 338           | 0            | 11           | 4,646            |
| Unsealed                              | 6,519         | 10,447        | 3,006         | 2,652        | 3,617        | 4,432         | 18,55         | 863          | 1650         | 35,041           |
| Estimated Carpark Yield (#)           | 217           | 348           | 100           | 88           | 121          | 148           | 62            | 29           | 55           | 1,168            |
| <b>Total (sq.m)</b>                   | <b>71,890</b> | <b>29,867</b> | <b>11,958</b> | <b>6,253</b> | <b>8,442</b> | <b>31,183</b> | <b>11,999</b> | <b>863</b>   | <b>1,974</b> | <b>174,428</b>   |
| Estimated Carpark Yield (#)           | 2,396         | 996           | 399           | 208          | 281          | 1,039         | 400           | 29           | 66           | 5,814            |

Council's Carpark Assets have been built-up over many years and presents a significant commitment to fund its up keep and eventual renewal as the assets reach the end of their useful lives. The assets excluding the Seymour/Hotham multi-storey car park that make up the carpark network have a 'Greenfields' replacement value of \$11,737,087, which consists of the following breakdown:



**Table 1.3.2: Council’s Carpark Asset Components and Greenfields Replacement Value**

| Carpark Component        | Kerb Length (km) | Pavement Area (m <sup>2</sup> ) | Greenfield CRC      |
|--------------------------|------------------|---------------------------------|---------------------|
| Asphalt                  | 10,156           | 98,015                          | \$7,454,213         |
| Bitumen                  | 5,050            | 36,594                          | \$2,453,136         |
| Concrete                 | 1,221            | 4,779                           | \$652,882           |
| Gravel                   | 1,205            | 35,041                          | \$1,176,855         |
| <b>Total Carpark</b>     | <b>17,632</b>    | <b>174,428</b>                  | <b>\$11,737,087</b> |
| <b>Sealed Carparks</b>   | <b>16,426</b>    | <b>139,387</b>                  | <b>\$10,560,232</b> |
| <b>Unsealed carparks</b> | <b>1,205</b>     | <b>35,041</b>                   | <b>\$1,176,855</b>  |
| <b>Total Carpark</b>     | <b>17,632</b>    | <b>174,428</b>                  | <b>\$11,737,087</b> |

**1.4 The Carpark Service**

The CAMP levels of service give due regard to the strategic goals and objectives in the Council Plan and current understanding of the community’s desired service levels. Future iterations of this plan may be tested and amended in line with actual community service levels.

It is always a challenge to strike a balance between the needs and desires of the community and what can realistically be achieved. Council however, has been providing a carpark network for many years and officers have developed current service provision levels over time to best match the perceived community desires constrained by resources.

There are two key service provision areas, the number and type of carpark assets provided, being ‘Service Provision’, or the level of service to which the assets will be maintained, which is defined in the *community’s* terms and *technical* terms.

The Road Management Act 2004 obliges Councils in Victoria to document the basic technical service levels that Council will apply and includes what is called “road related infrastructure”. These are very risk based and are in Council’s Road Management Plan. Due to the direct relationship between carparks and roads, its technical service levels forms part of the levels of service of this CAMP.

**1.5 Service Provision**

The service provision is the quantity of an asset of any particular type that will be provided. In the case of carparks this is does not include the determination of the number of spaces that need to be provided. That is specific to broader planning and study to determine the overall requirement for car parking. To elaborate on this, it is not practical for this Asset Management Plan (AMP) to predict what the parking requirement to service the community. This asset management plan is based on the prevailing supply of car parking.

The levels of service for carparks generally relates to location, the number and standard of construction of the provided carparks.

Council has adopted two hierarchy classification for Council Carparks as follows:

(CAR1) - Sealed Carparks:

(CAR2) - Unsealed Carparks:



Service provision levels also apply to:

- New Asset – If Council provides new road structures / assets, then what design and maintainability standards shall apply to make them meet Service Provision Levels?
- Upgraded or Reconstructed Asset to original standard - If Council upgrades or reconstructs a road asset, then what design and maintainability standards shall apply to make them meet Service Provision Levels?
- Existing Assets to define the planned maintenance regime/technical levels of service to be applied.

The community desire is generally for increased and improved standard of services. Generally, community requests for increased levels of service for carparks relates to the sealing of unsealed carparks. Unfortunately, the funding available to meet these demands is constrained and therefore the upgrades are prioritised and implemented only as funds are available. There is not an accepted policy with respect to justifying and/or prioritising the upgrading of existing carpark assets. This will be developed and has been included as an item on the improvement plan.





**1.6 Future Demand**

The Australian Bureau of Statistics indicates that by 2030 Latrobe City’s population will be more than 84,000.

The majority of this growth is currently within the Traralgon area and projected for the Lake Narracan area north of Moe. Most new assets will be developer provided though some concurrent upgrade will be required as part of Council’s obligation under Development Contribution Plans. Within the known plans for urban development there are no significant new council managed carparks planned.

Areas of specific interest in the foreseeable future are:

- Development at Marshalls Road, Traralgon will involve the creation of privately managed carpark associated with the planned supermarket development.

Though these growth related carpark asset upgrades have been envisaged, only those relating to known development contributions are at this time considered affordable.

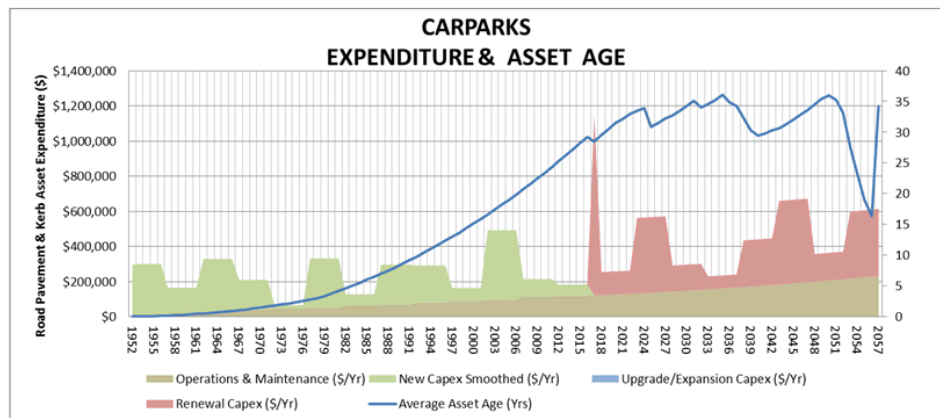
**Figure 1.6.1: Projected & Planned Expenditure**

| Latrobe City – CARPARKS - Projected and Planned Expenditure       | \$000's        |
|-------------------------------------------------------------------|----------------|
| 10 year total cost [10 yr Ops, Maint, Renewal & Upgrade Proj Exp] | <b>\$4,626</b> |
| 10 year average cost                                              | <b>\$463</b>   |
| 10 year total budget [10 yr Ops, Maint, Renewal & Upgrade Budget] | <b>\$1,724</b> |
| 10 year average budget                                            | <b>\$172</b>   |
| 10 year AM financial indicator                                    | <b>37%</b>     |
| 10 year average funding shortfall (-ve shortfall, +ve Surplus)    | <b>-\$290</b>  |

The average cost of the carpark assets service is **\$463,000** per annum for the next 10 years.

Figure 1.6.2 outlines the history of investment in carpark assets. The creation of assets began in the early 1950's. Most assets were generated as part of commercial development and consequently gifted to Council. The figure shows the steady increase in asset age and the renewal task being steady until 2020 before it starts to increase.

**Figure 1.6.2: Carpark Investment History and Asset Age**



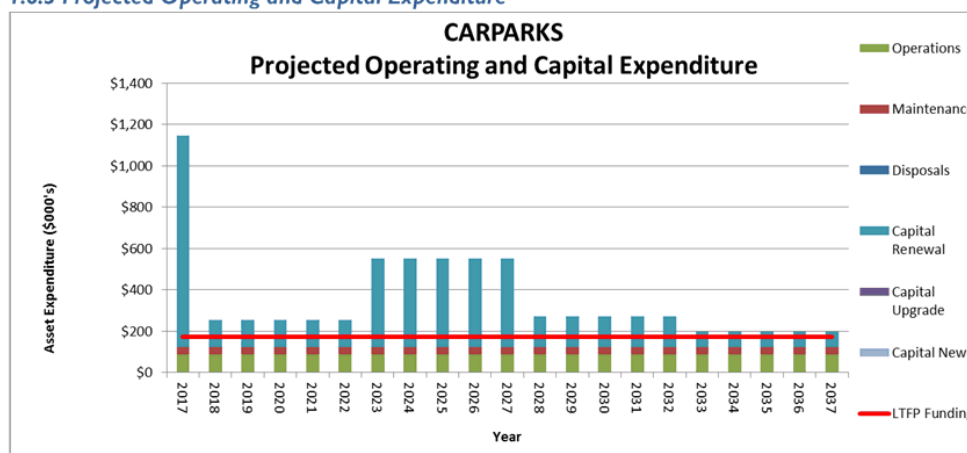




Latrobe City does not have a backlog in carpark infrastructure projects. The overall condition of the pavements and the running surfaces of the carpark network is **GOOD** with an average Condition score of **2.3** out of **5.0**. Analysis of the data on carparks suggests that there is a potential issue with kerb condition which has elements which are **POOR**. This will need to be analysed to determine a work plan for the renewal of carpark kerbs; the initial spike in the renewal funding in figures 1.6.2 and 1.6.3 is in the most kerb renewal. There is an approaching challenge in renewal funding caused by ageing assets (those reaching the end of their useful lives) which this plan attempts to identify and address. This is evident when observing the elements above the red line in Figure 1.6.3

Maintenance and Operations funding appears to have been low and will need to be increased to account for projects renewal requirements for this asset class.

### 1.6.3 Projected Operating and Capital Expenditure



### 1.7 Demand Management

The future growth areas and the areas of specific interest are a result of population increase driving traffic volume increases in Township centres, and the resulting increase in patronage at facilities that Council provides and general parking for business activity in the townships.

The demand for increased car parking assets, like for road assets, is related to car usage. Most metropolitan areas are looking to support working from home or alternative transport modes such as using bicycles, walking, or using public transport as an alternative to building more and more car parking assets.

Council does not have a formal Demand Management Plan, as more data on demographics needs to be collected to review the impacts and pressures of population growth on its transport network. Like most rural towns, the low population outside the towns and the distances to employment and shopping, does not lend itself to easily implementing/supporting these mode shift options.

This CAMP is not designed to articulate Council's transport strategy in this manner, however it includes consideration where appropriate such as:

- Incorporating and accommodating bicycle and public transport as priority in all renewal designs and upgrades as resources allow.
- Consideration of the pricing of parking to modify demand.



### 1.8 What does it Cost?

The projected outlays necessary to provide the carpark assets covered by this CAMP which includes operations, maintenance, renewal and the upgrade of existing assets over the next 10 year planning period is on average **\$463,000** per year.

The funding allocated for this period is on average **\$172,000** per year which includes capital expenditure for new and upgrade projects, maintenance, operations and an allowance for renewal based on the financial depreciation of the road assets. This is a funding under-allocation on average of **\$290,000** per year, generated primarily from the practice of allocation for annual renewal expenditure based on the annual depreciation and/or historical allocation of funds rate rather than calculated renewal requirement. Planned improvement to maintenance management will aid data collection that will more clearly delineate the expenditure between that spent on roads and that spent on carparks. This will allow finer understanding of the modelled shortfall.

### 1.9 What we will do

Council will provide support the Carpark network through the following:

- Maintain current funding levels for operations, maintenance, and renewal of pavements, surfaces and kerb to meet the current level of service;
- Seek funding to undertake upgrade of carpark assets where capacity shortfalls have been identified in the existing system; and
- Maintain critical carpark assets as a high priority.

### 1.10 What we cannot do

Council is not responsible for increasing the level of service of the existing network where the community has increasing expectations and where the pre-existing asset conditions are at an acceptable standard for the time of construction, safe and are within design capacity.

This plan currently does not include assets associated with Latrobe Regional Airport, caravan parks at Hazelwood, Moe, and Lake Narracan as well as the Hyland Highway Landfill. The information on these assets will be collected as resources permit until which time the assets will remain under the care and control of the management of these business units.

### 1.11 Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects with the resource available to Council.

We have identified the major risks as:

- Non representative asset degradation curves which potentially may lead to poor decision-making and 'looseness' in the funding calculation for maintenance and renewals;

We will endeavour to manage these risks, within funding constraints, by:

- Conducting regular condition audits and site inspections to determine the remaining useful life of assets and maintenance requirements. This includes adherence to Australian Standards and best practice notes as produced by IPWEA;
- Continued effort to rationalise collected data and improved processes to ensure data completeness and accuracy; and
- Request funding for renewals as required and to monitor trends of maintenance requirements and techniques.



**1.12 Confidence Levels**

This CAMP is based on a **HIGH** level of confidence in the data. Primarily as the database has been developed incrementally over some 25 years, and the current data set has been created from a variety of sources generally with a **HIGH** degree of accuracy. The data has been tested and has been provide a proven to **HIGH** level of completeness and accuracy.

There is confidence in the calculation of the financial information is also **HIGH**; the results are based on asset quantities with **HIGH** confidence and asset age with **HIGH** to **MODERATE** confidence. This plan has incorporated asset condition as assessed by independent third party provider who is an expert in this field. The condition has been used to determine remaining useful life, providing a high level of confidence in the financial predictions.

**1.13 The Next Steps**

The actions resulting from this asset management plan are to:

- Continue to improve asset data;
- Increase staff awareness surrounding the importance of maintaining an up to date and accurate carpark asset information for inclusion into future revisions of this CAMP; and
- Implement the CAMP improvement plan as time and resources allow.

**1.14 Key Issues:**

Excluding supply or capacity, the most common issues raised by the community are requests to upgrade existing unsealed carparks to sealed construction. Table 1.14.1 highlights the sections of the carpark network generating community requests for sealing.

Table 1.14.1 highlights the sections of the road network generating community requests for sealing.

**Table 1.14.1: Components of the Carpark Network at risk of Requests for Increased Service Level**

| Network Component & Adjacent land-Use | Commercial | Community | Education | Industrial | Open Space | Recreation | Residential | Rural Living | Tourism | Total (sq.m) |
|---------------------------------------|------------|-----------|-----------|------------|------------|------------|-------------|--------------|---------|--------------|
| Sealed                                | 65,371     | 19,420    | 8,952     | 3,601      | 4,825      | 26,751     | 10,144      | 0            | 324     | 139,387      |
| Unsealed                              | 6,519      | 10,447    | 3,006     | 2,652      | 3,617      | 4,432      | 1,855       | 863          | 1,650   | 35,041       |
| Sealing Cost \$000's                  | 186        | 298       | 86        | 76         | 103        | 126        | 53          | 25           | 47      | 1,000        |
| Total (sq.m)                          | 71,890     | 29,867    | 11,958    | 6,253      | 8,442      | 31,183     | 11,999      | 863          | 1,974   | 174,428      |

Sections of the carpark network that are likely to generate requests for upgrading through sealing of currently gravel surfaced carparks amounts to 35,041 sq.m of carparks (shown highlighted orange). Sealing these carparks would cost of the order of \$1.0M dollars.



## 2 INTRODUCTION

### 2.1 Background

This Carpark Asset Management Plan (CAMP) aids responsive management of assets (and services the provided from assets), compliance with regulatory requirements and communicates renewal, operating and maintenance funding needs to provide the required levels of service over the forward planning period.

### 2.2 The purpose of the Road Asset Management Plan

#### 2.2.1 The purpose of the CAMP

The fundamental purpose of an asset management plan is to demonstrate good long-term strategic management in the context of:

- Council's available financial and human resources;
- The community's desired levels of service is in accordance with Council's key strategic documents, meets legislative.

The CAMP achieves this by setting standards, service levels and programs which Council will develop and deliver. The standards and service levels have been set in accordance with user needs, regulations, industry practice and legislative codes of practice.

#### 2.2.2 The relationship of the CAMP with the Road Management Plan

The Road Management Act provides a legal framework for the management of the public road network. The Road Management Act imposes specific statutory duties on road authorities to inspect, repair and maintain to a reasonable standard those roads that form part of the public road network. It further obliges Council to document and make public its approach to managing its responsibilities under the Act in a Road Management Plan (RMP).

There is at times a confusion of purpose between the transport asset management plans and the RMP. The RMP however, speaks only to the maintenance and risk management aspects of being a Road Authority under the Road Management Act 2004. The CAMP, among other things is focused on good overall strategic management in terms of providing a carpark network, such as future demand, planning, community levels of service and so on.

This CAMP includes, where Council is the responsible road authority:

- Carpark Road pavements;
- Carpark Road surfaces; and
- Carpark Kerbs and Channel.

For clarity in considering this plan, assets not considered in this CAMP are:

- On-road carparks where the pavement is shared with the road – these are included in the Road Asset Management Plan;
- Multi-storey carparks - these are included in the Building Asset Management Plan;
- Vehicular Crossings – these are the responsibility of the property owner; and
- Private car parks – these are the responsibility of the private owners.



**2.3 CAMP Stakeholders**

Council recognises varying needs of external and internal stakeholders depending on whether these stakeholders are the business community, residents, or visitors and they include:

**Table 2.3.1: External Key Stakeholders**

| <b>External Key Stakeholder</b>                               |
|---------------------------------------------------------------|
| Community and general users                                   |
| Local Businesses                                              |
| Transport Businesses                                          |
| Tourists and visitors – as occasional users                   |
| Management Committees of the built and open space environment |
| Tourists and visitors – as occasional users                   |
| VicRoads                                                      |
| Developers                                                    |
| Council's Insurer                                             |
| State and Federal Government                                  |

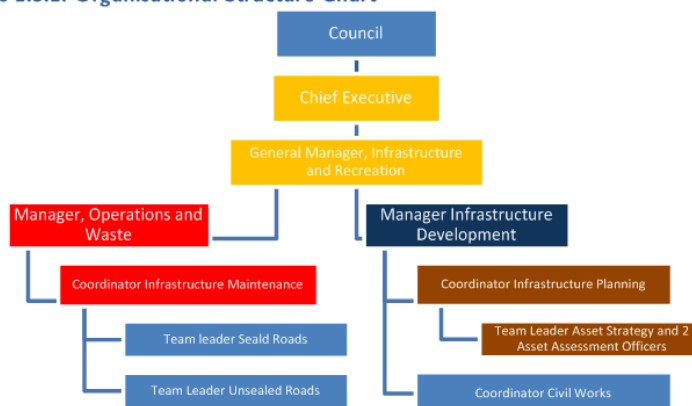
Council's organisational structure for service delivery from infrastructure assets is detailed below. The functions that have been identified in the Asset Management Strategy 2014-2018 are not fully reflected in the organisational structure.

The following table represents the Latrobe City Council positions implementing asset management throughout the asset life cycle.

Within Latrobe City there are internal stakeholders that either have responsibility for the delivery of transport assets or deliver services to our community that depend upon transport assets. The core organisation structure of those stakeholders is presented in Figure 2.4.2 with detail of their role outlined in Table 2.4.3. More detailed outline of responsibilities throughout an assets life-cycle is presented in Figure 2.5.4.



Figure 2.3.2: Organisational Structure Chart



Key internal stakeholders and their role in asset management are outlined in Table 2.4.3.

Table 2.4.3: Key Internal Stakeholders

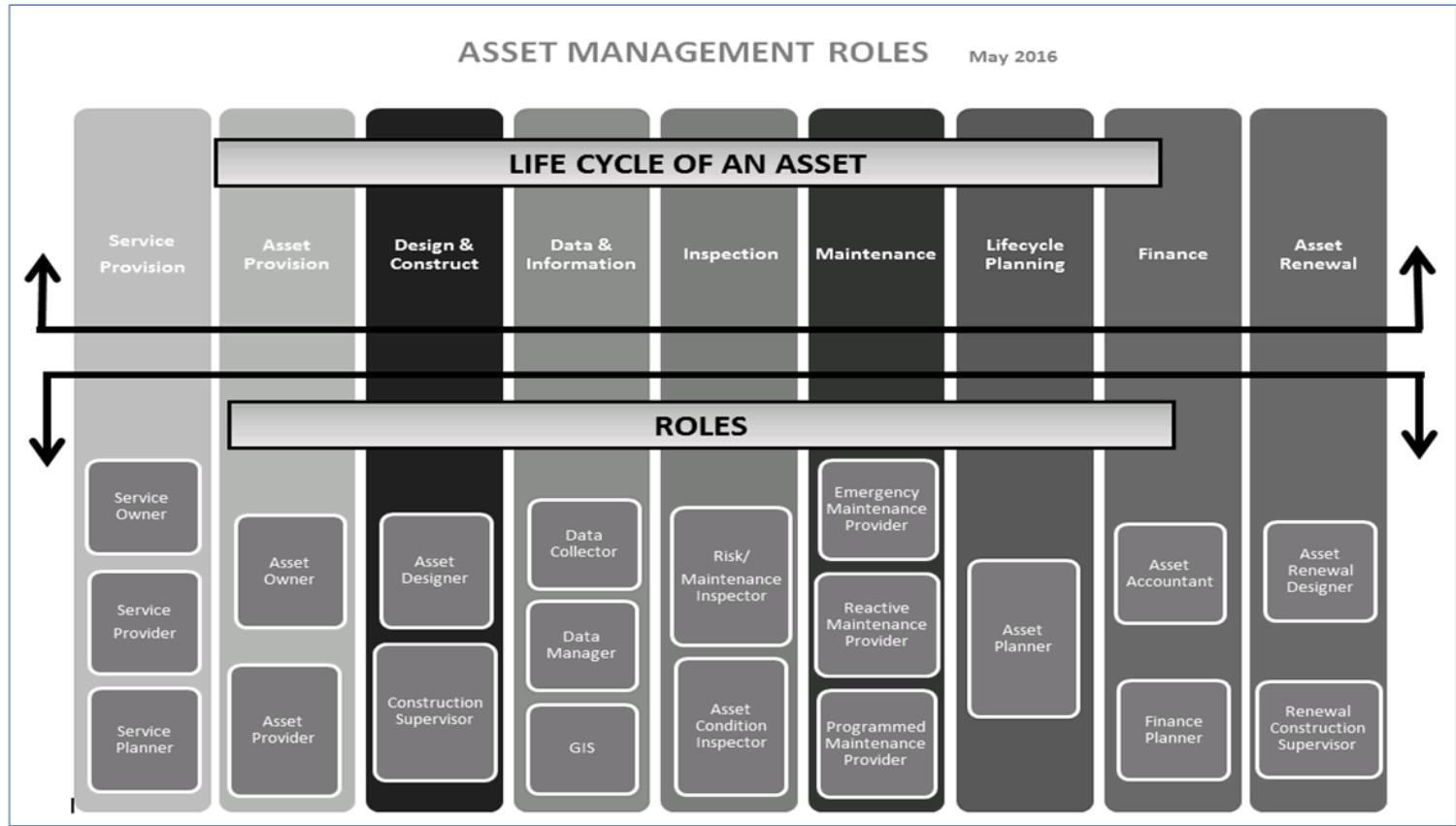
| Internal Key Stakeholder                                | Role in Asset Management Plan                                                                                                                                                                       |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillors                                             | Represent the needs of community/stakeholders, allocate resources to meet the organisation’s objectives in providing services while managing risks, ensure organisation is financially sustainable. |
| CEO/General Manager                                     | Overall stewardship and responsibility to provide the support structure and resources to allow adequate management of the road assets.                                                              |
| Manager Infrastructure Development                      | Manage strategic planning, construction of new, and renewal of existing assets.                                                                                                                     |
| Coordinator Infrastructure Planning                     | Provide support and undertake strategic asset planning.                                                                                                                                             |
| Team Leader Asset Strategy                              | Coordinate strategic planning activities and maintain road data.                                                                                                                                    |
| Asset Assessment Officers                               | Data collection, condition reporting and spatial location of assets.                                                                                                                                |
| Manager Operations and Waste                            | Manage reactive and planned asset maintenance.                                                                                                                                                      |
| Co-ordinator Infrastructure Maintenance                 | Provide support and guidance to reactive and programmed routine maintenance.                                                                                                                        |
| Team Leader Sealed Roads and Team Leader Unsealed Roads | Inspect and respond to reactive maintenance requests and undertake routine maintenance.                                                                                                             |
| Road Crews                                              | Respond to reactive maintenance requests and undertake routine maintenance.                                                                                                                         |
| Council Business Units                                  | Responsible for operational delivery, local laws enforcement and land use / development planning.                                                                                                   |





Figure 2.3.4: Organisational Asset Management Structure/Roles

| Service & Asset Function                  | Division                                   | Department                                 | Position                                                                  | Formalised in Organisational Structure |
|-------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------|----------------------------------------|
| Service Owner                             | IR                                         | IR                                         | GM IR                                                                     | No                                     |
| Service Provider                          | IR                                         | Infra Dev                                  | Mgr Infra Development                                                     | No                                     |
| Service Planner<br>Off-street Renewal     | IR                                         | Infra Dev                                  | Mgr Infra Development                                                     | No                                     |
| Service Planner<br>Off-street New/Upgrade | Dependent upon service owner using carpark | Dependent upon service owner using carpark | Dependent upon service owner using carpark (ie childcare, recreation etc) | No                                     |
| Service Planner – On-street               | IR                                         | Infra Dev                                  | Mgr Infra Development                                                     | No                                     |
| Asset Owner                               | IR                                         | Infra Dev                                  | Mgr Infra Development                                                     | No                                     |
| Asset Provider                            | IR                                         | Infra Dev                                  | Mgr Infra Development                                                     | Yes                                    |
| Asset Designer                            | IR                                         | Infra Dev                                  | Co-ord Infra Design                                                       | Yes                                    |
| Construction Supervisor                   | IR                                         | Infra Dev                                  | Co-ord Civil Works Projects                                               | Yes                                    |
|                                           |                                            |                                            | Civil Engineers                                                           | Yes                                    |
|                                           |                                            |                                            | Team Leader Development                                                   | Yes                                    |
|                                           |                                            |                                            | Co-ord Major Projects                                                     | Yes                                    |
| Data Collector                            | IR                                         | Infra Dev                                  | Asset Assessment Officer                                                  | Yes                                    |
| Data Manager                              | IR                                         | Infra Dev                                  | Team Leader Asset Strategy                                                | Yes                                    |
| GIS                                       | IR                                         | Infra Dev                                  | Asset Assessment Officer                                                  | Yes                                    |
| Risk Inspector                            | IR                                         | Infra Ops                                  | Manager Operations and Waste                                              | No                                     |
| Asset Condition Inspector                 | IR                                         | Infra Dev                                  | Asset Assessment Officer                                                  | Yes                                    |
| Emergency Maintenance                     | IR                                         | Infra Dev                                  | Team Leader Sealed Roads                                                  | Yes                                    |
|                                           |                                            |                                            | Team Leader Unsealed Roads                                                | Yes                                    |
| Reactive Maintenance                      | IR                                         | Infra Dev                                  | Not Allocated to position                                                 | No                                     |
|                                           |                                            |                                            | Co-ord Infrastructure Planning                                            | Yes                                    |
| Programmed Maintenance Provider           | IR                                         | Infra Ops                                  | Not Allocated to position                                                 | No                                     |
| Asset Planner                             | IR                                         | Infra Dev                                  | Co-ord Infrastructure Planning                                            | Yes                                    |
| Financial Planner                         | Corp Services                              | Finance                                    | Mgr Finance                                                               | No                                     |
| Asset Accountant                          | Corp Services                              | Finance                                    | Mgr Finance                                                               | No                                     |
| Asset Renewal Designer                    | IR                                         | Infra Dev                                  | Co-ord Infra Design                                                       | Yes                                    |
| Asset Renewal Supervisor                  | IR                                         | Infra Dev                                  | Co-ord Civil Works Projects                                               | Yes                                    |
|                                           |                                            |                                            | Civil Engineers                                                           | Yes                                    |
|                                           |                                            |                                            | Team Leader Development                                                   | Yes                                    |
|                                           |                                            |                                            | Co-ord Major Projects                                                     | Yes                                    |







#### 2.4 Goals and Objectives of Asset Management

The organisation exists to provide services to its community. Some of these services are provided through infrastructure assets. Council has acquired infrastructure assets by 'purchase', through construction by our staff or through contract, and by gifting of assets constructed by developers and others to meet increased service provision.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future users.

The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance;
- Managing the impact of growth through demand management and infrastructure investment;
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service;
- Managing risks associated with asset failures;
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed; and
- Continuing improvement in asset management practices.

#### 2.5 Plan Framework

Key elements of this plan are:

- Future demand and how this will impact on future service delivery, and how this is to be met;
- Specifying the level of service for carparks, to what standard carparks will be built, when carparks will be maintained and renewed;
- Lifecycle management that outlines how Council will manage its existing and future assets to provide the defined levels of service;
- Financial summary of what funds are required to provide the defined services;
- Monitoring of the plan to ensure it is meeting organisation's objectives; and
- The implementation of an Asset Management Improvement Plan (Appendix H).

#### 2.6 Core and Advanced Asset Management

This CAMP is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is essentially where the level of service is not analysed against community expectations or Council's ability to fund different service delivery strategies.

Future revisions of the CAMP will move towards 'advanced' asset management using a 'bottom up' approach, gathering asset information for individual assets inclusive of asset condition to support the optimisation of activities and programs to meet agreed service levels in a financially sustainable manner.



### **2.7 Community Consultation**

Future revisions of the AMP will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability and willingness to pay for the service.

To elaborate the 'core' AMP does not attempt to:

- Optimise decision making; and
- Balance community expectation of levels of service to Council's ability to fund.



### 3 LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

The organisation has not carried out any research on customer expectations. This will be investigated for future updates of the CAMP or as part of Service Provision planning. An example of this is the provider of the service or services operating at that location will need to identify if there is a sufficiency of parking. With respect to the condition of the carpark the general service levels applied to the hierarchy of the adjacent road will be adopted until a clear hierarchy of carparks is established.

The levels of service developed for this plan are based on current adopted technical levels of service that have been the experience of Council in delivering the service and responding to community requests and complaints.

#### 3.2 Strategic and Corporate Goals

This CAMP is prepared under the direction of the organisation’s vision, mission, goals and objectives.

Our Objectives are to:

- Improve the liveability and connectedness of Latrobe City;*
- Ensure that Council operates openly, transparently and responsibly.*

Our Strategies are to:

- Develop council’s long term financial plan and asset management plan to ensure that Council remains financially sustainable; and*
- Provide services, infrastructure and advocacy to support health, well-being and safety of our community.*

Relevant organisational goals and objectives and how these are addressed in the CAMP are included in Table 3.2.

**Table 3.2: Organisational Objectives and strategies to be addressed in this Plan**

| Strategies                                                                                                                   | Objectives                                            |                                                                  |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------|
|                                                                                                                              | Improve liveability and connectedness of Latrobe City | Ensure Council Operates openly, transparently and responsibility |
| Develop Council’s long term financial plan and asset management plan to ensure that Council remains financially sustainable. |                                                       | YES                                                              |
| Provide services, infrastructure and advocacy to support health, well-being and safety of our community.                     | YES                                                   |                                                                  |



The organisation will exercise its duty of care to ensure public safety is accordance with Council's risk management policies. Management of infrastructure risks is covered in Section 5.2.

### 3.3 Legislative Requirements

The organisation will meet legislative requirements including Australian and State legislation and regulations. These are included in Table 3.3.1.

**Table 3.3.1: Legislative Requirements**

| Legislation                                                        | Requirement                                                                                                        |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Local Government Act 1989                                          | Sets out role, purpose, responsibilities and powers of local governments.                                          |
| Road Management Act 2004                                           | Relates to management of roads                                                                                     |
| Subdivision Act 1988 and Subdivision Regulations (Procedures) 1989 | Sets out the requirements for the provision of infrastructure resulting from development.                          |
| ResCode                                                            | Specifies infrastructure requirements and standards for urban development.                                         |
| Environment Protection Act 1970                                    | Relates discharge, emission or deposit of any substance that may pollute any segment or element of the environment |
| Emergency Management Act 1986                                      | Requires a council to have a Municipal Emergency Management Plan to address local emergency risks.                 |
| Occupational Health and Safety Act 2004                            | Applicable to working on infrastructure assets.                                                                    |

### 3.4 Community Levels of Service

Service levels are defined in two terms, community levels of service and technical levels of service.

Community Levels of Service measure how the community perceives the service and whether the organisation is providing community value.

The organisation's current and expected community service levels are detailed in Tables 3.4.1 and 3.4.2. Both tables show the agreed expected community levels of service based on resource levels in the current long-term financial plan and non-structured community consultation/engagement.

The community level of service has been developed over many years as a result of community feedback, consultation. With respect to the surface, pavement and kerb condition, the levels of service defined in this section will:

- Clarify the level of service that our community should expect;
- Identify works required to meet these levels of service;
- Identify the costs and benefits of the services offered;
- Enable Council and our community to discuss and assess the suitability, affordability and equity of the existing service level and to determine the impact of increasing or decreasing the level of service in future.

With respect to the provision of parking for a facility or for general parking within a township being the combination of on-street car parking and off-street car parking opportunities provided by Council for the general use of the community when visiting a township.



This Asset Management Plan does not have the sophistication to predict the adequacy of service provision. Specific parking studies have been undertaken to inform the adequacy of service provision.

The primary purpose of the carpark network is to provide safe, convenient and mostly all-weather accessible car parking so the community can visit adjacent properties. The community also desires that the access be clean, comfortable, and aesthetically pleasing. These same principles apply to the associated provision of the car parking.

The following tables define existing community expectations of transport service levels given due regard to the medium term strategic goals and objectives in the current Council Plan.

Council currently receives feedback from the community from the following various sources:

- Benchmarking with like Councils;
- Pathways Request – customer requests and reactive asset complaints; and
- Annual Local Government Community Satisfaction Surveys.

Table 3.4.1 is to be read in conjunction with Table 3.5.

**Table 3.4.1: Community Level of Service**

| <b>COMMUNITY OUTCOMES</b>                                                                                                                                                                                                                                                                                                                |                                                         |                                                                |                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|----------------------------------|
| The provision of a road network that:                                                                                                                                                                                                                                                                                                    |                                                         |                                                                |                                  |
| <ul style="list-style-type: none"> <li>• AMENITY - allows trouble free access of properties and links communities;</li> <li>• SAFE - allows safe travel including vehicle parking;</li> <li>• DRIVABILITY – trouble free smooth travel;</li> <li>• ECONOMIC - enhances the movement of freight/promotes economic development.</li> </ul> |                                                         |                                                                |                                  |
| <b>COMMUNITY LEVELS OF SERVICE</b>                                                                                                                                                                                                                                                                                                       |                                                         |                                                                |                                  |
| <b>Asset Component</b>                                                                                                                                                                                                                                                                                                                   | <b>Asset Type</b>                                       | <b>Community Level of Service</b>                              | <b>Community Service Measure</b> |
| Carpark                                                                                                                                                                                                                                                                                                                                  | All types                                               | All weather access no dust/mud                                 | Amenity/economic                 |
| Access road ancillary to the carpark                                                                                                                                                                                                                                                                                                     | All types                                               | All weather access, no dust/mud                                | Amenity/economic                 |
| Carpark: Township                                                                                                                                                                                                                                                                                                                        | General parking in townships                            | To be generally available within 200 m of desired destination. | Amenity                          |
| Carpark: Facility                                                                                                                                                                                                                                                                                                                        | Off-street parking associated with community facilities | To be generally available within 150 m of desired destination. | Amenity                          |

Council’s performance against the community levels of service will be monitored to the extent that is practical through the performance measures as outlined in Table 3.4.2 and 3.5.

A general rule of thumb is that motorists searching for car parking will consider that the area is full if there is less than 15% of the spaces empty. Generally there will always be a car parking space available, but it may not be at a location that the motorist considers to be an acceptable walking distance from their planned destination. Acceptable distance is a difficult measure to quantify some people get disgruntled if



they cannot park within 30m of their destination while other people are content to walk 200m to 500m depending on the requirement to carry goods.

Council must decide what that distance is and how often a motorist will be obliged to walk that distance.

It would be imprudent to distil the various views and opinions before including such conclusions into this Asset Management Plan

The Complementary Parking Measures Assessment indicates that generally, except for peak times that adequate parking exists within the key central business districts of the three major towns. Provision of more car parking cannot be identified within this plan as it requires considerable research including understanding the service level that the community desires and what they are prepared to pay to receive that level of service..

**Table 3.4.2: Community Level of Service Measures**

| Community Service Measure | Performance metric                                                                                                                                       | Current Performance                        | Target performance                         |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|
| Safety                    | <ul style="list-style-type: none"> <li>Crash statistics</li> <li>Number of safety related Pathways requests resulting in safety improvements.</li> </ul> | To be determined (Improvement Plan action) | To be determined (Improvement Plan action) |
| Driveability              | <ul style="list-style-type: none"> <li>“Know Your Council” community satisfaction survey</li> </ul>                                                      | 50                                         | 55                                         |
| Amenity                   | <ul style="list-style-type: none"> <li>“Know Your Council” community satisfaction survey</li> </ul>                                                      | 50                                         | 55                                         |
| Economic                  | <ul style="list-style-type: none"> <li>Number of Pathways relating to economic efficiency.</li> </ul>                                                    | To be determined (Improvement Plan action) | To be determined (Improvement Plan action) |

**3.5 Technical Levels of Service**

Supporting the community service levels are operational or technical guidelines to the level of service. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide a functioning carpark network, which involves services such as street sweeping, rubbish removal and the provision of street lighting.
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. cleaning of refuse/rubble, removing tree roots, replacing cracked pit lids, repairing potholes). Maintenance is generally divided into reactive maintenance and routine maintenance.
  - Reactive maintenance is generally as a response to community requests and scheduled road/carpark inspections undertaken in compliance with the Road Management Plan (RMP). The need for maintenance action is generally assessed against the intervention levels as outlined in the RMP.





- Routine maintenance comprises of planned activities to maintain the serviceability of the transport network and includes such actions as grading, culvert cleaning and table drain cleaning.
- Renewal – comprises capital works that return the service capability of an asset to its original status at the time of it reaching the end of its useful life.
- Upgrade – comprises capital works undertaken to provide a higher level of service than that which the asset was originally build to deliver, a road sense this may include the provision of kerbing that was not originally provided or sealing a previously unsealed road. This plan does not consider funding for upgrading the existing carparks.
- New – capital works undertaken to provide a new asset which in turn provides a new service of the grouped with expansion which is capital works that expanded level of service able to be provided. This plan does not consider funding for new carparks.

Table 3.5 shows the technical level of service expected to be provided under this CAMP. The agreed sustainable position in the table documents the assumed current position of Council based on existing and past practice. Further development of this Plan will include/consider community consultation and trade-off of service levels performance, costs and risk within resources available in the long-term financial plan.

Some of the maintenance activities are delivered through the implementation of the RMP. These are reactive actions such as repairing potholes that deliver a smooth running-surface as opposed to planned activities such as carpark surface reseals which is a renewal of the running surface at the end of the sealed surface expected useful life and delivers a smooth running-surface over the longer term.

#### 3.5.1 The provision of Reconstructed (Asset Renewal), Upgraded and New Assets.

The CAMP is based on asset modelling which uses asset condition projected forward through time to the forecast point at which the asset reaches the end of its useful life. These activities are funded wholly by Council under specific renewal programs such as:

- Kerb Replacement Program;
- Gravel Road Re-sheet Program;
- The Road Reseal and Asphalt Overlay Programs; and the
- Road Rehabilitation Program.

The projected funding requirements for the component of these programs as related to carparks are included in this CAMP. Most new assets and upgraded assets are provided through development activity, after which the assets are gifted to Council.

Other upgrading of assets such as the sealing of unsealed carparks will be funded through Council allocation and contribution from adjacent property owners that are the primary beneficiaries of the upgrade, typically the property owners adjacent to a carpark being upgraded. Prioritising these projects and the contribution required by property owners is undertaken under the guidelines of the Special Charge Scheme Policy. Generally Council will fund the community portion of such an upgrade and the property owners the remainder. The current policy is not explicit about contribution mechanism for carparks but for certain carparks there are clear special benefits to nearby properties and businesses.

Unsealed carparks which have been constructed by others on public road reserves and not identified in Council's Register of Public Carparks <sup>1</sup>will not be considered for maintenance and/or upgrading by Council.

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<sup>1</sup> Council's Register of Public Carparks is currently in development



However, Council may accept responsibility for these carparks should they be constructed to Council's current standards by developers, committees of management or adjoining property owners.





## Carpark Asset Management Plan 2017

Table 3.5: Technical Levels of Service

| <b>TECHNICAL LEVELS OF SERVICE – Non- Road Management Plan</b> |              |                                     |                                      |                            |                         |
|----------------------------------------------------------------|--------------|-------------------------------------|--------------------------------------|----------------------------|-------------------------|
| <b>Service Attribute</b>                                       | <b>Focus</b> | <b>Tactical Performance Measure</b> | <b>Strategic Performance Measure</b> | <b>Current Performance</b> | <b>Future Actions</b>   |
| All Weather Access                                             | Amenity      | N/A                                 | Re-sheet Program delivery            | Program delivered          | Set performance targets |
| Smooth Running Surface                                         | Amenity      | N/A                                 | Reseal & Re-sheet Program delivery   | Program delivered          | Set performance targets |
| Potholes                                                       | Safety       | RMP delivery                        | N/A                                  | To be determined           | Set performance targets |
| Slipperiness                                                   | Safety       | RMP delivery                        | Reseal Program delivery              | Program delivered          | Set performance targets |
| Corrugations                                                   | Safety       | RMP delivery                        | N/A                                  | To be determined           | Set performance targets |
| Clear Line Marking                                             | Safety       | RMP delivery                        | Line Marking Program delivery        | To be determined           | Set performance targets |
| Clear Regulatory Signage                                       | Safety       | RMP delivery                        | N/A                                  | To be determined           | Set performance targets |
| Clear Directional Signage                                      | Amenity      | RMP delivery                        | N/A                                  | To be determined           | Set performance targets |
| Urban Street Lighting                                          | Amenity      | N/A                                 | Requests of substance                | To be determined           | Set performance targets |



Table 3.5a - Road Management Plan response codes and relevant response times

| <b>TECHNICAL LEVELS OF SERVICE – Road Management Plan Response Codes</b> |                                                                 |                                            |
|--------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------|
| <b>Response Code</b>                                                     | <b>Control Mechanism</b>                                        | <b>Response Time</b>                       |
| ER                                                                       | Inspect and rectify if possible, or provide appropriate warning | Within 2 hours of inspection notification  |
| A                                                                        | Inspect and rectify if possible, or provide appropriate warning | Within 1 day of inspection notification    |
| B                                                                        | Inspect and rectify if possible, or provide appropriate warning | Within 2 days of inspection notification   |
| C                                                                        | Inspect and rectify if possible, or provide appropriate warning | Within 5 days of inspection notification   |
| D                                                                        | Inspect and rectify if possible, or provide appropriate warning | Within 2 weeks of inspection notification  |
| E                                                                        | Inspect and rectify if possible, or provide appropriate warning | Within 4 weeks of inspection notification  |
| F                                                                        | Inspect and rectify if possible, or provide appropriate warning | Within 8 weeks of inspection notification  |
| G                                                                        | Inspect and rectify if possible, or provide appropriate warning | Within 12 weeks of inspection notification |
| H                                                                        | Inspect and rectify if possible, or provide appropriate warning | During routine annual maintenance          |



Table 3.5b – Road Management Plan Technical Level of Service (Adopted August 2017)

| <b>TECHNICAL LEVELS OF SERVICE – Road Management Plan Intervention Levels – table 1 of 3</b> |                                                                                                                        |                                          |             |             |             |             |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------|-------------|-------------|-------------|
| <b>Defect Code</b>                                                                           | <b>Description of Defect and Intervention Level</b>                                                                    | <b>Response Times (Refer Appendix E)</b> |             |             |             |             |
|                                                                                              |                                                                                                                        | <b>RMC1</b>                              | <b>RMC1</b> | <b>RMC3</b> | <b>RMC4</b> | <b>RMC5</b> |
| <b>Table 3. 9.0 Off Street Carparks</b>                                                      |                                                                                                                        |                                          |             |             |             |             |
| COA                                                                                          | Defective pedestrian areas with a step greater than 30mm                                                               | N/A                                      | N/A         | D           | D           | N/A         |
| COV                                                                                          | Vegetation over pedestrian areas of carparks, intruding into a minimum of 2.1m height clearance over pedestrian areas. | N/A                                      | N/A         | D           | E           | N/A         |
| CPS                                                                                          | Sealed Pavement defects (i.e Potholes >300mm in diameter and greater than 75mm deep. )                                 | N/A                                      | N/A         | D           | D           | N/A         |
| CPU                                                                                          | Unsealed Pavement defects (i.e Potholes >500mm diameter and 100mm deep )                                               | N/A                                      | N/A         | E           | E           | N/A         |



3.5.2 Construction Standards for Reconstructed (Asset Renewal), Upgraded and New Assets.

New carparks that will be provided are in accordance with:

- The Infrastructure Design Manual (IDM);
- Council's design standards; and
- Relevant Australian Standards.

Council has endorsed adopting the IDM to communicate its road and carpark construction standards. These standards take into account user requirements relating to operational comfort, convenience, safety and the funding resources available to Council.

It is not intended that all existing roads and carparks will be upgraded to comply with these adopted Standards, however any new work will be constructed to the desirable Standard, where practicable. In instances where adopted standards cannot be achieved, professional judgement and industry best practice will be adopted. Renewal works will endeavour to increase the standard to meet the IDM standards but is subject to funding and what is practical within the existing road/carpark environment.



## **4 FUTURE DEMAND**

### **4.1 Demand Drivers**

Demand drivers affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, to ensure Council's road and carpark network meets future service provision levels Council must consider primarily:

- Population changes – e.g. developments, general densification or otherwise;
- Changes in traffic patterns arising from changing demographics, businesses, changes in the VicRoads network such as the Traralgon Bypass; and
- Changes to vehicle specifications (increasing vehicle size among the SUV sector).

### **4.2 Changes that Impact Service Provisioning (i.e. the amount of carpark required)**

#### **4.2.1 Industry Changes**

The recent closure of the Hazelwood Power generation facility will have an isolated short term impact on the economy however this is not considered to have a general impact on carpark demand. Changes to the transportation network (including carparks) associated with the industry changes are predicted to be minor or limited to isolated locations.

#### **4.2.2 Population Changes**

Projections by the Australian Bureau of Statistics indicate that should Latrobe City continue to experience current growth trends that the population be approximately 84,000 by 2030.

The majority of this growth is forecast to be concentrated within the Traralgon area and hence it is expected that population pressures and the flow on impacts for the demand for car parking will be most felt in Traralgon.

#### **4.2.3 New Developments and increased business demand**

Growth is typically governed by new development, by general increase in population (and the resulting increase in motorists), and less so by social change (more walking and bicycling), though the potential of changing social norms with respect to the provision and cost of providing car parking should be considered.

Generally, developers are obliged to provide car parking required to meet the needs of their business. Council has endorsed a reduced obligation on businesses and this will manifest itself in an increased demand on Council to provide carparks, either on-street or to build new carparks. There can be at times, impacts on the adjacent transport network not directly attributable to a developer, or logic dictates that a carpark needs to be developed to support a development. Provision of car parking for the Latrobe Performing Arts Centre for example may result in the development of additional parking

#### **4.2.4 Current Carpark Asset Utilisation**

##### **4.2.4.1 On-street**

There are some commercial blocks with the central business districts of the major towns where the on-street car parking is congested at peak times. The Complementary Parking Measures Assessment (CPMA) distilled and repeated earlier studies to determine that in the townships of Moe, Morwell, and Traralgon, on-street car parking demand was approximately as shown in Table 4.2.1.

It is important to consider that the on-street car parking within a CBD will never meet peak demand all the time. The concentration of businesses, if successful will attract more customers than there is road space in front of the



shops. During peak times motorists will need to park “down the block”. For the most part as long as there is a more than 85% chance to find parking within 200 m (approximately 2 minutes’ walk) of the desired destination, most motorists would consider this acceptable.

**Table 4.2.1: On-street parking demand summary (% full) – Complementary Parking Measures Assessment**

| Town      | Time Type        | 8:00 to 9:00 | 9:00 to 10:00 | 10:00 to 11:00 | 11:00 to 12:00 | 12:00 to 13:00 | 13:00 to 14:00 | 14:00 to 15:00 | 15:00 to 16:00 | 16:00 to 17:00 | 17:00 to 18:00 |
|-----------|------------------|--------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|           |                  | Moe          | Unrestricted  | 25             | 32             | 35             | 35             | 34             | 34             | 35             | 32             |
|           | Restricted 2P    | 30           | 34            | 49             | 53             | 52             | 57             | 50             | 49             | 39             | 32             |
|           | Restricted other | 29           | 36            | 33             | 53             | 62             | 60             | 67             | 62             | 36             | 24             |
| Morwell   | Unrestricted     | 30           | 52            | 58             | 60             | 59             | 60             | 53             | 53             | 41             | 23             |
|           | Restricted 2P    | 22           | 42            | 55             | 54             | 62             | 62             | 56             | 46             | 45             | 30             |
|           | Restricted other | 19           | 38            | 49             | 57             | 44             | 47             | 62             | 38             | 35             | 24             |
| Traralgon | Unrestricted     | 57           | 69            | 73             | 74             | 68             | 68             | 68             | 59             | 50             | 33             |
|           | Restricted 2P    | 22           | 51            | 60             | 70             | 71             | 69             | 58             | 64             | 56             | 44             |
|           | Restricted other | 13           | 36            | 35             | 43             | 59             | 47             | 37             | 51             | 35             | 28             |

4.2.4.2 Off-Street

The Complementary Parking Measures Assessment distilled and repeated earlier studies to determine that in the townships of Moe, Morwell, and Traralgon, off-street car parking demand was approximately as shown in Table 4.2.2.

**Table 4.2.2: Off-street parking demand summary (% full) – Complementary Parking Measures Assessment**

| Town      | Time Type    | 8:00 to 9:00 | 9:00 to 10:00 | 10:00 to 11:00 | 11:00 to 12:00 | 12:00 to 13:00 | 13:00 to 14:00 | 14:00 to 15:00 | 15:00 to 16:00 | 16:00 to 17:00 | 17:00 to 18:00 |
|-----------|--------------|--------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|           |              | Moe          | Unrestricted  | 10             | 20             | 25             | 28             | 32             | 30             | 29             | 25             |
|           | Restricted   | 34           | 52            | 57             | 61             | 61             | 56             | 57             | 51             | 47             | 33             |
| Morwell*  | Unrestricted | 60           | 88            | 89             | 89             | 89             | 88             | 87             | 78             | 67             | 43             |
|           | Restricted   | 25           | 58            | 69             | 70             | 69             | 66             | 67             | 67             | 55             | 42             |
| Traralgon | Unrestricted | 60           | 75            | 77             | 78             | 79             | 79             | 72             | 64             | 55             | 39             |
|           | Restricted   | 12           | 41            | 55             | 60             | 71             | 70             | 55             | 51             | 51             | 41             |

\*Thursday 23 June 2017 – Likely a court day



The level of stress except for Morwell – Off Street Unrestricted is still below impacts experienced within business precincts of a large city and below the generally accepted norm of 85% occupied being the trigger to consider action.

It is noted that the survey date for Morwell was a Thursday and likely impacted by court being in session it warrants analysis. It should be noted though; that the Unrestricted on-street demand is in the order of 60%, indicating that a motorist can still find an unrestricted parking space should they be willing to walk from the fringes.

While roads/carparks are to be assessed as a separate project to identify alternative connectivity and road usage options, including upgrades and expansions, it should also be noted that aspects of community expectations and strategies to manage demand should also form part of such investigations.

#### 4.3 Demand Forecast

The present position and projections for demand drivers that may impact future service delivery and utilisation of assets are documented in Table 4.3.1.

**Table 4.3.1: Demand Drivers, Projections and Impact on Services**

| Demand Drivers                                                       | Present position                                      | Projection                                                          | Impact on services                                                             |
|----------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Population Changes                                                   | Leading to ongoing commercial/residential development | To remain steady for the next 10 years                              | Negligible                                                                     |
| Traralgon Growth Area including northeast and southwest developments | Leading to ongoing commercial/residential development | To remain steady for the next 10 years                              | Flow on impacts and cost to address network stress issue in the Traralgon CBD. |
| Moe North and Morwell North West                                     | Leading to ongoing commercial/residential development | Not to significantly contribute to gifted assets in the short-term. | Negligible                                                                     |

The combined factor for growth used in modelling the financial needs of this plan is 0.1 of one percent. This includes the estimate for annual gifted assets, commitments under Development Contribution Plans and contingency for future network upgrades for capacity issues. This forecast will be refined in future revisions of this CAMP.

The CPMA undertook a comprehensive analysis of the actual parking demand for each of the townships and predicted the demand into the future. A simplified version of the Table 28 from the CPMA is reproduced in Table 4.4.3.

**Table 4.3.2: Off-street parking demand summary (% full) – Complementary Parking Measures Assessment**

| Town | Location   | Type         | 2016 | 2021 | 2026 | 2031 |
|------|------------|--------------|------|------|------|------|
| Moe  | On Street  | Restricted   | 53   | 53   | 54   | 57   |
|      |            | Unrestricted | 34   | 34   | 35   | 37   |
|      | Off Street | Restricted   | 61   | 61   | 62   | 65   |
|      |            | Unrestricted | 32   | 32   | 32   | 34   |





| Town     | Location   | Type         | 2016 | 2021 | 2026 | 2031 |
|----------|------------|--------------|------|------|------|------|
| Morwell* | On Street  | Restricted   | 60   | 61   | 62   | 63   |
|          |            | Unrestricted | 59   | 60   | 61   | 63   |
|          | Off Street | Restricted   | 69   | 70   | 71   | 73   |
|          |            | Unrestricted | 89   | 90   | 92   | 94   |

| Town      | Location   | Type         | 2016 | 2021 | 2026 | 2031 |
|-----------|------------|--------------|------|------|------|------|
| Traralgon | On Street  | Restricted   | 76   | 78   | 82   | 87   |
|           |            | Unrestricted | 55   | 58   | 62   | 65   |
|           | Off Street | Restricted   | 73   | 78   | 82   | 87   |
|           |            | Unrestricted | 77   | 82   | 87   | 92   |

Table 4.3.2 indicates that on the day in question for each township, there is a potential off-street issue in Morwell, although as noted and can be seen in Table 4.3.2, unrestricted on-street has capacity.

#### 4.4 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing asset failures and capacity issues.

Non-asset solutions focus on providing the required service without the need for the organisation to create or even own the assets and management actions including:

- Improve use of existing supply:
  - Review and configure time restrictions to create parking opportunities;
  - Review parking restrictions to ensure a good balance between user groups;
  - Ensure motorists are able to find underutilised parking (wayfinding);
  - Create parking opportunities through enforcement – compel long term car parkers to park further from the centre of the CBD or in long term off-street parking areas; and
  - Encourage compliance through charging for parking – meters ensure that longer term motorists park away from businesses that have many customers;
- Encourage and support non-car use (especially Single Occupant Vehicle (SOV) use);
  - Make non-SOV transport modes pleasant and comfortable, e.g. locating facilities near bus stops or providing high quality stops and shelters;
  - Promote/support car sharing (High Occupant vehicles and car sharing); and
  - Promote bicycle and perhaps motorcycle use due to the smaller impact per motorist.

Simply increasing supply will put a strain on Council's ability to deliver other services. Therefore the above non-asset or non-carpark asset related initiatives are the first choice to meet/manage demand. Once these are expended or at least implemented then exploring providing new infrastructure is applicable.

Future demand increase is inevitable. Population increases (development) and changes to industry operations or locations will impact the transportation network.





## Carpark Asset Management Plan 2017

Other methods that can be used to manage the future impact on Council's resources including:

### 4.4.1 Planning Controls

Society as a whole has recognised that urban sprawl is a negative and is unsustainable. Urban sprawl occurs when cheaper land on the fringe of an urban area is developed in a way that residents rely on using a motor vehicle for everyday activities, including in developments shopping centres, schools, or other services in these suburbs can reduce the demand on the existing road network. Alternatively, population can be accommodated within the existing developed areas with infill (two lot sub-divisions), higher density renewal (townhouses and apartments in the CBD). Such changes in the pattern of development can reduce the reliance on private vehicles and subsequently the demand for car parking.

With respect to car parking, creation of satellite shopping centres near these higher density areas that have basic services for the local community would increase non-car trips and reduce the impact on the CBD.

A Planning control that can reduce the rate at which the remaining supply is taken up by increased population is to reconsider the reduced parking rate applied within the Planning Scheme. The parking rate of 100% of the Column B' rate is recommended for office use and 75% for all other uses in Morwell and Traralgon. These two locations are the higher stressed in terms of parking and with the profile of the motorists within the average country town being very car dependent, Council may wish to reconsider this relaxation.

### 4.4.2 Managing Motorist Expectations

Most motorists are anxious to park adjacent their destination for free. Historically this expectation has been met by converting wide boulevards of the main townships into angled parking lots – that is to say, increasing supply to meet demand. In each of the "Heat Maps" of the Complementary Parking Study there are underutilised areas on the fringe of the townships. These are usually a 4 or 5 minute walk from the centre of the CBD.

The determination of when to spend large amounts of public money to reduce the inconvenience must eventually be weighed against the perceived inconvenience. The overuse of motor vehicles is leading to increased frustration for motorists and other users of our public spaces. Simple strategies such as getting children back to walking and cycling to school, using the extensive public transport system and simply undertaking a simple trip of less than 1.5 kilometre either on foot or by bicycle can ease these frustrations and have positive health and social benefits.

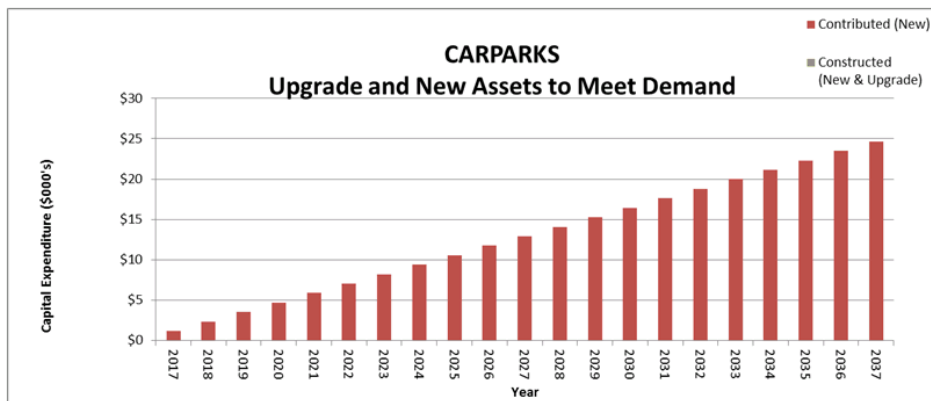
## 4.5 Asset Programs to Meet Demand

The new assets required to meet growth if rural developments will be acquired free of cost (gifted) from land developments to 100% for office developments and 75% for all other uses. The remaining 25% of parking for all other developments will need to be either met through the demand management methods discussed earlier or constructed/acquired by Council. New assets constructed/acquired by Council are shown below in Figure 4.5.

The cumulative value of new contributed and constructed assets will be further refined in future editions of this plan.



Figure 4.5: Upgrade and New Assets to meet demand not met by others (Cumulative)



Acquiring these new assets will commit the Council to fund ongoing operations, maintenance and renewal costs for the period that the provision of service from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5.



## 5 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

### 5.1 Background Data

In order to estimate operational expenditure and focus planned maintenance activities, a quantitative desktop analysis has been conducted of available data including the current layers of data featured in the Geographical Information System (GIS) and Asset Management System (AMS) datasets.

#### 5.1.1 Physical parameters

The assets covered by the CAMP and the associated data accuracy are shown in Table 5.1:

**Table 5.1a: Assets covered by this Plan (as at 30 June 2016)**

| Category                 | Total        | Category Breakdown           | % of Category | Level of confidence in Data |
|--------------------------|--------------|------------------------------|---------------|-----------------------------|
| <b>Sealed Carparks</b>   | 139,387 (m2) | Asphalt Surface              | 70            | HIGH                        |
|                          |              | Bitumen Surface (Spray Seal) | 48            | HIGH                        |
|                          |              | Concrete & Concrete Paver    | 2             | HIGH                        |
| <b>Unsealed Carparks</b> | 35,041(m2)   | Gravel Surface               | 100           | HIGH                        |
|                          |              | Natural Surface              | 0             | HIGH                        |
| <b>Kerbs</b>             | 17,632 (m)   | Kerb on Sealed Carparks      | 93            | HIGH                        |
|                          |              | Kerb on Unsealed Carparks    | 7             | HIGH                        |

Due to a lack of information of suitable accuracy, this plan currently does not include assets listed in the table below. Future iterations of this plan will be expanded to include these assets.

**Table 5.1b: Assets not covered by this Plan (as at 30 June 2015)**

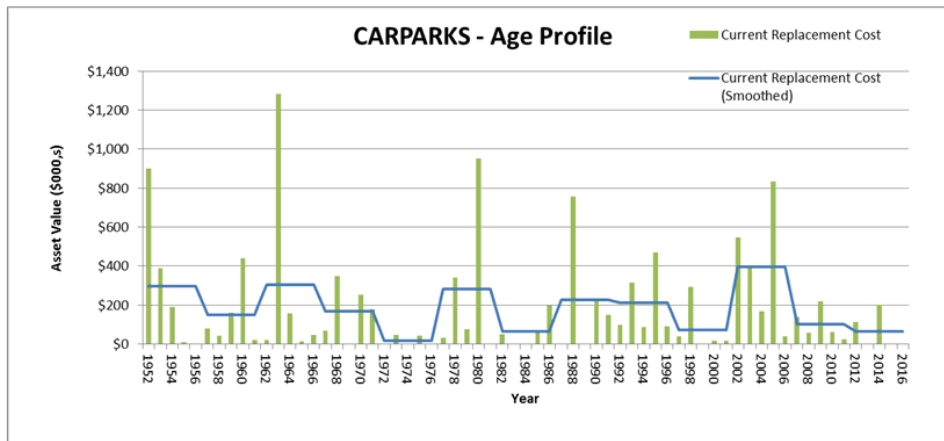
| Asset Type                                  | Status                                                 |
|---------------------------------------------|--------------------------------------------------------|
| Latrobe Valley Airport                      | Data collection underway                               |
| Moe Caravan Park                            | Business Unit planning                                 |
| Hazelwood Caravan Park                      | Business Unit planning                                 |
| Lake Narracan Caravan Park                  | Business Unit planning                                 |
| Hyland Highway Landfill                     | Business Unit planning                                 |
| Private Carparks, DELWP and Parks Vic Roads | Carparks not under the control of Latrobe City Council |

The age profile of the assets included in the CAMP is shown in Figure 5.1.1. Age profile information has been recorded over many years and was migrated from the original pavement management system into the current asset management system and reviewed by long serving Council Officers to ensure accuracy. This is considered to be a quality data set and well suited for the purposes of the plan.



The graph in Figure 5.1.1 also shows the total value of the assets for the year acquired or last renewed in each year values presented are in current day values.

Figure 5.1.1: Asset Age Profile



Due to the size and the spread nature of carpark assets they are only practically viewable on Council's GIS system.

### 5.1.2 Asset capacity

As discussed in Section 4 (Future Demand) and tabulated in Table 4.2.1 and Table 4.2.2, there are a small number of carparks and areas within townships where the community has expressed concerns about supply. There are two emerging capacity issues identified in the Complementary Parking Measures Assessment study undertaken in 2016, being the Morwell unrestricted car parking supply and the Traralgon unrestricted and longer term parking supply.

The performance of the car parks in terms other than number or capacity is acceptable.

Future traffic studies will explore these locations for issues but at this time these locations are listed as suspected locations as deficient locations, Table 5.1.2 merely defines the perceived situation at this time.

### 5.1.3 Asset Condition Performance

Condition is known for the majority of carpark assets via asset assessment officer assessment conducted in 2016. In addition to the condition assessment officers have compiled any known condition based issues and these are presented in Table 5.1.3a.

Council has a documented "Road Rating Manual" which is available for viewing at Council's Offices. Full road and carpark condition inspections of the entire road and carpark network are undertaken on a three to four year cycle. This also includes assessing the condition of the kerbs.



The condition of road assets is measured as follows:

- a) Pavements and Road Wearing Surface:
  - o Measuring the severity and extent of pavement defects
    - Crocodile cracking;
    - Linear cracking;
    - Rutting; and
    - Deformation.
  - o Measuring the severity and extent of surface defects
    - Potholes and other surface repairs
    - Flushing and or bleeding
    - Stripping; and
    - Oxidisation
- b) Kerbs:
  - o Measuring the severities and extents of alignment:
    - Distortion,
    - Cracking,
    - Shape loss
    - Structural failures
    - Roll backs; and
    - Channel deficiencies.

**Table 5.1.3a: Known asset condition and other issues**

| Location | Service Deficiency |
|----------|--------------------|
| N/A      | Nil                |

Condition has been assessed using a 1 – 5 grading using the IIMM 1 (very good) – 5 (very poor) condition system<sup>2</sup> as detailed in Table 5.1.3b.

**Table 5.1.3b: Simple Condition Grading Model**

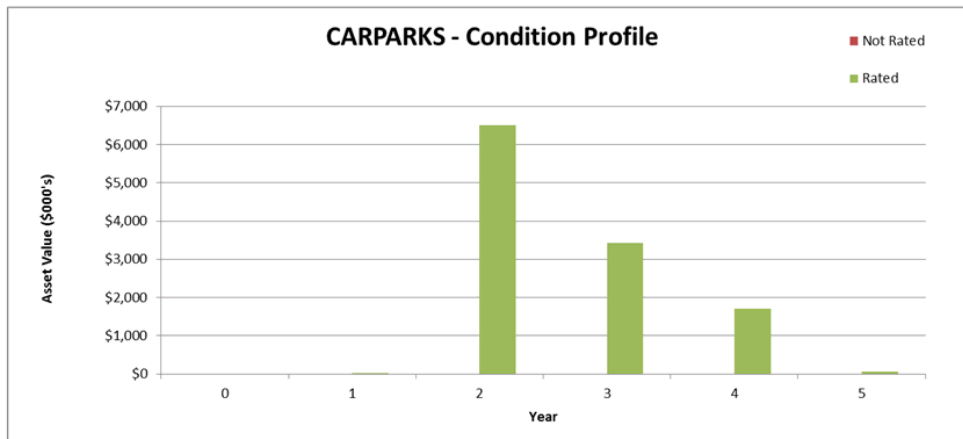
| Condition Grading | Description of Condition                                          |
|-------------------|-------------------------------------------------------------------|
| 1                 | <b>Very Good:</b> only planned maintenance required               |
| 2                 | <b>Good:</b> minor maintenance required plus planned maintenance  |
| 3                 | <b>Fair:</b> significant maintenance required                     |
| 4                 | <b>Poor:</b> significant renewal/rehabilitation required          |
| 5                 | <b>Very Poor:</b> physically unsound and/or beyond rehabilitation |

Figure 5.1.3c shows the condition profile for carpark assets. The graph shows the total value of assets for each condition grading where zero value represents asset that are new.

<sup>2</sup> IPWEA, 2015, IIMM



Figure 5.1.3c: Condition Profile (Average Condition is 2.3)



5.1.4 Asset valuations

Asset valuations are of two types, depending on their application. 'Greenfields' based valuation is based on the cost to construct an asset in an undeveloped area and is required for Asset Valuation Reporting purposes. 'Brownfields' based valuation is based on the costs for construction in a developed situation and better reflects the actual cost to replace established assets and is used to determine the replacement costs for asset planning purposes. Care has been taken to note which figure is used in this plan.

Assets were last revalued at 30 June 2015. Assets are valued at Fair Value in accordance with AASBI3 Fair Value Measurement. The values listed below are 'Greenfields' values with the associated "Brownfield" values presented for comparison.

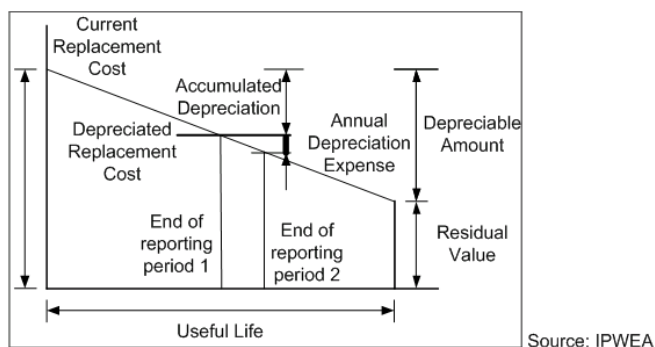


# Carpark Asset Management Plan 2017

**Table 5.1.4a: Greenfield Financial Asset Reporting values**

| <b>Latrobe City - CARPARKS</b>                                        | <b>Greenfields</b> |
|-----------------------------------------------------------------------|--------------------|
| <b>Value</b>                                                          | <b>\$000's</b>     |
| Current Replacement Cost                                              | \$11,736           |
| Depreciable Amount (Residual Value = \$0)                             | \$11,736           |
| Depreciated Replacement Cost                                          | \$208              |
| Annual Depreciation Expense                                           | \$209              |
| Rate of Annual Asset Consumption (Depreciation/Depreciable Amount)    | 1.78 %             |
| Rate of Annual Asset Renewal (Capital Renewal exp/Depreciable Amount) | 0.43 %             |
| Rate of Annual Asset Upgrade                                          | 0.00 %             |
| Rate of Asset Upgrade (Including Contributed Assets)                  | 0.01 %             |
| Asset renewals as percentage of consumption                           | 24.0 %             |
| Percentage Increase in asset stock                                    | 0.01 %             |

**Figure 5.1.4b: Asset Financial reporting value explanation**



Useful lives were independently reviewed in June 2015 by Assetic Pty Ltd as part of the independent advice for the asset valuation. Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.

On a long-life asset, the rate of Annual Asset Consumption and rate of Annual Asset Renewal can misrepresent the immediate financial position by reflecting constant renewal when renewal demand does not occur until asset reach their useful life.

Council plans to renew assets at **24 %** of the rate they are being consumed and will be increasing its asset stock by **0.01%** each year.





**5.2 Infrastructure Risk Management Plan**

An assessment of risks associated with service delivery from infrastructure assets has identified some of the critical risks. The typical risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Road carpark assets play an important role in the transport system that conveys the community throughout the municipality. Therefore, a failure of the assets will cause potential property and injury risks. Such risks are heightened when key access is denied to key services and where there is no alternative access.

In order to assess these risks, each road segment asset is assigned a Risk Rating derived from Table 5.2.

**Table 5.2: Risk Rating likelihood and consequence criteria and weighting**

|                        |              | Likelihood of Failure |            |            |          |           |
|------------------------|--------------|-----------------------|------------|------------|----------|-----------|
|                        |              | Improbable            | Remote     | Occasional | Probable | Frequent  |
| Consequence of Failure | Negligible   | Acceptable            | Acceptable | Acceptable | Moderate | Moderate  |
|                        | Low          | Acceptable            | Moderate   | Moderate   | High     | High      |
|                        | Moderate     | Acceptable            | Moderate   | High       | High     | Very High |
|                        | Significant  | Moderate              | High       | High       | Extreme  | Extreme   |
|                        | Catastrophic | Moderate              | High       | Very High  | Extreme  | Extreme   |

Critical risks, being those assessed as ‘Extreme’ - requiring immediate corrective action and ‘Very High’ – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.2.

**5.2.1 Risk of road and carpark failure**

An assessment of risks<sup>3</sup> associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’ to the organisation. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Critical risks, being those assessed as ‘Very High’ - requiring immediate corrective action and ‘High’ – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.2. These risks are reported to management and Council.

<sup>3</sup> Reference to the Organisation’s Infrastructure Risk Management Plan





Table 5.2: Critical Risks and Treatment Plans

| Service or Asset at Risk | What can Happen                                                  | Risk Rating | Risk Treatment Plan                                                      | Residual Risk * | Treatment Costs  |
|--------------------------|------------------------------------------------------------------|-------------|--------------------------------------------------------------------------|-----------------|------------------|
| Traralgon CBD parking    | Restricted commercial activity                                   | Med         | Continue to monitor the utilisation rates for Traralgon CBD car parking. | Low             | To be determined |
| Regional Airport         | Unable to access parking at the Regional Airport in an emergency | High        | Review mix of parking an reserve parking for emergency services.         | Low             | To be determined |

Impact to carparks is unlikely to create a loss of access to these to critical emergency services facilities but should be monitored as part of the standard regular inspections.

### 5.2.2 Insurance

Council has a process to report any incidents and claims that result from roads and carpark incidents when they occur.

### 5.3 Routine Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. street sweeping, grass mowing and street lighting electricity and operations costs. For roads and carparks there are few operational activities. Street sweeping and litter cleaning are the main operation activities undertaken by Latrobe City.

Maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again. Maintenance excludes rehabilitation or renewal.

Maintenance Management activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Maintenance may be classified into Reactive, Planned and Specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). This is an area for improvement at Latrobe City.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including for roads this would include replacing guideposts, line marking and replacement of minor culverts.

This work falls below the capital/maintenance threshold but may require a specific budget allocation.

Actual past operational and maintenance expenditure of the following road/transport services is shown in Table 5.3.I.



**Table 5.3.1: Maintenance Expenditure Trends**

| Year    | Maintenance Expenditure<br>(\$000's) |                   |              |
|---------|--------------------------------------|-------------------|--------------|
|         | Sealed Carparks                      | Unsealed Carparks | All Carparks |
| 2013-14 | \$65,562                             | \$34,418          | \$99,980     |
| 2014-15 | \$70,796                             | \$38,081          | \$108,876    |
| 2015-16 | \$71,657                             | \$39,200          | \$110,856    |
| 2016-17 | \$81,086                             | \$37,185          | \$118,271    |

Assessment and prioritisation of reactive maintenance is undertaken by Council officers using experience and judgement.

Council is advised to allocate annual operations funding to the following projects in Table 5.3.2.

These estimates have been reflected in projected maintenance figures of this plan.

**5.4 Asset Hierarchy**

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

With this in mind, the primary criteria for assigning a hierarchical category is carpark classification, based on parking demand. While the adjacent roads may be indicative of the importance of an adjacent carpark the surrounding property usage is likely to weight as a more important factor in categorising carparks. To assist in the modelling for this CAMP the carparks have been classified as either sealed or not sealed.

To assist in monitoring service delivery and calculating risk, the organisation's service hierarchy is shown in Table 5.4.

**Table 5.4 Road Hierarchy (Definitions and guidance for the road hierarchy is included in the RMP)**

| Service Hierarchy |                                   | Service Level Objective |
|-------------------|-----------------------------------|-------------------------|
| RMP Hierarchy     | Equivalent Road Maintenance Class | Primary Function        |
| CAR1              | RMC3                              | Sealed Carparks         |
| CAR2              | RMC4                              | Unsealed Carparks:      |

In future iterations of this CAMP the intention is to review the hierarchy to better reflect the criticality of given carpark assets. Having a well thought out hierarchy allows effective modelling of the allocation of renewal and maintenance funding to the more critical assets. For example Council may opt to renew CBD carpark assets at a



condition score of 4.5 instead of 5.0 because of the high use and critical nature of these precincts. This body of work has been identified within the improvement plan attached as Appendix H.

#### 5.4.1 Operations and Maintenance Strategies

The organisation will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. This is being developed as part of a maintenance management system and the following proposed/identified activities will be modified as that plan/system develops.

The operation and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner;
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50 – 70% planned maintenance being desirable as measured by cost);
- Maintain a current hierarchy of critical assets and required operations and maintenance activities;
- Develop and regularly review appropriate emergency response capability; and
- Review management of operations and maintenance activities to ensure Council is obtaining best value for resources used.

Responsive Maintenance (Reactive):

Council repairs and maintains roads and carparks on the basis of defined intervention levels and response times. The intervention level defines the condition, state or risk level associated with an asset component; it is at that point in time when the asset is considered to be below an acceptable level of service as assessed by the level of specific defects. Maintenance is scheduled for when the asset reaches this point. The response time defines a reasonable time frame within which the community can expect Council to remedy the defect. The intervention levels and response times are presented in Council's RMP.

Routine Maintenance (Planned):

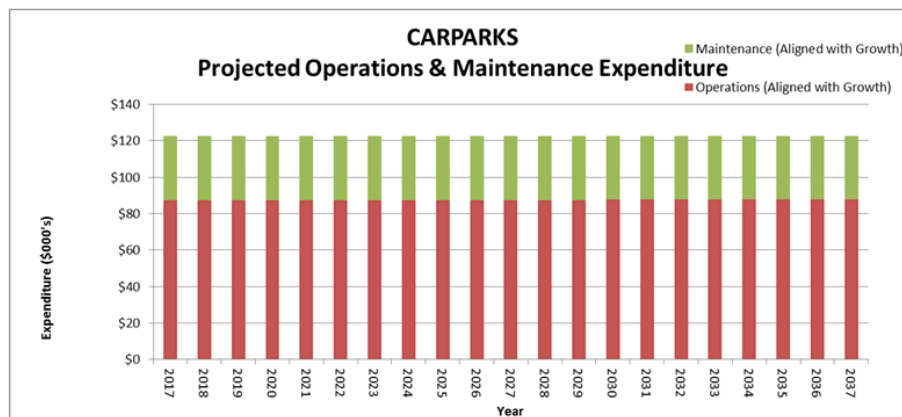
Council undertakes planned maintenance activities to proactively correct carpark defects and to ensure that the carparks do not deteriorate. These funding for the reactive and planned maintenance is budgeted annually.

#### 5.4.2 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the assets as shown in Figure 5.4.2. Note that all costs are shown in 2017 dollar values (i.e. current values).



Figure 5.4.2: Projected Operations and Maintenance Expenditures



Deferred maintenance are works that are identified for maintenance and unable to be funded and are to be included in future risk assessment and analysis. There are no deferred maintenance works that have been identified. The maintenance budgets have been held flat for a number of years. Figure 5.4.2 highlights the growth that is required in maintenance expenditure due to the growth in the road asset base resulting mainly from assets that are gifted from residential development each year.

Renewal and replacement expenditure is major capital work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

5.4.3 Renewal Plan

The data from the asset register has been used to project the renewal costs using current age, condition score and remaining and degradation relationships to determine remaining useful life and hence the renewal year.

The expected useful lives of assets were last reviewed in 2015 and have been used to develop projected asset renewal expenditures are shown in Table 5.5.1a and 5.5.1b.

Table 5.5.1a: Useful Lives of Assets (Unsealed Roads)

| Asset Class    | Asset Category        | Useful life |
|----------------|-----------------------|-------------|
| Unsealed Roads | Surface – Gravel      | 15 years    |
|                | Pavement under Gravel | 45 years    |
| Unsealed Roads | Surface – Natural     | 25 years    |
|                | Pavement – Natural    | 25 years    |

It should be noted that the useful lives used for the CAMP differ from those used in the Valuation. The useful lives in the CAMP reflect a relationship between surface and pavement to assist in the programming of renewal. For example, a bitumen carpark will be built then undergo 4 reseals at 15 year intervals before reaching the end of its useful life 15 years after the last reseal.



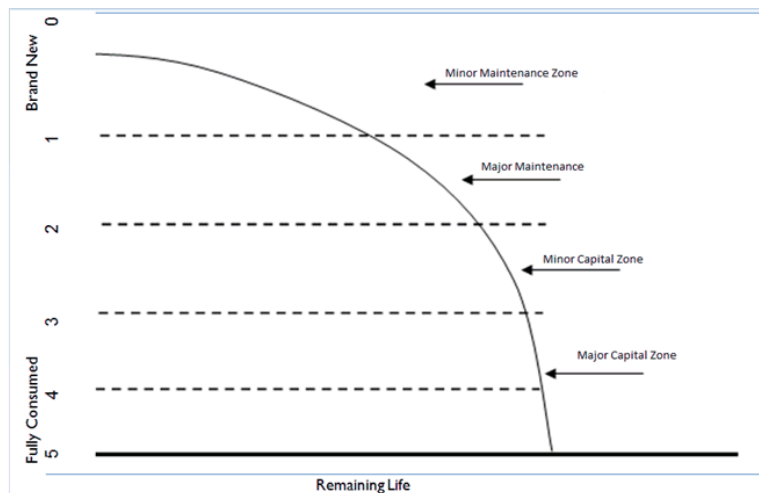
Table 5.5.1b: Useful Lives of Assets (Sealed Roads)

| Asset Class  | Asset Category                   | Useful life |
|--------------|----------------------------------|-------------|
| Sealed Road  | Surface – Concrete               | 85 years    |
|              | Pavement Under - Concrete        | 85 years    |
| Sealed Road  | Surface – Concrete Pavers        | 50 years    |
|              | Pavement under – Pavers          | 50 years    |
| Sealed Roads | Surface – Asphalt Surface        | 18 years    |
|              | Pavement under Asphalt           | 72 years    |
| Sealed Roads | Surface – Bitumen – (Spray Seal) | 15 years    |
|              | Pavement under Bitumen           | 75 years    |
| Sealed Roads | Kerbs                            | 77 years    |

5.4.4 Renewal and Replacement Strategies

As an asset ages the nature of the maintenance and eventual renewal interventions become greater and hence more expensive. Figure 5.5.2 portrays condition of an asset throughout its useful life and the nature of maintenance and renewal interventions.

Figure 5.5.2: Condition and its relationship to intervention



5.4.4.1 Pavement Reconstruction Treatment

The full reconstruction of a road/carpark consists of the replacement of pavement, surface and the kerb and channel. Often the footpath is also replaced because of level changes (particularly full width footpaths), however, it is a distinct asset group that has less impact on the integrity of the road than the kerb and channel, and given the function each serves.



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## Carpark Asset Management Plan 2017

Full reconstruction is usually applied where the road/carpark suffers from pavement deformation/shape loss which usually equates to a Pavement Condition Index (PCI) score of 4 or 5 out of 5 and/or the sub-base has insufficient pavement depth and/or the carpark has poor kerb and channel.

Reconstruction resets the life of the carpark equivalent to that of a brand new carpark.

### 5.4.4.2 Pavement Rehabilitation Treatment

In some situations, the reconstruction of a road/carpark may not involve the replacement of the entire carpark pavement or carpark surface. This is particularly the case where the distress does not involve a pavement that has extensively failed or one that displays signs of nearing the end of its life. Typically, this might occur in lower use carparks that carry low volumes of heavy vehicles and the deterioration of the pavement and surface is very slow.

Pavement rehabilitation is usually applied where the road/carpark suffers from pavement deformation/shape loss and crocodile cracking is predominately present.

It is important, where roads/carparks are considered for rehabilitation, that all of the options are compared in terms of their costs and benefits over time. Increasingly, this includes specific testing to better predict the remaining life of the asset. Ideally, the solution with the best 'cost benefit' is selected, although the opportunity to do this is always subject to the available funding.

### 5.4.4.3 Road and Carpark Resurfacing Treatments

The selection of a resurfacing treatment for a road or carpark where the surface is no longer functioning as a waterproofing layer and the pavement is in otherwise good condition is not always straightforward. The following summaries of broad groupings of treatments are the key ones used in Latrobe.

Strengthening of weak or failed areas should be undertaken before resealing. Strengthening may be excavation of the surface and pavement to a desired depth (typically 300 mm but dependent on the circumstances, and backfilled with gravel, usually 2 to 3% cement stabilised, or profiled to between 60 and 80 mm and reinstated with 14 mm type N hot-mix or similar stiff mixture (P&R 60 or P&R 80).

#### Spray Seals:

Only used where the pavement is sound and the new seal is laid over the existing seal. Usually this treatment is undertaken because of stripping/stone loss defects, bitumen binder becoming fatty and/or also if surface has totally oxidised. This treatment is not suitable where major shape loss defects are present or extensive cracking. A 10 mm seal is the default in urban areas due to the desire to reduce road noise. A 14 mm seal is typical in rural areas due to the longer life and wearing properties.

#### Hot-mix Asphalt Overlay to spray sealed road/carpark:

This treatment involves overlaying a 20 mm to 30 mm asphalt surface over an existing sprayed seal surface. This would be applied when the surface is reaching the end of its life and the underlying pavement is exhibiting moderate deterioration and/or loss of shape but is otherwise sound.

#### Hot-mix Asphalt Overlay (renewal):

This treatment involves profiling at least the edge of the existing road and overlaying hot-mix asphalt surface of 25 mm to 30 mm.

#### Gravel Rehabilitation and Re-sheeting Treatments:

The Road Re-sheeting Program is an annual program that renews gravel road surfaces that have reached the end of their serviceable lives or suffer from a surface or pavement deficiency.

The types of re-sheeting treatments commonly applied by Council are:





100 mm loose (75 mm compacted) depth of B Grade crushed rock, or a 125 mm loose (100 mm compacted) depth of natural gravel. Sometimes clayey sands are mixed with existing gravel if it is deficient in fines.

Occasionally a 50 mm re-sheet is applied as an intermediate holding treatment, or to treat a localized problem.

Kerb & Channel Reconstruction:

This type of treatment is rehabilitation or repair if applied to minor lengths of the block, or renewal where the entire length of kerb & channel in the street segment is replaced.

A program is being developed to renew full carpark lengths to satisfactory alignment, or larger lengths of rehabilitation.

Council will plan capital renewal projects to meet level of service objectives and minimise infrastructure service risks by:

- Planning and scheduling renewal projects to deliver the defined level of service in the most cost efficient manner;
- Undertaking project scoping for all capital renewal and replacement projects to identify;
  - the service delivery 'deficiency', present risk and optimum time for renewal/replacement;
  - the project objectives to rectify the deficiency;
  - the range of options, estimated capital and lifecycle costs for each option that could address the service deficiency;
  - evaluate the options against evaluation criteria adopted by the organisation, and
  - select the best option to be included in capital renewal programs,
  - Using 'low cost' renewal methods (cost of renewal is less than replacement),

These principles are applied to develop a 10 year capital works program which is grouped into like treatments. These renewal programs include:

- Road/Carpark Surface Renewal Programs:
  - Asphalt (Overlay) Renewal Program;
  - Bitumen (Reseal) Renewal Program; and
  - Gravel Surface (Light Resheet) Program.
- Road/Carpark Pavement Renewal Programs:
  - Sealed Road (Road Rehabilitation) Program; and
  - Gravel Road (Heavy Resheet) Program)
- Kerb renewal program.

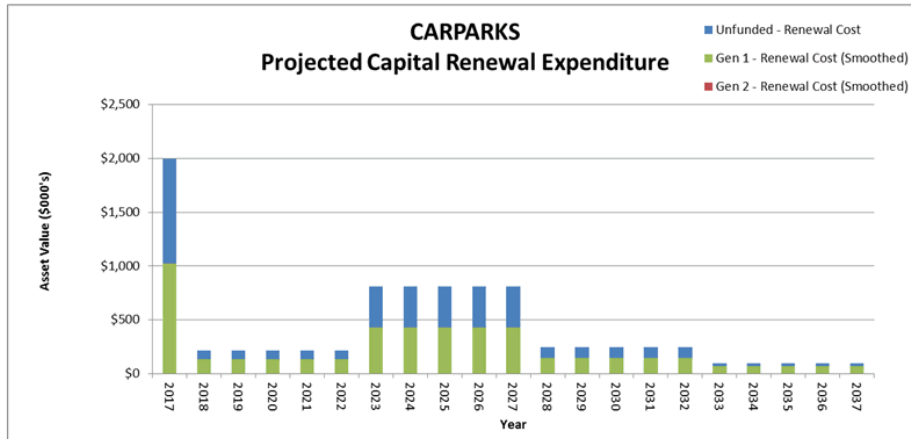
A summary of these programs for 2017-18 is included in Appendix B.

#### 5.4.5 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock ages and to a lesser extent due to growth of the area of carparks, this projection is presented in Figure 5.5.3.



Fig 5.5.3: Projected Capital Renewal and Replacement Expenditure



Renewals and replacement expenditure in Latrobe City’s capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2. It should be noted that the unfunded renewal in year one is predominantly carpark kerb that needs replacement. This will be further analysed to prepare a program allocated over more than a single year and timed with surface treatments.

5.4.6 Capital Investment Strategies

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

- Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner;
- Undertake project scoping for all capital upgrade/new projects to identify;
  - the service delivery ‘deficiency’, present risk and required timeline for delivery of the upgrade/new asset;
  - the project objectives to rectify the deficiency including value management for major projects;
  - the range of options, estimated capital and life cycle costs for each option that could address the service deficiency;
  - management of risks associated with alternative options;
  - evaluate the options against evaluation criteria adopted by Council, and
  - select the best option to be included in capital upgrade/new programs.

Review current and required skills base and implement training and development to meet required construction and project management needs, and

Review management of capital project management activities to ensure Council is obtaining best value for resources used.

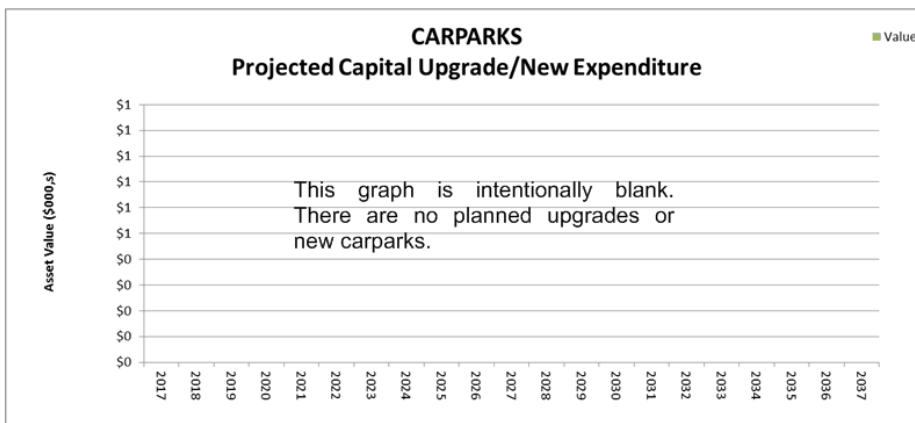




5.4.7 Summary of future upgrade/new assets expenditure

Council is not funding an expansion of the network to attract new development at this time. There are projections for development contribution plan construction that should eventually be cost neutral to the existing community.

Figure 5.5.5: Projected Capital Upgrade/New Asset Expenditure



The projected upgrade/new capital works program is shown in Appendix C. There are no new and/or upgrade works projected for carparks in this AMP.

Where upgrade/new projects have been identified, they will be funded as part of the current capital budget process. Projected upgrade/new asset expenditures are summarised in Fig 6. All amounts are shown in net real values (No inflation).

Expenditure on new assets and services in Council’s capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

5.5 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any.

The revenue projected is not sufficient to be included in Council’s long term financial plan. Currently there are no disposals identified.



## 6 FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of the CAMP. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

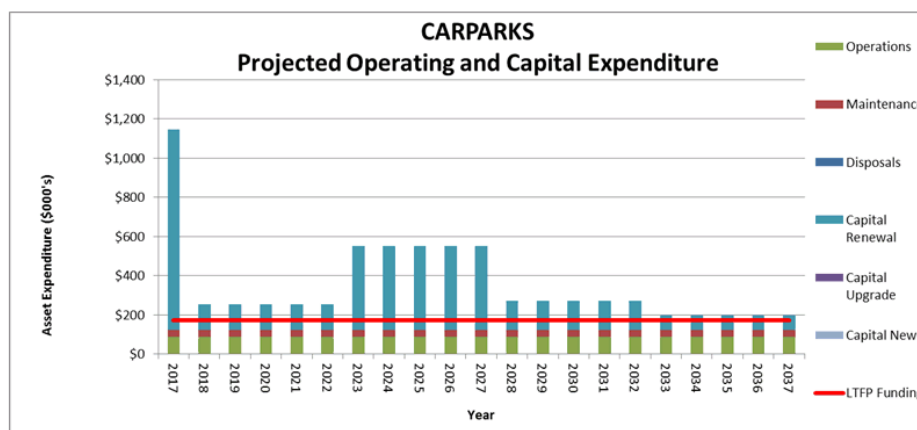
Table 6.1 : Financial Classification “Road Works”

| Financial Sub-Class         | Valuation Input | Valuation Technique | June 2015 Replacement Valuation (\$000's) |
|-----------------------------|-----------------|---------------------|-------------------------------------------|
| Sealed Carparks             | Level 3         | Cost Approach       | \$10,560                                  |
| Unsealed Carparks           | Level 3         | Cost Approach       | \$1,176                                   |
| Total Greenfields Valuation |                 |                     | \$11,737                                  |

### 6.1 Financial Statements and Projections

The financial projections are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). All amounts are shown in net real values (No inflation).

Fig 6.1: Projected Operating and Capital Expenditure



The spike in the first year is that for the renewal of poor condition carpark kerbs that will be smoothed over the medium term and timed with surface treatments to minimise disruption to carpark users. The financial analysis presents a position that is on average reasonably provided for the over the first five years. The period from 2023 to 2032 is under provided for and will present a challenge. Experience to date is that the current reseal program is extending the life of our sealed carparks assets. This will require further analysis to fully understand to what extent. The increasing age of the carpark network will limit that which can be achieved and an increase in carpark renewal funding will needed to maintain the current level of service.



6.1.1 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over five and 10 years of the planning period.

| <b>Latrobe City - CARPARKS</b>                                                                      |                    |
|-----------------------------------------------------------------------------------------------------|--------------------|
| <b>Asset Renewal Funding Ratio</b>                                                                  |                    |
| Asset Renewal Funding Ratio: (LTFP Renewal/Forecast Renewal for next 20 Years) ( <i>Preferred</i> ) | <b>21 %</b>        |
| Asset Renewal Funding Ratio: (LTFP Renewal/Depreciation entire for next 20 Years)                   | <b>24 %</b>        |
| <b>Short Term – 5 year financial planning period (Dollars in \$000's per yr)</b>                    |                    |
| 5 yr Ops, Maint & Renewal Projected Expenditure                                                     | <b>\$432 p.a.</b>  |
| 5 yr Ops, Maint & Renewal LTFP Budget Exp                                                           | <b>\$172 p.a.</b>  |
| 5 year financing shortfall [5 yr proj exp - 5 LTFP Budget exp]                                      | <b>-\$260 p.a.</b> |
| 5 year financing indicator [5 yr LTFP Budget exp / 5 yr proj exp]                                   | <b>40 %</b>        |
| <b>Medium Term – 10 year financial planning period (Dollars in \$000's per Yr)</b>                  |                    |
| 10 yr Ops, Maint & Renewal Projected Expenditure                                                    | <b>\$463 p.a.</b>  |
| 10 yr Ops, Maint & Renewal LTFP Budget Exp                                                          | <b>\$172 p.a.</b>  |
| 10 year financing shortfall [10 yr proj exp - 10 LTFP Budget exp]                                   | <b>-\$290 p.a.</b> |
| 10 year financing indicator [10 LTFP Budget exp / 10 yr proj exp]                                   | <b>37 %</b>        |
| <b>Long Term – Life Cycle Costs (Dollars in \$000's per yr)</b>                                     |                    |
| Life Cycle Cost [average 20 years projected ops, maint exp and deprn.]                              | <b>\$331 p.a.</b>  |
| Life Cycle Exp [average 20 years LTFP budget ops, maint & capital renewal exp]                      | <b>\$172 p.a.</b>  |
| Life Cycle Gap [ave life cycle expenditure – ave life cycle cost (-ve = gap)]                       | <b>-\$159</b>      |
| Life Cycle Indicator [life cycle expenditure / life cycle cost]                                     | <b>52 %</b>        |

6.1.1.1 Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>4</sup> **21 %**

The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 20 years, Council is forecasting that it will have **21 %** of the funds required for the optimal renewal and replacement of its carpark assets. Further analysis will be undertaken to ensure that there is clear allocation of expenditure between works within programs so that there are accurate figures for carpark expenditure. Currently programs like the reseal program may not always clearly differentiate between road and carpark expenditure.

<sup>4</sup> AIFMG, 2012, Version 1.3, Financial Sustainability Indicator 4, Sec 2.6, p 2.16



## Carpark Asset Management Plan 2017

### Long term - Lifecycle Cost

Lifecycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Lifecycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The lifecycle cost for the services covered in this asset management plan is **\$331,000** per year (average operations and maintenance expenditure plus depreciation expense projected over 20 years).

Lifecycle costs can be compared to life cycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles. Life cycle expenditure includes operations, maintenance and capital renewal expenditure. Lifecycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure over the 20 year planning period is **\$172,000** per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 20 years).

A gap between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is -ve **\$159,000** per year (-ve = gap, +ve = surplus).

*Further analysis is required to determine whether this gap is overstated /masked by unclear identification/separation of expenditure between carparks and roads. Planned maintenance management improvements should assist in identifying against which asset expenditure is expended.*

Life cycle expenditure is **37 %** of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

#### 6.1.1.2 Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is **\$463,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$172,000** on average per year giving a 10 year funding under allocation of **\$290,000** per year. This indicates that Council expects to have **92 %** of the projected expenditures needed to provide the services documented in the CAMP.

#### 6.1.1.3 Short Term – five year financial planning period

The projected operations, maintenance and capital renewal expenditure required over the first five years of the planning period is **\$432,000** on average per year.

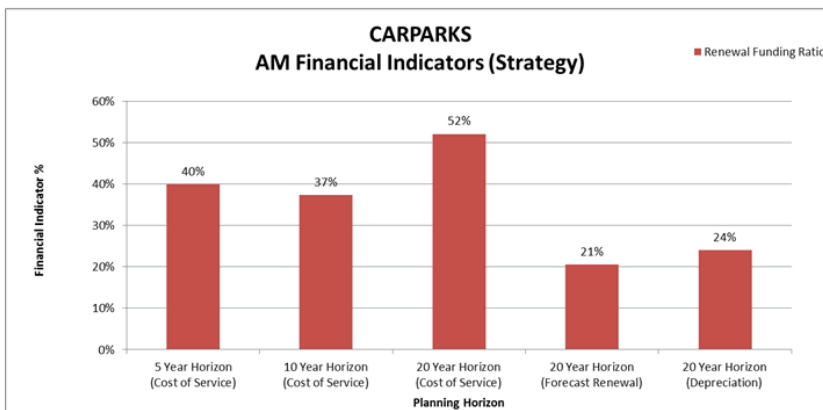
Estimated (budget) operations, maintenance and capital renewal funding is **\$172,000** on average per year giving a 5 year funding under allocation of **\$260,000**. This indicates that Council expects to have **40%** of projected expenditures required to provide the services shown in the CAMP.



6.1.1.4 Asset management financial indicators

Figure 6.1a shows the asset management financial indicators over the 10 year planning period and for the long term life cycle.

Figure 6.1a: Asset Management Financial Indicators



Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 100 % for the first years of the CAMP and ideally over the 10 year life of the Long Term Financial Plan.

Figure 6.1c shows the projected asset renewal and replacement expenditure over the 20 years of the CAMP. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long-term financial plan.

Figure 6.1b Projected and Future Funding Provision

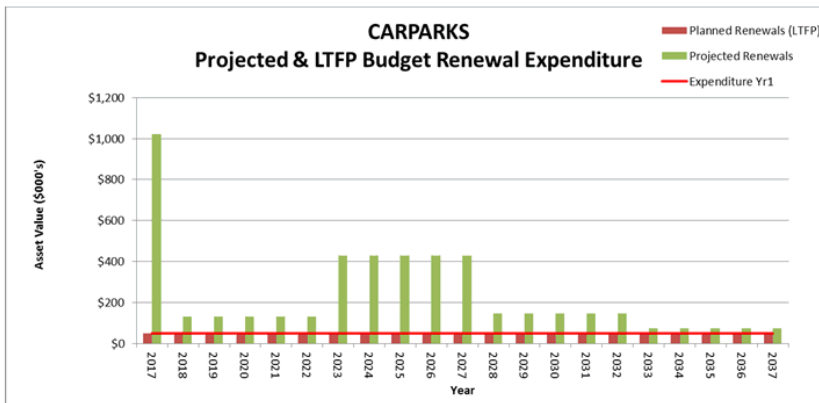


Table 6.1c shows the over-allocation between projected renewal and replacement expenditures and expenditure accommodated in long term financial plan. Budget expenditures accommodated in the long-term financial plan or extrapolated.



Table 6.1c: Projected and LTFP Budgeted Renewals and Financing Variances

| Latrobe City - CARPARKS |                             |                              |                                                        |                                                 |
|-------------------------|-----------------------------|------------------------------|--------------------------------------------------------|-------------------------------------------------|
| Year End Jun-30         | Projected Renewals (\$'000) | LTFP Renewal Budget (\$'000) | Renewal Financing Variance (- gap, + surplus) (\$'000) | Cumulative Variance (- gap, + surplus) (\$'000) |
| 2017                    | \$1,022                     | \$50                         | \$972                                                  | \$972                                           |
| 2018                    | \$132                       | \$50                         | \$82                                                   | \$1,054                                         |
| 2019                    | \$132                       | \$50                         | \$82                                                   | \$1,137                                         |
| 2020                    | \$132                       | \$50                         | \$82                                                   | \$1,219                                         |
| 2021                    | \$132                       | \$50                         | \$82                                                   | \$1,301                                         |
| 2022                    | \$132                       | \$50                         | \$82                                                   | \$1,383                                         |
| 2023                    | \$430                       | \$50                         | \$380                                                  | \$1,763                                         |
| 2024                    | \$430                       | \$50                         | \$380                                                  | \$2,142                                         |
| 2025                    | \$430                       | \$50                         | \$380                                                  | \$2,522                                         |
| 2026                    | \$430                       | \$50                         | \$380                                                  | \$2,902                                         |
| 2027                    | \$430                       | \$50                         | \$380                                                  | \$3,282                                         |
| 2028                    | \$148                       | \$50                         | \$98                                                   | \$3,379                                         |
| 2029                    | \$148                       | \$50                         | \$98                                                   | \$3,477                                         |
| 2030                    | \$148                       | \$50                         | \$98                                                   | \$3,575                                         |
| 2031                    | \$148                       | \$50                         | \$98                                                   | \$3,672                                         |
| 2032                    | \$148                       | \$50                         | \$98                                                   | \$3,770                                         |
| 2033                    | \$74                        | \$50                         | \$24                                                   | \$3,794                                         |
| 2034                    | \$74                        | \$50                         | \$24                                                   | \$3,817                                         |
| 2035                    | \$74                        | \$50                         | \$24                                                   | \$3,841                                         |
| 2036                    | \$74                        | \$50                         | \$24                                                   | \$3,864                                         |
| 2037                    | \$74                        | \$50                         | \$24                                                   | \$3,888                                         |

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.



6.1.2 Projected expenditures for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan. Expenditure projections are in 2016 real values.

Table 6.1.2 Projected Expenditures for Long Term Financial Plan (\$000)

| Latrobe City - CARPARKS |            |             |                 |             |           |
|-------------------------|------------|-------------|-----------------|-------------|-----------|
| Year                    | Operations | Maintenance | Projected       | Capital     | Disposals |
|                         |            |             | Capital Renewal | Upgrade/New |           |
| 2017                    | \$87       | \$35        | \$1,022         | \$0         | \$0       |
| 2018                    | \$87       | \$35        | \$132           | \$0         | \$0       |
| 2019                    | \$87       | \$35        | \$132           | \$0         | \$0       |
| 2020                    | \$87       | \$35        | \$132           | \$0         | \$0       |
| 2021                    | \$87       | \$35        | \$132           | \$0         | \$0       |
| 2022                    | \$87       | \$35        | \$132           | \$0         | \$0       |
| 2023                    | \$87       | \$35        | \$430           | \$0         | \$0       |
| 2024                    | \$87       | \$35        | \$430           | \$0         | \$0       |
| 2025                    | \$87       | \$35        | \$430           | \$0         | \$0       |
| 2026                    | \$87       | \$35        | \$430           | \$0         | \$0       |
| 2027                    | \$87       | \$35        | \$430           | \$0         | \$0       |
| 2028                    | \$87       | \$35        | \$148           | \$0         | \$0       |
| 2029                    | \$87       | \$35        | \$148           | \$0         | \$0       |
| 2030                    | \$87       | \$35        | \$148           | \$0         | \$0       |
| 2031                    | \$87       | \$35        | \$148           | \$0         | \$0       |
| 2032                    | \$87       | \$35        | \$148           | \$0         | \$0       |
| 2033                    | \$87       | \$35        | \$74            | \$0         | \$0       |
| 2034                    | \$87       | \$35        | \$74            | \$0         | \$0       |
| 2035                    | \$87       | \$35        | \$74            | \$0         | \$0       |
| 2036                    | \$88       | \$35        | \$74            | \$0         | \$0       |
| 2037                    | \$88       | \$35        | \$74            | \$0         | \$0       |

All dollar values are in (\$'000)'s



### 6.2 Funding Strategy

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 6.1.2 will be accommodated in the Council's 10 year long-term financial plan.

Figure 6.2: LTFP Expenditure Projections

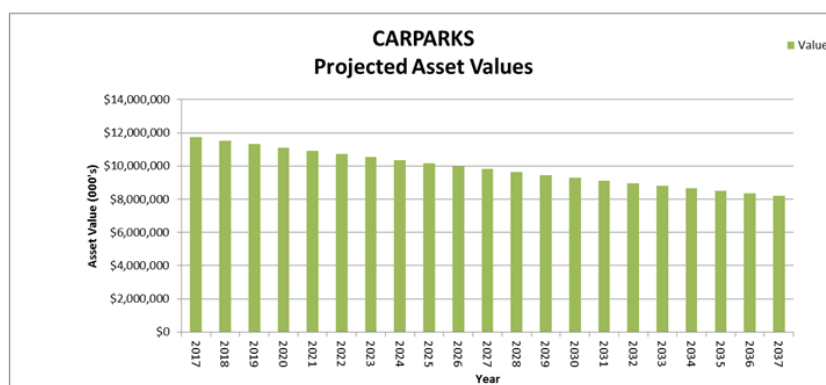
| Latrobe City – CARPARKS                 |         |       |       |       |       |       |       |       |       |       |
|-----------------------------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Projected Expenditure (\$'000,s)        | 2017    | 2018  | 2019  | 2020  | 2021  | 2022  | 2023  | 2024  | 2025  | 2026  |
| Capital Renewal of existing assets      | \$1,022 | \$132 | \$132 | \$132 | \$132 | \$132 | \$430 | \$430 | \$430 | \$430 |
| Capital Upgrade/New assets              | \$0     | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   |
| Operational cost of existing assets     | \$87    | \$87  | \$87  | \$87  | \$87  | \$87  | \$87  | \$87  | \$87  | \$87  |
| Maintenance cost of existing assets     | \$35    | \$35  | \$35  | \$35  | \$35  | \$35  | \$35  | \$35  | \$35  | \$35  |
| Operational cost of New assets          | \$0     | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   |
| Maintenance cost of New assets          | \$0     | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   |
| Disposal of Surplus assets              | \$0     | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   | \$0   |
| Annual Funding Requirement              | \$1,144 | \$254 | \$254 | \$254 | \$254 | \$254 | \$552 | \$552 | \$552 | \$552 |
| 5 Yr Average Annual Funding Requirement |         |       | \$432 |       |       |       |       | \$492 |       |       |

Maintenance and Operations figures for new assets are included, these costs increase in line with the growth in assets due to developer contributions and new and upgrade projects.

### 6.3 Valuation Forecasts

Asset values are forecast to decrease as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated (gifted) to Council are less than the depreciation of existing assets. Figure 6.3a shows the projected asset value (Written Down Value) over the planning period in real values.

Figure 6.3a: Projected Asset Values

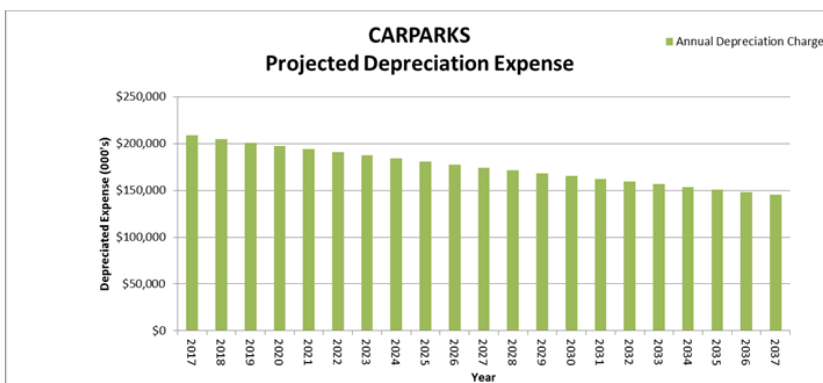






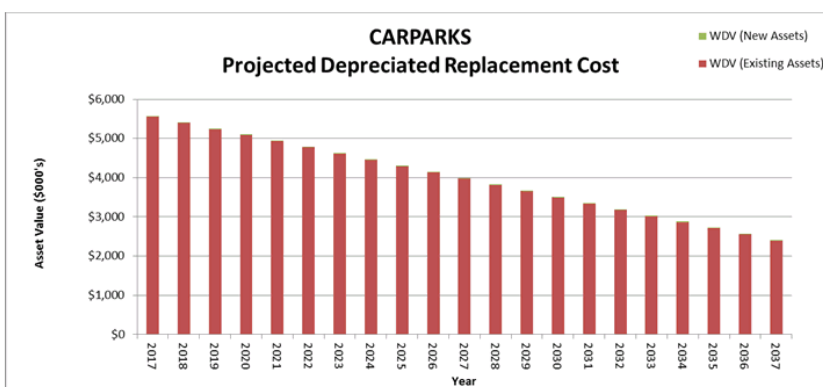
Depreciation expense values are forecast in line with asset values as shown in Figure 6.3.b.

Figure 6.3b: Projected Depreciation Expense



The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 6.3c. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.

Figure 6.3c: Projected Depreciated Replacement Cost



6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in the CAMP and risks that these may change are shown in Table 6.4.



**Table 6.4: Key Assumptions made in the CAMP**

| Key Assumptions                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional maintenance funds will be made available to continue current services as Council's asset base grows from assets handed over from developers and asset upgrades.                                                                                                                                                        |
| Maintenance and renewal allocation are fully funded.                                                                                                                                                                                                                                                                              |
| Forecasted financial plans are in today's dollars.                                                                                                                                                                                                                                                                                |
| Current maintenance levels of service will remain the status quo.                                                                                                                                                                                                                                                                 |
| The funds raised via a Development Contribution Plan for the provision of new carparks or upgrade (particularly in established areas) have been approximated in the growth factor and the timing of these expenditures has not been taken into consideration for this iteration of the CAMP as further investigation is required. |
| Renewal is based on replacement like for like for financial purposes.                                                                                                                                                                                                                                                             |
| Upgrade or increased capacity projects beyond those identified in this plan are subject to separate capital bids.                                                                                                                                                                                                                 |

**6.4.1.1 Inferred and reported condition**

Current industry knowledge has been used to model adopted the life expectancy for road asset components as outlined in Table 5.4.

Condition and remaining life will be inferred by a degradation curve for long life concrete assets using the asset's construction date.

It is noted, however, that in Australia, work relating to age deterioration models is still in its infancy, and lifecycles can vary widely due to construction practices and external conditions. As condition information is added, and the network is calibrated to local conditions, a revised figure for asset consumption will be evaluated.

**Table 6.4.1: Reconciled Useful Lives of Assets (Sealed Roads and Carparks)**

| Asset Class  | Asset Category                   | Expected Useful life | Reconciled Useful Life from current Condition Assessment *preliminary sample data |
|--------------|----------------------------------|----------------------|-----------------------------------------------------------------------------------|
| Sealed Road  | Surface – Concrete               | 85 years             | 88 years                                                                          |
|              | Pavement Under - Concrete        | 85 years             | 75 years                                                                          |
| Sealed Road  | Surface – Concrete Pavers        | 50 years             | 50 years                                                                          |
|              | Pavement under - Pavers          | 50 years             | 37 years                                                                          |
| Sealed Roads | Surface - Asphalt Surface        | 18 years             | 18 years                                                                          |
|              | Pavement under Asphalt           | 72 years             | 64 years                                                                          |
| Sealed Roads | Surface – Bitumen – (Spray Seal) | 15 years             | 16 years                                                                          |
|              | Pavement under Bitumen           | 75 years             | 75 years                                                                          |
| Kerbs        | Kerbs                            | 77 years             | 71 years                                                                          |



**Table 6.4.2: Reconciled Useful Lives of Assets (Unsealed Roads and Carparks)**

| Asset Class    | Asset Category        | Expected Useful life | Reconciled Useful Life from current Condition Assessment |
|----------------|-----------------------|----------------------|----------------------------------------------------------|
| Unsealed Roads | Surface -Gravel       | 15 years             | 15 years                                                 |
|                | Pavement under Gravel | 45 years             | 50 years                                                 |
| Unsealed Roads | Surface – Natural     | 25 years             | 28 years                                                 |
|                | Pavement - Natural    | 25 years             | 31 years                                                 |

It should be noted that the forecast useful lives are calculated based on the current assessed condition converted to a remaining useful life through the relevant degradation curve, then referenced to the year of last renewal for each asset to predict when the asset will reach the end of its useful life, hence the forecast age at the end of its useful life can be reset. These reported results are based on the performance of road assets and even though the carpark assets are likely to reflective of that of the roads these results are indicative and require further scrutiny which will be undertaken in time for the next revision of this CAMP.

**6.4.1.2 Current Conditions**

It can be seen by examining available construction age data, there were three periods of intense construction activity – the mid-1950s and 1960s driven by residential support for the State Electricity Commission, in the mid-1970s and a steady decline in late-1980s until a recent increase in residential development. With this in mind, it is anticipated that significant renewals will occur between 2065 and 2090, and therefore a funding strategy needs to be developed with a 50 year vision from present.

It is known that roads constructed under good conditions may last longer than the current accounting lifespan. Therefore, improving road knowledge via the improvement plan, and moving to an evidence based condition system has the potential to save residents significant long term expenditure.

**6.5 Forecast Reliability and Confidence**

The expenditure and valuations projections in the CAMP are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a five level scale in accordance with Table 6.5.

**Table 6.5: Data Confidence Grading System**

| Confidence Grade  | Description                                                                                                                                                                                                                                                                                                              |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A Highly reliable | Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate ± 2 %                                                                                                                        |
| B Reliable        | Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10 % |
| C Uncertain       | Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50 % is extrapolated data and accuracy estimated ± 25 %                            |
| D Very Uncertain  | Data based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy ± 40 %                                                                                                                                          |
| E Unknown         | None or very little data held.                                                                                                                                                                                                                                                                                           |



The estimated confidence level for and reliability of data used in the CAMP is shown in Table 6.5.1.

**Table 6.5.1: Data Confidence Assessment for Data used in the CAMP**

| <b>Data</b>              | <b>Confidence Assessment</b> | <b>Comment</b>                                                                                 |
|--------------------------|------------------------------|------------------------------------------------------------------------------------------------|
| Demand drivers           | Uncertain                    | Require further testing and inclusion of DCP commitments to be included rather than estimated. |
| Growth projections       | Reliable                     | Reliable source documents                                                                      |
| Operations expenditures  | Reliable                     | Obtained from Finance Department                                                               |
| Maintenance expenditures | Reliable                     | Obtained from Finance Department                                                               |
| Projected Renewal exps.  | Reliable                     | Modelled based on condition assessment with reconciled useful lives being reasonable.          |
| - Asset values           | Reliable                     | No used consistent with valuation                                                              |
| - Asset residual values  | Reliable                     | Benchmarked against like Councils and reviewed in 2015 and preliminary reconciliation          |
| - Asset useful lives     | Reliable                     | Relationship to useful life reasonable                                                         |
| - Condition modelling    | Reliable                     | No MMS to record outcomes                                                                      |
| - Defect repairs         | Very Uncertain               | Obtained from Finance Department                                                               |
| Upgrade/New expenditures | Reliable                     |                                                                                                |

Over all data sources the data confidence is assessed as **Reliable** confidence level for data used in the preparation of the CAMP.



## 7 PLAN IMPROVEMENT AND MONITORING

### 7.1 Status of Asset Management Practices

#### 7.1.1 Accounting and financial systems

Council uses FinanceOne from TechnologyOne as the finance system.

##### 7.1.1.1 Accounting standards and regulations

The applicable accounting standards are AASBI 16 "Property, Plant, and Equipment", AASBI 3 "Fair Value Measurement" and AASBI 38 "Intangible Assets"

##### 7.1.1.2 Capital/maintenance threshold

Council has set a value of \$10,000 in expenditure before it is considered to be capitalised. This is the cost captured as renewal or upgrade as opposed to maintenance.

##### 7.1.1.3 Required changes to accounting financial systems arising from the CAMP

No specific changes have been identified however with advances in Maintenance Management processes, the Finance system may be modified to better capture maintenance effort against the assets (as opposed to generally). This increased detail will assist in identifying maintenance and renewal needs.

#### 7.1.2 Asset Management System

Council uses MyData Asset Management System from Assetic Pty Ltd. It is a sophisticated database system that allows detailed management of the data. A partner to this is MyPredictor Asset Modelling System also from Assetic that will, once implemented with the data and necessary algorithms, allow Council to model the deterioration of assets and improve the science of lifecycle costing.

##### 7.1.2.1 Asset registers

The asset register relevant to the CAMP held in MyData include:

- Sealed Carparks
- Unsealed Carparks
- Kerbs

##### 7.1.2.2 Linkage from asset management to financial system

This is currently a manual process through Microsoft Excel spreadsheets. There is no integration between financial and asset management systems.

##### 7.1.2.3 Accountabilities for asset management system and data maintenance

Team Leader Asset Strategy and Co-ordinator Infrastructure Planning.

##### 7.1.2.4 Required changes to asset management system arising from the CAMP

The AMS used is sophisticated and very capable. No changes are required to the system. Changes proposed are related to the data and information that reside in the system. This is discussed in Appendix G – CAMP Improvement Plan.



## Carpark Asset Management Plan 2017

### 7.1.3 Geographic Information System (GIS)

Council's road spatial data is contained and updated within separate GIS layers and can be viewed via the internal GIS viewer, IntraMaps.

### 7.2 Monitoring and Review Procedures

This asset management plan will be reviewed periodically and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The CAMP will be updated to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the organisation's long term financial plan.

The financial model of this CAMP should be reviewed annually to adjust for changes to the network, and CAMP should be reviewed every 4 years at a minimum to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values consistent with the organisation's long term financial plan.

### 7.3 Performance Measures

The effectiveness of the CAMP can be measured in the following ways:

- The degree to which the required projected expenditures identified in the CAMP are incorporated into Council's long term financial plan;
- The degree to which one to five year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the CAMP.
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans, and;
- The Asset Renewal Funding Ratio exceeding the actual 21.



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## Carpark Asset Management Plan 2017

### 8 REFERENCES

Documents referenced by the CAMP include:

IPWEA, 2015, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)

IPWEA, 2015, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/namsplus](http://www.ipwea.org/namsplus).

IPWEA, 2015, 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/AIFMG](http://www.ipwea.org/AIFMG).

Latrobe City Council Plan 2013-2017.



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## Carpark Asset Management Plan 2017

### **APPENDICES**

Appendices attached to the CAMP include:

- Appendix A *Proposed Maintenance Response Service Level Agreement*
- Appendix B *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix C *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix D *Budgeted Expenditures Accommodated*
- Appendix E *Abbreviations*
- Appendix F *Glossary*
- Appendix G *CAMP Improvement Plan*





**Appendix A - Proposed Maintenance Response Service Level Agreement**

Until a new Service Level Agreement is developed in conjunction with the Operations and Waste Department the current operational approach and standards will be maintained.

Part of the development of the new Service Level Agreement will be refining inspection and resulting maintenance using the criticality of roads as per the risk categorisation model of Appendix I that determines each roads criticality.



8.1 Appendix B - Projected 10 year Capital Renewal and Replacement Works Program

**ROAD/CARPARK SURFACE RENEWAL PROGRAMS:**

**BI-ASPHALT (OVERLAY) RENEWAL PROGRAM 2017-27 (sq m):**

| LOCALITY/YEAR  | 2017           | 2018     | 2019     | 2020     | 2021          | 2022           | 2023     | 2024     | 2025           | 2026           | 2027           | TOTAL          |
|----------------|----------------|----------|----------|----------|---------------|----------------|----------|----------|----------------|----------------|----------------|----------------|
| BOOLARRA       | -              | -        | -        | -        | -             | -              | -        | -        | -              | -              | -              | -              |
| CALLIGNEE      | -              | -        | -        | -        | -             | -              | -        | -        | -              | -              | 20,000         | 20,000         |
| CHURCHILL      | -              | -        | -        | -        | -             | -              | -        | -        | -              | 6,000          | 227,000        | 33,000         |
| GLENGARRY      | -              | -        | -        | -        | -             | -              | -        | -        | -              | 12,000         | -              | 2,000          |
| MOE            | 3,000          | -        | -        | -        | -             | 109,000        | -        | -        | 73,000         | 108,000        | 154,000        | 447,000        |
| MORWELL        | 121,000        | -        | -        | -        | 16,000        | 154,000        | -        | -        | 20,000         | 94,000         | 277,000        | 682,000        |
| NEWBOROUGH     | -              | -        | -        | -        | -             | -              | -        | -        | -              | 17,000         | 19,000         | 36,000         |
| TRARALGON      | -              | -        | -        | -        | -             | 37,000         | -        | -        | 191,000        | 82,000         | 163,000        | 473,000        |
| TYERS          | -              | -        | -        | -        | -             | -              | -        | -        | -              | -              | 12,000         | 12,000         |
| YALLOURN NORTH | -              | -        | -        | -        | -             | -              | -        | -        | 50,000         | -              | 21,000         | 71,000         |
| <b>TOTAL</b>   | <b>124,000</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>16,000</b> | <b>300,000</b> | <b>-</b> | <b>-</b> | <b>334,000</b> | <b>319,000</b> | <b>893,000</b> | <b>986,000</b> |



**B2- BITUMEN (RESEAL) RENEWAL PROGRAM 2017-27 (sq m):**

| LOCALITY/YEAR         | 2017          | 2018         | 2019          | 2020         | 2021         | 2022         | 2023          | 2024           | 2025          | 2026          | 2027 | Total          |
|-----------------------|---------------|--------------|---------------|--------------|--------------|--------------|---------------|----------------|---------------|---------------|------|----------------|
| CHURCHILL             | 5,000         |              |               |              |              |              |               |                |               |               |      | 5,000          |
| HAZELWOOD             |               |              |               |              |              |              |               | 40,000         |               |               |      | 40,000         |
| MOE                   | 39,000        |              | 18,000        |              |              |              | 5,000         |                | 29,000        |               |      | 91,000         |
| MOE & NEWBOROUGH      | 10,000        |              | 18,000        |              | 9,000        |              |               |                |               | 38,000        |      | 75,000         |
| MOE SOUTH             |               |              |               |              |              |              |               | 1,000          |               |               |      | 1,000          |
| MORWELL               | 2,000         |              |               | 6,000        |              |              | 20,000        | 86,000         |               |               |      | 114,000        |
| NEWBOROUGH            | 13,000        |              | 10,000        | 3,000        |              |              |               |                | 20,000        |               |      | 46,000         |
| NEWBOROUGH & YALLOURN |               |              | 5,000         |              |              |              |               |                |               |               |      | 5,000          |
| TRARALGON             |               | 9,000        | 11,000        |              |              | 5,000        | 42,000        | 20,000         |               |               |      | 87,000         |
| TRARALGON SOUTH       |               |              |               |              |              |              |               |                | 4,000         |               |      | 14,000         |
| YALLOURN NORTH        | 21,000        |              |               |              |              |              |               |                |               | 17,000        |      | 38,000         |
| <b>TOTAL</b>          | <b>90,000</b> | <b>9,000</b> | <b>62,000</b> | <b>9,000</b> | <b>9,000</b> | <b>5,000</b> | <b>67,000</b> | <b>147,000</b> | <b>63,000</b> | <b>55,000</b> |      | <b>516,000</b> |



**B3- GRAVEL SURFACE (LIGHT RESHEET) - No Pavement Renewal) 2017-27 (sq m)**

| LOCALITY/YEAR          | 2017          | 2018          | 2019         | 2020          | 2021          | 2022          | 2023         | 2024         | 2025         | 2026         | 2027         | Total          |
|------------------------|---------------|---------------|--------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|----------------|
| BALOOK                 | 2,000         |               |              |               |               | 4,000         | 3,000        |              |              |              |              | 9,000          |
| BOOLARRA               | 7,000         |               |              | 2,000         |               |               |              |              |              |              |              | 9,000          |
| BOOLARRA<br>STH-BALOOK | 2,000         |               |              |               |               |               |              |              |              |              |              | 2,000          |
| CHURCHILL              | 4,000         |               |              | 2,000         |               | 21,000        | 4,000        |              |              |              |              | 31,000         |
| DRIFFIELD              | 11,000        |               |              |               |               |               |              |              |              |              |              | 11,000         |
| GLENGARRY              |               |               |              |               |               | 2,000         |              |              |              |              |              | 2,000          |
| JEERALANG              | 2,000         |               |              |               | 3,000         | 3,000         |              |              |              |              |              | 8,000          |
| KOORNALLA              |               |               |              |               | 2,000         | 1,000         |              |              |              |              |              | 3,000          |
| MOE                    | 1,000         |               |              |               |               |               |              |              |              |              |              | 1,000          |
| MOE &<br>NEWBOROUGH    |               |               |              |               |               |               |              |              |              |              |              | -              |
| MOE SOUTH              |               |               |              |               |               |               | 6,000        |              |              |              |              | 6,000          |
| MORWELL                | 40,000        | 9,000         |              | 13,000        | 8,000         | 33,000        | 12,000       | 1,000        | 1,000        | 2,000        |              | 119,000        |
| NEWBOROUGH             |               |               |              |               |               |               |              |              |              |              |              | -              |
| TOONGABBIE             | 2,000         | 2,000         | 2,000        | 2,000         | 2,000         | 2,000         | 2,000        | 2,000        | 2,000        | 2,000        | 2,000        | 22,000         |
| TRARALGON              | 2,000         |               |              |               |               | 4,000         | 3,000        |              |              |              |              | 9,000          |
| TYERS                  | 7,000         |               |              | 2,000         |               |               |              |              |              |              |              | 9,000          |
| YALLOURN<br>NORTH      | 2,000         |               |              |               |               |               |              |              |              |              |              | 2,000          |
| YINNAR                 | 4,000         |               |              | 2,000         |               | 21,000        | 4,000        |              |              |              |              | 31,000         |
| YINNAR SOUTH           | 11,000        |               |              |               |               |               |              |              |              |              |              | 11,000         |
| <b>TOTAL</b>           | <b>97,000</b> | <b>11,000</b> | <b>2,000</b> | <b>23,000</b> | <b>15,000</b> | <b>91,000</b> | <b>4,000</b> | <b>3,000</b> | <b>3,000</b> | <b>4,000</b> | <b>2,000</b> | <b>285,000</b> |



**B4- GRAVEL SURFACE (LIGHT RESHEET) - No Pavement Renewal) 2017-27 (sq m)**

| Locality/Year          | 2017          | 2018          | 2019         | 2020          | 2021          | 2022          | 2023          | 2024         | 2025         | 2026         | 2027         | Total          |
|------------------------|---------------|---------------|--------------|---------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|----------------|
| BALOOK                 | 2,000         |               |              |               |               | 4,000         | 3,000         |              |              |              |              | 9,000          |
| BOOLARRA               | 7,000         |               |              | 2,000         |               |               |               |              |              |              |              | 9,000          |
| BOOLARRA<br>STH-BALOOK | 2,000         |               |              |               |               |               |               |              |              |              |              | 2,000          |
| CHURCHILL              | 4,000         |               |              | 2,000         |               | 21,000        | 4,000         |              |              |              |              | 31,000         |
| DRIFFIELD              | 11,000        |               |              |               |               |               |               |              |              |              |              | 11,000         |
| GLENGARRY              |               |               |              |               |               | 2,000         |               |              |              |              |              | 2,000          |
| JEERALANG              | 2,000         |               |              |               | 3,000         | 3,000         |               |              |              |              |              | 8,000          |
| KOORNALLA              |               |               |              |               | 2,000         | 1,000         |               |              |              |              |              | 3,000          |
| MOE                    | 1,000         |               |              |               |               |               |               |              |              |              |              | 1,000          |
| MOE &<br>NEWBOROUGH    |               |               |              |               |               |               |               |              |              |              |              | -              |
| MOE SOUTH              |               |               |              |               |               |               | 6,000         |              |              |              |              | 6,000          |
| MORWELL                | 40,000        | 9,000         |              | 13,000        | 8,000         | 33,000        | 12,000        | 1,000        | 1,000        | 2,000        |              | 119,000        |
| NEWBOROUGH             |               |               |              |               |               |               |               |              |              |              |              | -              |
| TOONGABBIE             | 2,000         | 2,000         | 2,000        | 2,000         | 2,000         | 2,000         | 2,000         | 2,000        | 2,000        | 2,000        | 2,000        | 22,000         |
| TRARALGON              | 2,000         |               |              |               |               | 4,000         | 3,000         |              |              |              |              | 9,000          |
| TYERS                  | 7,000         |               |              | 2,000         |               |               |               |              |              |              |              | 9,000          |
| YALLOURN<br>NORTH      | 2,000         |               |              |               |               |               |               |              |              |              |              | 2,000          |
| YINNAR                 | 4,000         |               |              | 2,000         |               | 21,000        | 4,000         |              |              |              |              | 31,000         |
| YINNAR<br>SOUTH        | 11,000        |               |              |               |               |               |               |              |              |              |              | 11,000         |
| <b>TOTAL</b>           | <b>97,000</b> | <b>11,000</b> | <b>2,000</b> | <b>23,000</b> | <b>15,000</b> | <b>91,000</b> | <b>34,000</b> | <b>3,000</b> | <b>3,000</b> | <b>4,000</b> | <b>2,000</b> | <b>285,000</b> |



# Carpark Asset Management Plan 2017

**B5- KERB RENEWAL PROGRAM 2017-27 (1 m)**

| Locality/Year         | 2017           | 2018          | 2019           | 2020 | 2021 | 2022 | 2023         | 2024         | 2025           | 2026           | 2027          | Total            |
|-----------------------|----------------|---------------|----------------|------|------|------|--------------|--------------|----------------|----------------|---------------|------------------|
| BALOOK                |                |               |                |      |      |      |              |              |                |                |               |                  |
| BOOLARRA              |                |               | 21,000         |      |      |      |              |              |                |                |               | 21,000           |
| BOOLARRA STH-BALOOK   |                |               |                |      |      |      |              |              |                |                |               |                  |
| CALLIGNEE             |                |               |                |      |      |      |              |              |                |                |               |                  |
| CHURCHILL             | 24,000         | 3,000         | 3,000          |      |      |      |              | 1,000        |                | 14,000         |               | 45,000           |
| DRIFFIELD             |                |               |                |      |      |      |              |              |                |                |               |                  |
| GLENGARRY             |                |               |                |      |      |      |              |              |                |                |               |                  |
| HAZELWOOD             |                |               |                |      |      |      |              |              |                |                |               |                  |
| JEERALANG             |                |               |                |      |      |      |              |              |                |                |               |                  |
| KOORNALLA             |                |               |                |      |      |      |              |              |                |                |               |                  |
| MOE                   | 93,000         | 11,000        | 24,000         |      |      |      |              |              | 29,000         |                |               | 157,000          |
| MOE & NEWBOROUGH      | 28,000         |               |                |      |      |      |              |              |                |                |               | 28,000           |
| MOE SOUTH             |                |               |                |      |      |      |              |              |                |                |               |                  |
| MORWELL               |                |               |                |      |      |      | 4,000        |              | 53,000         | 75,000         | -             | 621,000          |
| NEWBOROUGH            | 18,000         |               |                |      |      |      |              | 1,000        |                |                |               | 19,000           |
| NEWBOROUGH & YALLOURN |                |               |                |      |      |      |              |              |                |                |               |                  |
| TOONGABBIE            |                |               |                |      |      |      |              |              |                |                |               |                  |
| TRARALGON             | 116,000        |               | 27,000         |      |      |      |              |              | 37,000         | 15,000         | 27,000        | 222,000          |
| TRARALGON SOUTH       |                |               |                |      |      |      |              |              |                |                |               |                  |
| TYERS                 |                |               | 4,000          |      |      |      |              |              |                |                |               | 4,000            |
| YALLOURN NORTH        | 96,000         |               |                |      |      |      |              |              |                |                |               | 96,000           |
| YINNAR                |                |               |                |      |      |      |              |              |                |                |               |                  |
| YINNAR SOUTH          |                |               |                |      |      |      |              |              |                |                |               |                  |
| <b>TOTAL</b>          | <b>769,000</b> | <b>49,000</b> | <b>139,000</b> |      |      |      | <b>4,000</b> | <b>2,000</b> | <b>119,000</b> | <b>104,000</b> | <b>27,000</b> | <b>1,213,000</b> |



**Appendix C - Projected Upgrade/New Expenditure 10 year Capital Works Program**

Upgrade and new projects incorporated in the CAMP plan include:

Marshalls Road supermarket development – carpark to be paid by development not Council.



# Carpark Asset Management Plan 2017

## Appendix D - Budgeted Expenditures

Expenditure currently incorporated into annual budgets include:

| BUDGET:                | 2017               | 2018             | 2019             | 2020             | 2021             | 2022             |
|------------------------|--------------------|------------------|------------------|------------------|------------------|------------------|
| Management Overhead    | \$4,516            | \$4,516          | \$4,516          | \$4,516          | \$4,516          | \$4,516          |
| Asset Management       | \$42,594           | \$42,594         | \$42,594         | \$42,594         | \$42,594         | \$42,594         |
| Operations             | \$40,216           | \$40,216         | \$40,216         | \$40,216         | \$40,216         | \$40,216         |
| <b>OPERATIONS</b>      | <b>\$87,326</b>    | <b>\$87,326</b>  | <b>\$87,326</b>  | <b>\$87,326</b>  | <b>\$87,326</b>  | <b>\$87,326</b>  |
| Reactive Maintenance   | \$35,000           | \$35,000         | \$35,000         | \$35,000         | \$35,000         | \$35,000         |
| Routine Maintenance    | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              |
| Specific Maintenance   | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>MAINTENANCE</b>     | <b>\$35,000</b>    | <b>\$35,000</b>  | <b>\$35,000</b>  | <b>\$35,000</b>  | <b>\$35,000</b>  | <b>\$35,000</b>  |
| Renewal                | \$50,000           | \$50,000         | \$50,000         | \$50,000         | \$50,000         | \$50,000         |
| Upgrade/Expansion      | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              |
| New Capex              | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              |
| Disposal Expenses      | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>CAPITAL</b>         | <b>\$50,000</b>    | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  |
| <b>BUDGETED ANNUAL</b> | <b>\$50,000</b>    | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  |
| <b>Renewal Gap</b>     | <b>-\$972,286</b>  | <b>-\$82,123</b> | <b>-\$82,123</b> | <b>-\$82,123</b> | <b>-\$82,123</b> | <b>-\$82,123</b> |
| <b>FORECAST ANNUAL</b> | <b>\$1,022,286</b> | <b>\$132,123</b> | <b>\$132,123</b> | <b>\$132,123</b> | <b>\$132,123</b> | <b>\$132,123</b> |

| BUDGET:                        | 2023              | 2024              | 2025              | 2026              | 2027              |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Management Overhead            | \$4,516           | \$4,516           | \$4,516           | \$4,516           | \$4,516           |
| Asset Management               | \$42,594          | \$42,594          | \$42,594          | \$42,594          | \$42,594          |
| Operations                     | \$40,216          | \$40,216          | \$40,216          | \$40,216          | \$40,216          |
| <b>OPERATIONS</b>              | <b>\$87,326</b>   | <b>\$87,326</b>   | <b>\$87,326</b>   | <b>\$87,326</b>   | <b>\$87,326</b>   |
| Reactive Maintenance           | \$35,000          | \$35,000          | \$35,000          | \$35,000          | \$35,000          |
| Routine Maintenance            | \$0               | \$0               | \$0               | \$0               | \$0               |
| Specific Maintenance           | \$0               | \$0               | \$0               | \$0               | \$0               |
| <b>MAINTENANCE</b>             | <b>\$35,000</b>   | <b>\$35,000</b>   | <b>\$35,000</b>   | <b>\$35,000</b>   | <b>\$35,000</b>   |
| Renewal                        | \$50,000          | \$50,000          | \$50,000          | \$50,000          | \$50,000          |
| Upgrade/Expansion              | \$0               | \$0               | \$0               | \$0               | \$0               |
| New Capex                      | \$0               | \$0               | \$0               | \$0               | \$0               |
| Disposal Expenses              | \$0               | \$0               | \$0               | \$0               | \$0               |
| <b>CAPITAL</b>                 | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$50,000</b>   |
| <b>BUDGETED ANNUAL</b>         | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$50,000</b>   |
| <b>Renewal Gap</b>             | <b>-\$379,794</b> | <b>-\$379,794</b> | <b>-\$379,794</b> | <b>-\$379,794</b> | <b>-\$379,794</b> |
| <b>FORECAST ANNUAL RENEWAL</b> | <b>\$429,794</b>  | <b>\$429,794</b>  | <b>\$429,794</b>  | <b>\$429,794</b>  | <b>\$429,794</b>  |





**Appendix E - Abbreviations**

Abbreviations used in the CAMP include:

|              |                                         |
|--------------|-----------------------------------------|
| <b>AAAC</b>  | Average annual asset consumption        |
| <b>AM</b>    | Asset Management                        |
| <b>AEP</b>   | Annual Exceedance Probability           |
| <b>ASC</b>   | Annual service cost                     |
| <b>BOD</b>   | Biochemical (biological) oxygen demand  |
| <b>CAMP</b>  | Carpark Asset Management Plan           |
| <b>CRC</b>   | Current replacement cost                |
| <b>CWMS</b>  | Community wastewater management systems |
| <b>DA</b>    | Depreciable amount                      |
| <b>RAMP</b>  | Road Asset Management Plan              |
| <b>DRC</b>   | Depreciated replacement cost            |
| <b>EF</b>    | Earthworks/formation                    |
| <b>GPT</b>   | Gross Pollutant Trap                    |
| <b>IRMP</b>  | Infrastructure risk management plan     |
| <b>LCC</b>   | Life Cycle cost                         |
| <b>LCE</b>   | Life cycle expenditure                  |
| <b>LTFP</b>  | Long term financial plan                |
| <b>MMS</b>   | Maintenance Management System           |
| <b>PCI</b>   | Pavement condition index                |
| <b>RV</b>    | Residual value                          |
| <b>SoA</b>   | State of the Assets                     |
| <b>vph</b>   | Vehicles per hour                       |
| <b>WDCRC</b> | Written down current replacement cost   |



## Appendix F - Glossary

### **Annual service cost (ASC)**

#### a) Reporting actual cost

The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.

#### b) For investment analysis and budgeting

An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

### **Asset**

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

### **Asset category**

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

### **Asset class**

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

### **Asset condition assessment**

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

### **Asset hierarchy**

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

### **Asset management (AM)**

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

### **Asset renewal funding ratio**

The ratio of the net present value of asset renewal funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMG Financial Sustainability Indicator No 8].

### **Average annual asset consumption (AAAC)\***

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

### **Borrowings**

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan



provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

**Brownfields Valuation**

Valuation method where the initial recognition and subsequent recognition of assets involves expensing those costs that are considered to be 'sunk' one-off costs for components that are expected to have an unlimited life such as earthworks and formation for roadworks and capitalising only those costs associated with ongoing renewal of the asset.

**Capital expenditure**

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

**Capital expenditure - expansion**

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

**Capital expenditure - new**

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

**Capital expenditure - renewal**

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, eg. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

**Capital expenditure - upgrade**

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, eg. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

**Capital funding**

Funding to pay for capital expenditure.

**Capital grants**

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

**Capital investment expenditure**

See capital expenditure definition



**Capitalisation threshold**

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

**Carrying amount**

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

**Class of assets**

See asset class definition.

**Component**

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

**Core asset management**

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cashflow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision- making).

**Cost of an asset**

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

**Critical assets**

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

**Current replacement cost (CRC)**

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second-hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

**Deferred maintenance**

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

**Depreciable amount**

The cost of an asset, or other amount substituted for its cost, less its residual value.

**Depreciated replacement cost (DRC)**

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

**Depreciation / amortisation**

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.



**Economic life**

See useful life definition.

**Expenditure**

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

**Expenses**

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

**Fair value**

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.

**Financing gap**

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap, if not addressed, will result in a future diminution of existing service levels.

**Generation 1**

First renewal of an asset after construction.

**Generation 2**

Subsequent renewal of asset after initial renewal.

**Greenfields valuation**

Valuation method where the initial recognition and subsequent revaluation of assets involves the capitalisation of all costs including those for components that are expected to have an unlimited life (such as earthworks and formation for roadwork).

**Heritage asset**

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

**Impairment loss**

The amount by which the carrying amount of an asset exceeds its recoverable amount.

**Infrastructure assets**

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

**Investment property**

Property held to earn rentals or for capital appreciation or both, rather than for:





- a) use in the production or supply of goods or services or for administrative purposes; or
- b) sale in the ordinary course of business.

**Key performance indicator**

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

**Level of service**

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

**Life Cycle Cost \* (LCC)**

- a) **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- b) **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

**Life Cycle Expenditure**

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

**Loans / borrowings**

See borrowings.

**Maintenance**

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

**• Planned maintenance**

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

**• Reactive maintenance**

Unplanned repair work that is carried out in response to service requests and management/ supervisory directions.

**• Specific maintenance**

Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.

**• Unplanned maintenance**

Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

**Maintenance expenditure \***

Recurrent expenditure which is periodically or regularly required as part of the anticipated schedule of works to ensure that the asset achieves its useful life, and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

**Materiality**

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

**Modern equivalent asset**

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

**Net present value (NPV)**

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

**Non-revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg. parks and playgrounds, footpaths, roads and bridges, libraries etc.

**Operations**

Regular activities to provide services such as public health, safety and amenity, eg street sweeping, grass mowing and street lighting.

**Operating expenditure**

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

**Operating expense**

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

**Operating expenses**

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, maintenance, depreciation, on-costs and overheads.

**Operations, maintenance and renewal financing ratio**

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (eg five, 10 and 15 years).



**Operations, maintenance and renewal gap**

Difference between budgeted expenditures in a long-term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. five, 10 and 15 years).

**Pavement management system (PMS)**

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

**PMS Score**

A measure of condition of a road segment determined from a Pavement Management System.

**Rate of annual asset consumption \***

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

**Rate of annual asset renewal \***

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

**Rate of annual asset upgrade/new \***

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

**Recoverable amount**

The higher of an asset's fair value, less costs to sell and its value in use.

**Recurrent expenditure**

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

**Recurrent funding**

Funding to pay for recurrent expenditure.

**Rehabilitation**

See capital renewal expenditure definition above.

**Remaining useful life**

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

**Renewal**

See capital renewal expenditure definition above.

**Residual value**

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.



**Revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

**Risk management**

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

**Section or segment**

A self-contained part or piece of an infrastructure asset.

**Service potential**

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

**Service potential remaining**

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

**Specific Maintenance**

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

**Strategic Longer-Term Plan**

A plan covering the term of office of councillors (four years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the Council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the Council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

**Sub-component**

Smaller individual parts that make up a component part.

**Useful life**

Either: (a) the period over which an asset is expected to be available for use by an entity, or (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council.

**Value in use**

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary., Additional and modified glossary items shown \*



**Appendix G CAMP Improvement Plan**

The asset management improvement plan is shown below

| <i>Item</i>                                                               | <i>Priority</i> | <i>Resources</i> |
|---------------------------------------------------------------------------|-----------------|------------------|
| Update Register of Public Carparks including Carpark Condition Assessment | High            | 20,000           |
| Assign Carpark Hierarchy and Criticality                                  | Medium          | 5,000            |
| Consult with the community and develop service level measures             | Medium          | 25,000           |
| MyPredictor Asset Modelling                                               | High            | 5,000            |
| Review of Useful Lives and Unit Rates                                     | Medium          | 5,000            |
| <b>TOTAL EXTERNAL RESOURCES/FUNDING REQUIRED</b>                          |                 | <b>\$60,000</b>  |

**Agenda Item: 15.3**

**Agenda Item: Draft Bridges and Major Culvert Asset Management Plan for Public Exhibition**

**Sponsor: General Manager, Infrastructure and Recreation**

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

**Status: For Decision**

#### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr McFarlane

**That Council:**

- 1. Endorses the public exhibition of the draft Bridges and Major Culverts Asset Management Plan 2017 for a period of at least 4 weeks; and**
- 2. Requests that a report be brought to Council that presents the draft Bridges and Major Culverts Asset Management Plan 2017 for adoption after it is amended with due consideration of received submissions.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

This report presents the draft Bridges and Major Culverts Asset Management Plan 2017 (BrAMP) and seeks Council's endorsement to proceed with public exhibition.

- The draft BrAMP was presented to Council for information and feedback on 30 October 2017.
- It is proposed to proceed with a 4 week public exhibition period of the BrAMP starting on 12 March 2018.
- The public exhibition period will be advertised in the Latrobe City Notice Board in the Latrobe Express which will outline the public exhibition period, where the draft BrAMP can be accessed and inviting relevant formal written submissions.
- The draft BrAMP will be made available during the exhibition period in electronic format on the Latrobe City webpage and as hard copy available at the Morwell, Traralgon, Moe and Churchill Latrobe City Service Centres.

The draft BrAMP will be reviewed and amended as appropriate after due consideration of relevant submissions and a report brought back to Council in June 2018 requesting that Council adopt the reviewed BrAMP.

The financial analysis of the BrAMP is based on current Latrobe City levels of service and maintenance practices.

All renewal is based on like for like replacement other than the replacing timber structures with long life concrete structures. Bridges and major culverts are integral with the road network and so it is not expected to receive public submissions that request additional bridges. It is possible that the community could request bridge upgrades to increase the load capacity of a bridge and such requests would require a business case to determine the merit such request.

Bridges are high cost assets to create, upgrade and maintain. Expanding the bridge portfolio is likely to have a material impact to the underlying financial analysis of the BrAMP.

### Declaration of Interests:

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

### Background:

Council is the custodian of infrastructure assets that underpin services to the community. Council adopted an Asset Management Strategy in 2015 that outlined the first tier Asset Management Plans to be developed between 2014 and 2018.

### Latrobe City Infrastructure Asset Class Summary:

| Infrastructure Asset Class          | Current Replacement Cost \$000's                                                                                                                                                                                                               | %          | Revised Timetable for Adoption | Completed | Required Annual Funding* \$000's |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------|-----------|----------------------------------|
| Drainage                            | 214,472                                                                                                                                                                                                                                        | 15         | Adopted 2016                   | ✓         | 3,752                            |
| Roads                               | 674,732                                                                                                                                                                                                                                        | 46         | Adopted 2017                   | ✓         | 11,915                           |
| Carparks                            | 11,736                                                                                                                                                                                                                                         | 1          | Dec 2017                       |           | 433                              |
| <b>Bridges &amp; Major Culverts</b> | <b>51,283</b>                                                                                                                                                                                                                                  | <b>3</b>   | <b>Dec 2017</b>                |           | <b>515</b>                       |
| Buildings                           | 413,951                                                                                                                                                                                                                                        | 28         | Jun 2018                       |           | 9,606 #                          |
| Footpaths                           | 102,516                                                                                                                                                                                                                                        | 7          | Jun 2018                       |           | 2,205 #                          |
| <b>Other Assets</b>                 | Recreation (Ovals, Hard Courts, Pools), Street & Reserve Lighting, Reserve & Street Furniture, Reserve & Street Lighting, Signs, Airport Assets, Waste & Landfill, Retaining Walls, Fences, Dams, Play Grounds, Street Trees, Land & Property. |            |                                |           |                                  |
| <b>Total Assets</b>                 | <b>1,468,690</b>                                                                                                                                                                                                                               | <b>100</b> |                                |           | <b>28,426</b>                    |

\* Operations, Maintenance, Renewal and Disposal funding (Average for first five years of each AM Plan).

# Preliminary estimate to be further refined with AM Plan.

Bridges and Major Culverts have been well managed with complete inventory of the road bridges and major culverts. The preparation of this plan has included the addition of pedestrian bridges and boardwalks which previously have been operationally maintained but no renewal consideration had been included in the financial analysis.

The draft BrAMP 2017 follows the format developed by the Institute of Public Works Engineers Australasia.

The key sections of the plan are:

1. Information and data
2. Levels of Service
3. Lifecycle Management Plan
4. Future Demand
5. Financial Summary
6. Plan Improvement and Monitoring

The plan determines the cost of providing the Bridges and Major Culverts component of the transport service and informs the long-term financial plan of the financial commitment required to fund this service.

The BrAMP was developed by Council Officers with significant elements undertaken by Pitt & Sherry, a nationally recognised consultancy with subject matter expertise.

The draft BrAMP was presented Council for information and feedback on 30 October 2017. No feedback was received and it is now proposed to present the draft plan to the community to seek comments through written submissions prior to final review and presentation for adoption by Council.

### **Reasons for Proposed Resolution:**

Asset Management Plans document the principles surrounding the provision of an asset group including the service levels. It is appropriate that this philosophy is guided by the public's preferences.

The resolution therefore seeks endorsement for public exhibition of the draft BrAMP to invite community members to present relevant formal submissions so the draft maybe reviewed with due consideration of that feedback.

The resolution requests that another report is brought back to Council to formally adopt the BrAMP after it has been amended with due consideration of public submissions.

### **Issues:**

#### *Strategy Implications*

The recommendation is consistent with the adopted Asset Management Strategy 2014-2018.

### *Communication*

Communication within Latrobe City Council has been undertaken. Previous communication occurred via a Briefing to council (30 October 2017) seeking feedback.

### *Financial Implications*

The BrAMP outlines the financial commitment for the provision of the bridges and major culverts service in its current form (existing budgets) and therefore in itself has no financial implications.

Adding bridges or upgrading existing bridges will have additional financial implications to the Capital Works and the Operational (Maintenance) budgets.

### *Risk Analysis*

Public exhibition of the draft BrAMP is of low risk as it provides the community with key information and the opportunity to present comment formally.

The public exhibition and community comment process will ensure interested community members can have their comments and concerns considered.

Risk is considered as part of the draft plan, and will be considered for each submission.

### *Legal and Compliance*

There are no legal implications of this proposal.

### *Community Implications*

The development and adoption of asset management plans provides for transparent presentation of the cost and implications of the relevant asset portfolio.

### *Environmental Implications*

There are no legal environmental implications of this proposal.

### *Consultation*


Public consultation is to commence following adoption of this report's recommendation. The opportunity to consult will be made available through the invitation to make relevant formal written submissions. The opportunity will be made available for community members that have one on one discussion with relevant Council Officers to assist individual to understand the plan before making a formal written submission.

Individuals may also apply to present to Council in support of a written submission at a future Council Meeting that considers the adoption of the BrAMP 2017.

### *Other*

Nil

**Attachments**

1 [↓](#)  Bridges and Major Culverts Asset Management Plan 2017

## **15.3**

### **Draft Bridges and Major Culvert Asset Management Plan for Public Exhibition**

|          |                                                                       |            |
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|----------|-----------------------------------------------------------------------|------------|



# (BrAMP) Bridge and Major Culvert Asset Management Plan 2017





Draft Plan October 2017

V1





| <b>Document Control</b>                                 |                 |   |                 |            |           |
|---------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------|-----------|
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| Rev No                                                  | Date            | Revision Details                                                                                                                                                       | Author          | Reviewer   | Approver  |
| V4                                                      | 16 October 2017 | Draft                                                                                                                                                                  | Pitt and Sherry | N. Churton | K.Delaney |

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## Bridge and Major Culvert Asset Management Plan 2017

### I EXECUTIVE SUMMARY

#### 1.1 Context

Latrobe City is located approximately 150 km east of Melbourne and is one of Victoria's four major regional cities with a population of over 75,000 residents. Latrobe City is made up of four central townships: Churchill, Moe-Newborough, Morwell and Traralgon. The smaller rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon-South, Yallourn North and Yinnar are situated within the surrounding rural areas within the municipality. Council owns, operates and maintains a road network that provides transport services to the community.

The road / transport assets underpin the community's ability to access property and to move around Latrobe City. Vehicular bridges and major culverts are strategic assets within the road network. This plan also includes pedestrian bridges and minor pedestrian structures.

#### 1.2 Purpose of the Plan

The purpose of this Bridge and Culvert Asset Management Plan (BrAMP) is to assist with decision-making about Council's existing bridge infrastructure, to present asset information, and to predict the financial requirements of long-term renewal of these bridge assets.

The BrAMP is a presentation of Council's strategic approach based on balancing the community's desired service levels with Council's ability to provide the service. Council is required to define standards and service levels to be delivered in accordance with user needs, regulations, industry practice and legislative codes of practice.

#### 1.3 Asset Description

The assets considered in this BrAMP, include bridge and culvert assets for which Council is the Responsible Road Authority (RMA). The road network that these assets support is recorded, and that record is publicly accessible in the Latrobe City Public Roads Register, available on Latrobe City website and at all service centres.

Council does not own and is not responsible for the management of bridge and culvert assets on the Declared Main Roads such as Princes Highway, Traralgon and some forest roads. These assets are managed by other road authorities such as VicRoads, Parks Victoria or the Department of Environment Land Water and Planning (DELWP) as well as other adjacent municipalities.

Council has a shared responsibility for bridges at the border of our municipality. Boundary agreements with other councils outlines the responsible road authority, but regardless of the nominated responsible road authority Council has a shared responsibility to fund renewal of these bridges. (Darlimurla Bridge, Rathjens Bridge and Lyndons Road Bridge).

The bridge and culvert infrastructure serves to provide a transport service to enable access to properties and within Council owned or managed reserves.

The bridge and culvert network underpins a service of access to property and the transport of people and goods. Table 1.3.1 presents the breakdown of the Council bridge and culvert assets by structure type.

The bridge and culvert network is a considerable investment that has been built-up over many years and presents a significant commitment to fund its up keep and eventual renewal as assets reach the end of their useful lives. The assets that make up the bridge and culvert network have a replacement value of **\$51,283,000** which consists of the following breakdown:





Table 1.3.1: Structure data and Replacement Cost

| Structure Type                    | Number of Structures | Replacement Value |
|-----------------------------------|----------------------|-------------------|
| Road Bridges                      | 55                   | \$31,969,241      |
| Major Culverts                    | 79                   | \$14,519,180      |
| Pedestrian Bridges and Structures | 61                   | \$4,794,469       |
| TOTAL                             | 195                  | \$51,282,890      |

Assets considered in the preparation of this BrAMP include:

- Road bridges (vehicular)
- Pedestrian bridges and structures
- Major Culverts (vehicular)

Assets not considered in this BrAMP are:

- Minor culverts (included as part of Councils street drainage network).

#### 1.4 The Bridge and Culvert Assets Service

The BrAMP levels of service give due regard to the strategic goals and objectives in the Council Plan and current understanding of the community’s desired service levels. Future iterations of this Plan will be tested and amended in line with actual community service levels.

It is always a challenge to strike a balance between the needs and desires of the community and what can realistically be achieved. Council however, has been providing a bridge network for many years and officers have developed current service provision levels over time to best match the perceived community desires constrained by resources.

Council and in particular the engineering officers have a long history actively renewing bridge structures and as such Council has very few vehicle bridge with timber components.

There are two key service provision areas, the number and type of asset provided, being ‘Service Provision’, or the level of service to which the assets will be maintained, which is defined in the *community’s* terms and *technical* terms.

#### 1.5 Service Provision

The service provision is the amount or number of an asset of any particular type that will be provided. In the case of bridges and culverts this is “where a bridge or culvert will be provided”, in the case of kerbs it is “which roads will have kerbing and of what type”.

In the case of bridges, unlike the case of roads, provision is dictated by the need to cross a watercourse, road or train track and must be provided if the road is provided. Therefore the typical question of “how many” to provide is moot.

This BrAMP is consistent with the State practice of providing at least one all-weather trafficable road (where practicable) to one point on every rateable property, not necessarily each titled lot. As a general principle access will be provided that is the shortest practical link to the general road network. This implies that there will not necessarily be an all-weather access to the property at the owner’s preferred location and at times the regular driveway will be accessed by a privately maintained track which is not all-weather accessible.



The community desire is generally for increased and improved services. Generally, community requests for increased levels of service for the transport service focus on having structures that comply with the current design guidelines. The community requires structures that have sufficient capacity for all modern vehicle loads, hence preventing any inconvenience caused by lack of sufficient load capacity. Currently, not all structures in the network meet these demands; however, the funding available to meet these demands unfortunately is not increasing at the same rate as this desire for increased service standards.

**1.6 Future Demand**

While no bridge specific demand forecasting has been undertaken in order to determine the future demand on Council's Bridge and Culvert network, population forecasts for the Council region indicate an increase in the population of the region, which in turn increases the demand on the structure.

The Australian Bureau of Statistics indicates that by 2030 Latrobe City's population will be more than 84,000.

The majority of this growth is currently within the Traralgon area and projected for the Lake Narracan area north of Moe. Most new assets will be developer provided in the course of providing their development's infrastructure although some concurrent upgrade will be required as part of Council's obligation under Development Contribution Plans.

At this stage, no new structures have been planned in order to meet the projected increase in demand. However, funds in the order of \$849,000 per annum are allocated for the operations, maintenance, renewal and upgrade of existing bridge and major culvert infrastructure. Creation of new assets is only envisaged through development contributions.

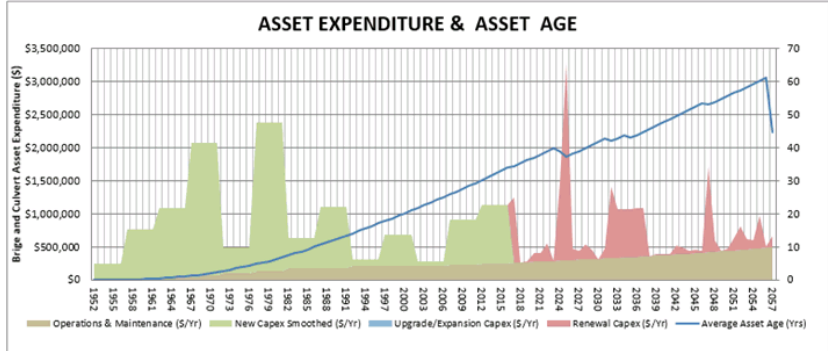
**Table 1.6.1: Projected & Planned Expenditure**

| <b>Latrobe City – BRIDGES and CULVERTS - Projected and Planned Expenditure</b> | <b>\$000's</b> |
|--------------------------------------------------------------------------------|----------------|
| 10 year total projected cost [10 yr Ops, Maint, Renewal & Upgrade Proj Exp]    | <b>\$8,490</b> |
| 10 year annual average cost                                                    | <b>\$849</b>   |
| 10 year total LTFP budget [10 yr Ops, Maint, Renewal & Upgrade LTFP Budget]    | <b>\$4,627</b> |
| 10 year average LTFP budget                                                    | <b>\$463</b>   |
| 10 year AM financial indicator                                                 | <b>55%</b>     |
| 10 year average funding shortfall (-ve shortfall, +ve Surplus)                 | <b>-\$386</b>  |

Figure 1.6.1 outlines the history of investment in bridge and culvert assets.



# Bridge and Major Culvert Asset Management Plan 2017



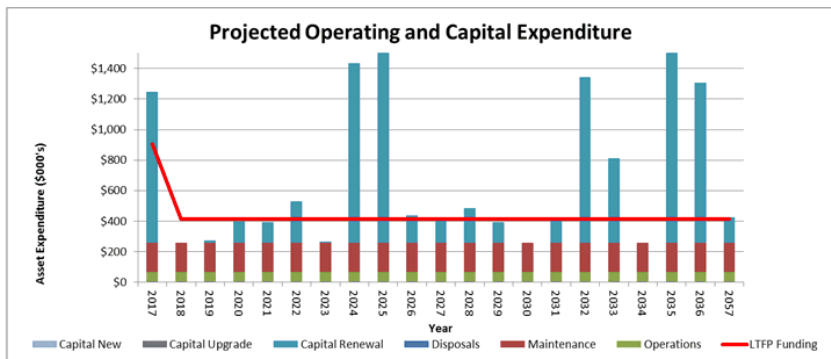
The creation of assets began in the early 1950's. Most assets were generated as part of development of the road network and have been funded by directly by Council or through funding arrangements with State and federal Governments. The figure shows the steady increase in asset age and the renewal tasks are specific to individual bridges reaching the end of their useful lives. Bridge structures generally have a forecast useful life of 100 years. The nature of the funding requirements of this asset class is lumpy peaks of required renewal funding specific to individual structures.

*Figure 1.6.1: Bridge and Culvert History and Age*

Prudent management by infrastructure and maintenance staff has ensured that Latrobe City does not have a backlog in bridge and culvert infrastructure projects.

The overall condition of the network is GOOD with an average Condition score of 2.4 out of 5.0. There is an approaching challenge in funding caused by ageing assets (those reaching the end of their useful lives) which this plan attempts to identify and address. This is evident when observing the elements above the red line (Renewal Capex) in Figure 1.6.2.

Maintenance and Operations funding appear to have been adequate but will need to be increased to account for growth in developer gifted assets. These assets in the main comprise new pedestrian bridges and major culverts. No demand for new vehicular bridges has been identified.



*Figure 1.6.2: Projected Operating and Capital Expenditure*





## Bridge and Major Culvert Asset Management Plan 2017

### 1.7 Demand Management

The future growth areas and the areas of specific interest are a result of population increase driving traffic volume increases. Most metropolitan areas are looking to alternative transport modes such as using bicycles, walking, or using public transport as an alternative to building more and more and wider and wider roads. Working from home is another form of managing this motorist demand.

Council does not have a formal Demand Management Plan, as more data on demographics needs to be collected to review the impacts and pressures of population growth on its Bridge and Culvert network. Like most rural towns, the low population outside the towns and the distances does not lend itself to easily implementing/supporting these mode shift options.

This BrAMP is not designed to articulate Council's transport strategy, however it includes consideration where appropriate such as:

- Improvement/widening of existing bridge and culvert assets as opposed to constructing new assets;
- Incorporating and accommodating bicycle and public transport as priority in all renewal designs and upgrades as resources allow.

### 1.8 What does it Cost?

The projected funding necessary to provide the bridge assets covered by this BrAMP which includes operations, maintenance, renewal and the upgrade of existing assets over the next 10-year planning period is on average **\$ 849,000** per year.

The funding allocated for this period is on average **\$ 463,000** per year which includes capital expenditure for new and upgrade projects, maintenance, operations and an allowance for renewal based on the financial depreciation of the bridge and culvert assets. This is a funding under-allocation on average of **\$386,000** per year, generated primarily from the practice of allocation for annual renewal expenditure based on the annual depreciation rate rather than calculated renewal requirement.

### 1.9 What we will do

Council plans to provide support to the transport service through the following:

- Fund operations, maintenance, and renewal of bridge and culvert assets to meet the current level of service;
- Undertake upgrade and strengthening of bridges where capacity shortfalls have been identified in the existing system and as external funding opportunities arise.

### 1.10 What we cannot do

Council is not responsible for upgrading the existing network where the where the pre-existing conditions were the acceptable standard for the time of construction and are within design capacity.

The axle loads of modern day vehicles have increased compared to 60 years ago, when most Council bridge and culvert assets were originally constructed. If no strengthening works are undertaken and structural capacity remains as per original design, load limits may need to be implemented on some structures, which will hold the level of service constant against a backdrop of community desire to have increased load capacity (level of service).



## Bridge and Major Culvert Asset Management Plan 2017

### Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects with the resource available to Council.

We have identified the major risks as:

- Non representative asset degradation curves which potentially may lead to poor decision-making and 'looseness' in the funding calculation for maintenance and renewals;
- No resource dedicated internal resource has been identified for the direct management of Bridge and Culvert assets. There is a heavy dependence on external advice when assessing high risk aspects of bridge management.

We will endeavour to manage these risks, within funding constraints, by:

- Conducting regular condition audits and site inspections to determine the remaining useful life of assets and maintenance requirements. This includes adherence to Australian Standards and best practice notes as produced by IPWEA;
- Continued effort to rationalise collected data and improved processes to ensure data completeness and accuracy;
- Improved training and education of staff to increase awareness and adherence with associated standards, and;
- Request funding for renewals as required and to monitor trends of maintenance requirements and techniques.

### 1.11 Confidence Levels

This BrAMP is based on a **HIGH** to **MODERATE** level of confidence in the data. Primarily as extensive investigation works was undertaken on Councils bridge and culvert assets in recent years providing data with a **HIGH** degree of accuracy. Once further investigation of pedestrian bridge assets is completed ensuring all pedestrian bridges are identified and data collected the confidence level in the data will be enhanced.

There is confidence in the calculation of the financial information is also **HIGH**; the results are based on asset quantities with **HIGH** confidence and asset age with **HIGH** to **MODERATE** confidence. This plan has incorporated asset condition as assessed by independent third party provider who is an expert in this field. The condition has been used to determine remaining useful life, providing a high level of confidence in the financial predictions.

### 1.12 The Next Steps

The actions resulting from this asset management plan are to:

- Continue to improve asset data particularly with respect to pedestrian bridges;
- Increase staff awareness surrounding the importance of maintaining an up to date and accurate bridge and culvert information for inclusion into future revisions of this BrAMP, and;
- Implement the BrAMP improvement plan as time and resources allow.



**1.13 Key Issues:**

Latrobe City has very few specific bridge and culvert issues.

The most common issues that arise with bridge and culvert assets are generally associated with sufficient load capacity. Load limits on structures are seen as an inconvenience by heavy vehicle operators, particularly if alternative routes increase travel time significantly. There are no known issues with respect to lack of sufficient capacity with regards to traffic volume resulting in traffic jams, causing delays and frustration for motorists.

No survey has previously been undertaken in order to determine the demands of the community. Undertaking these surveys in the future will allow council to better define key issues.



## Bridge and Major Culvert Asset Management Plan 2017

### 2 INTRODUCTION

#### 2.1 Background

This Bridge and Major Culvert Asset Management Plan (BrAMP) aids responsive management of assets (and services the provided from assets), compliance with regulatory requirements and records funding needs to provide the required levels of service over the forward planning period.

#### 2.2 The purpose of the Bridge and Major Culvert Asset Management Plan

##### 2.2.1 The purpose of the BrAMP

The fundamental purpose of an asset management plan is to demonstrate good long-term strategic management of bridges and culverts in the context of:

- Council's available financial and human resources;
- The community's desired levels of service is in accordance with Council's key strategic documents and meeting legislative requirements.

The BrAMP achieves this by setting standards, service levels and programs which Council will develop and deliver. The standards and service levels have been set in accordance with user needs, regulations, industry practice and legislative codes of practice.

##### 2.2.2 The relationship of the BrAMP to other Planning Documents

This asset management plan falls under the Latrobe 'Asset Management Strategy (2014-2018) (The Strategy) document, which outlines the Council's strategy for maintenance of existing infrastructure for that 4 years period. The Strategy was formed through consultation with the community and stakeholders that have an interest in the future of the City. Other Council planning documents that relate to this asset management plan include:

- Latrobe City's Road Management Plan (2017)
- Bridge and Major Culvert Asset Management Plan (2009-2013)

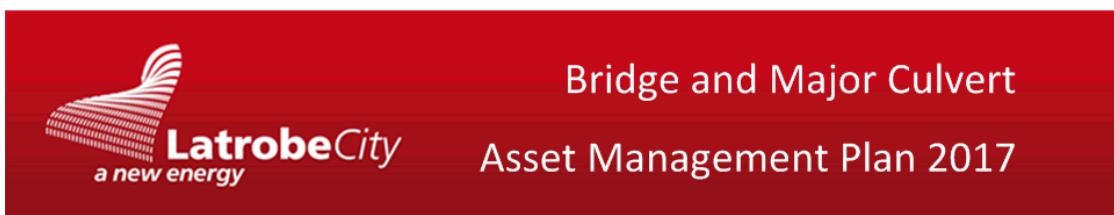
The plan also relates to a number of legislative documents which are outlined in Section 3.3.

This BrAMP includes, where Council is the responsible bridge authority:

- Road Bridges
- Major Culverts
- Pedestrian Bridges and Structures

For clarity, the following are not included in this plan:

- Minor Culverts which form part of Council's drainage assets



### 2.3 BrAMP Stakeholders

Council recognises varying needs of external and internal stakeholders depending on whether these stakeholders are the business community, residents, or visitors.

**Table 2.3.1: External Key Stakeholders**

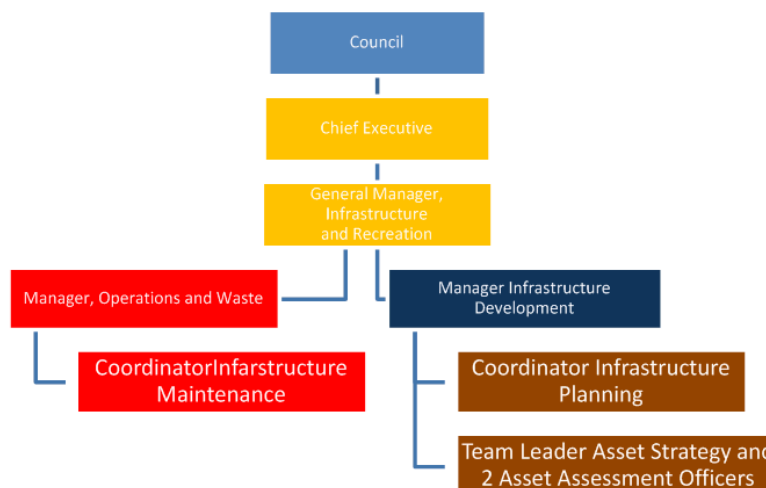
| <b>External Key Stakeholder</b>                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------|
| Community and general users                                                                                                               |
| Local Businesses                                                                                                                          |
| Transport Businesses                                                                                                                      |
| Forest Industry, Farming Communities                                                                                                      |
| Tourists and visitors – as occasional users                                                                                               |
| Management Committees of the Environment                                                                                                  |
| Emergency agencies (Police, Fire, Ambulance, State Emergency Service)                                                                     |
| Utility agencies which utilise the structures for their infrastructure (water, sewage, gas, electricity, telecommunications and the like) |
| Tourists and visitors – as occasional users                                                                                               |
| VicRoads                                                                                                                                  |
| Developers                                                                                                                                |
| Council's Insurer                                                                                                                         |
| State and Federal Governments                                                                                                             |
| Baw Baw Shire Council, South Gippsland Shire Council and Wellington Shire Council.                                                        |

Council's organisational structure for service delivery from infrastructure assets is detailed below. The functions that have been identified in the Asset Management Strategy 2014-2018 are not fully reflected in the organisational structure.

Within Latrobe City there are internal stakeholders that either have responsibility for the delivery of transport assets or deliver services to our community that depend upon transport asset. The core organisation structure of those stakeholders is presented in Figure 2.3.1 and detail of their roles is shown in Table 2.3.2. However, Latrobe City Council organisation structure is listed in Figure 2.3.2. More detailed outline of responsibilities throughout an assets life-cycle is presented in Figure 2.5.4.



Figure 2.3.1: Organisational Structure Chart



Key internal stakeholders and their role in asset management are outlined in Table 2.3.2.

Table 2.3.2: Key Internal Stakeholders

| Internal Key Stakeholder                | Role in Asset Management Plan                                                                                                                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillors                             | Represent the needs of community/stakeholders, allocate resources to meet the organisation's objectives in providing services while managing risks, ensure organisation is financially sustainable. |
| CEO/General Manager                     | Overall stewardship and responsibility to provide the support structure and resources to allow adequate management of the bridge assets.                                                            |
| Manager Infrastructure Development      | Manage strategic planning, construction of new, and renewal of existing assets.                                                                                                                     |
| Coordinator Infrastructure Planning     | Provide support and undertake strategic asset planning.                                                                                                                                             |
| Team Leader Asset Strategy              | Coordinate strategic planning activities and maintain bridge data.                                                                                                                                  |
| Asset Assessment Officers               | Data collection, condition reporting and spatial location of assets.                                                                                                                                |
| Manager Operations and Waste            | Manage reactive and planned asset maintenance.                                                                                                                                                      |
| Co-ordinator Infrastructure Maintenance | Provide support and guidance to reactive and programmed routine maintenance. Undertake Level I inspections.                                                                                         |
| Council Business Units                  | Responsible for operational delivery, local laws enforcement and land use / development planning.                                                                                                   |



# Bridge and Major Culvert Asset Management Plan 2017

Figure 2.3.2 Latrobe City Council Organisational Structure  
Executive Team

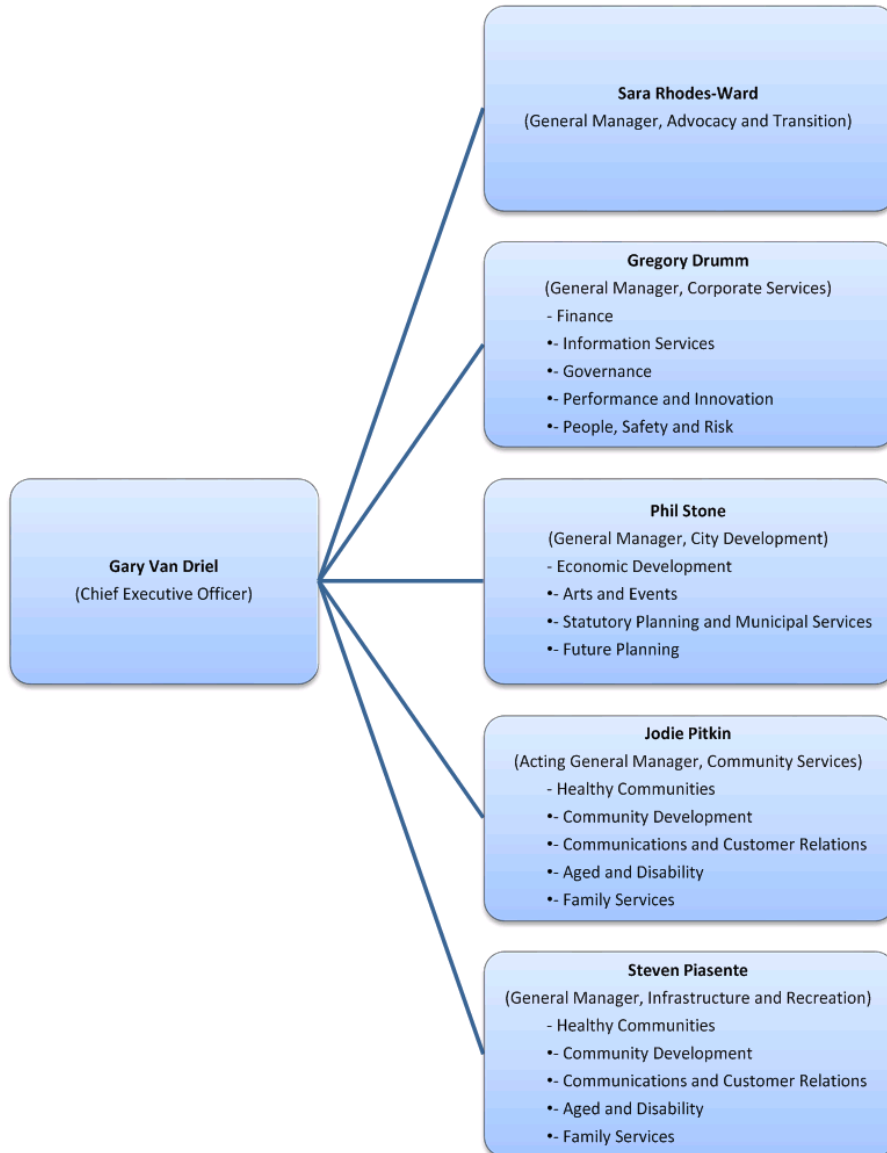
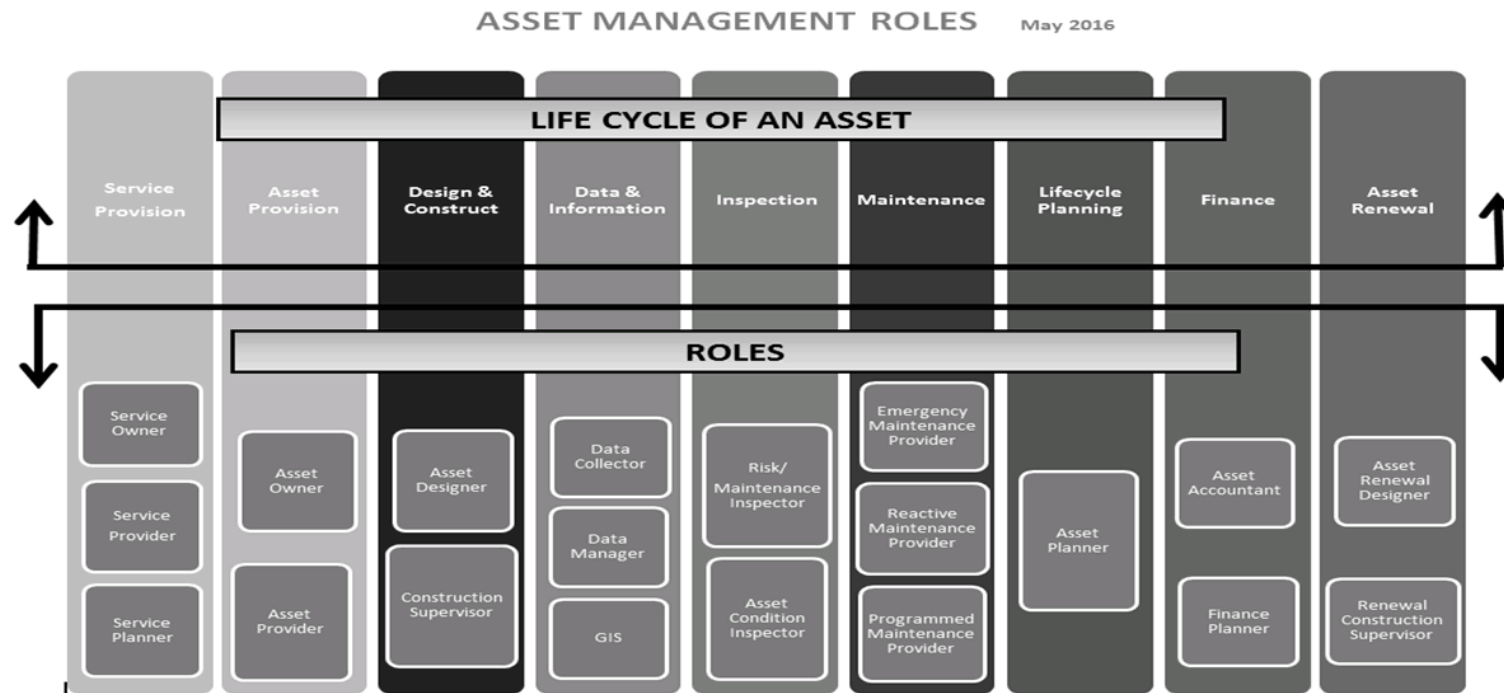






Figure 2.4.4: Organisational Asset Management Structure/Roles







| Service & Asset Function        | Division      | Department | Position                         | Formalised in Organisational Structure |
|---------------------------------|---------------|------------|----------------------------------|----------------------------------------|
| Service Owner                   | IR            | IR         | GM IR                            | No                                     |
| Service Provider                | IR            | Infra Dev  | Mgr Infra Development            | No                                     |
| Service Planner                 | IR            | IR         | Not allocated to position        | No                                     |
| Asset Owner                     | IR            | Infra Dev  | Mgr Infra Development            | No                                     |
| Asset Provider                  | IR            | Infra Dev  | Mgr Infra Development            | Yes                                    |
| Asset Designer                  | IR            | Infra Dev  | Co-ord Infra Design              | Yes                                    |
| Construction Supervisor         | IR            | Infra Dev  | Co-ord Civil Works Projects      | Yes                                    |
|                                 |               |            | Civil Engineers                  | Yes                                    |
|                                 |               |            | Team Leader Development          | Yes                                    |
|                                 |               |            | Co-ord Major Projects            | Yes                                    |
| Data Collector                  | IR            | Infra Dev  | Asset Assessment Officer         | Yes                                    |
| Data Manager                    | IR            | Infra Dev  | Team Leader Asset Strategy       | Yes                                    |
| GIS                             | IR            | Infra Dev  | Asset Assessment Officer         | Yes                                    |
| Risk Inspector                  | IR            | Infra Ops  | Manager Operations and Waste     | No                                     |
| Asset Condition Inspector       | IR            | Infra Dev  | Team Leader Asset Strategy       | Yes                                    |
| Emergency Maintenance           | IR            | Infra Dev  | Team Leader Sealed Roads         | Yes                                    |
|                                 |               |            | Team Leader Building Maintenance | Yes                                    |
| Reactive Maintenance            | IR            | Infra Dev  | Not Allocated to position        | No                                     |
|                                 |               |            | Co-ord Infrastructure Planning   | Yes                                    |
| Programmed Maintenance Provider | IR            | Infra Ops  | Not Allocated to position        | No                                     |
| Asset Planner                   | IR            | Infra Dev  | Co-ord Infrastructure Planning   | Yes                                    |
| Financial Planner               | Corp Services | Finance    | Mgr Finance                      | No                                     |
| Asset Accountant                | Corp Services | Finance    | Mgr Finance                      | No                                     |
| Asset Renewal Designer          | IR            | Infra Dev  | Co-ord Infra Design              | Yes                                    |
| Asset Renewal Supervisor        | IR            | Infra Dev  | Co-ord Civil Works Projects      | Yes                                    |
|                                 |               |            | Civil Engineers                  | Yes                                    |
|                                 |               |            | Team Leader Development          | Yes                                    |
|                                 |               |            | Co-ord Major Projects            | Yes                                    |

#### 2.4 Goals and Objectives of Asset Management

The organisation exists to provide services to its community. Some of these services are provided through infrastructure assets. Council has set detailed goals for the management of the bridges and major culvert assets in the 'Bridge and Major Culvert Asset Management Plan'. Achievement of the goals will be critical in maintaining the level of service desired by the community. Council has acquired infrastructure assets by 'purchase', through construction by our staff or contract, and by gifting of assets constructed by developers and others.

The goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future users.



The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment.
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Managing risks associated with asset failures,
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed, and
- Continuing improvement in asset management practices.

This plan aims to improve strategies and methods toward achieving these goals.

### 2.5 Plan Framework

This asset management plan's framework will generally follow the format set out by the Institute of Public Works Engineers Australia (IPWEA), modified as required to suit the current needs of Latrobe City Council in relation to the management of their bridge and major culvert assets.

Key elements of this plan are:

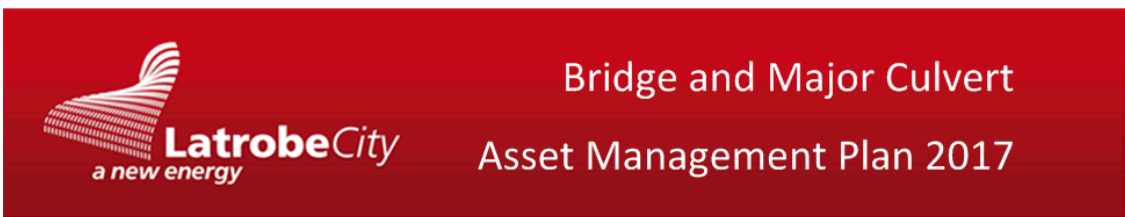
- Defining the current and desired levels of service for the assets, and predicting future demands
- Establishing a life cycle management strategy for the assets, including maintenance, renewal and replacement plans
- Developing a financial strategy for the management of these assets (including predicted expenditure, funding requirements, valuations and the like)
- Monitoring of the plan to ensure it is meeting organisation's objectives, and
- The implementation of an Asset Management Improvement Plan (Appendix H).

### 2.6 Community Consultation

Future revisions of the BrAMP will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability and willingness to pay for the service.

The plan does not attempt to:

- Optimise decision making, or to
- Balance community expectation of service provision and levels of service to Council's ability to fund.



**3 LEVELS OF SERVICE**

**3.1 Customer Research and Expectations**

Council has not carried out any research on customer expectations. This will be investigated for future updates of the BrAMP.

The levels of service developed for this plan are based on current adopted technical levels of service that have been the experience of Council in delivering the service and responding to community requests and complaints, including safety of the structure, reliability and performance and, in the case of business and industry, minimal impact on the transportation of goods (i.e. load restrictions).

In order to refine the expectations of the networks customers, targeted feedback from the groups listed above should be sought and incorporated into future revisions of this document.

**3.2 Strategic and Corporate Goals**

This BrAMP is prepared under the direction of the organisation’s vision, mission, goals and objectives.

Our Objectives are to:

- Improve the liveability and connectedness of Latrobe City;*
- Ensure that Council operates openly, transparently and responsibly.*

Our Strategies are to:

- Develop council’s long term financial plan and asset management plan to ensure that Council remains financially sustainable; and*
- Provide services, infrastructure and advocacy to support health, well-being and safety of our community.*

Relevant organisational goals and objectives and how these are addressed in the BrAMP are included in Table 3.2.1.

a) Table 3.2.1: Organisational Goals and how these are addressed in this Plan

| Strategies                                                                                                                   | Objectives                                            |                                                                  |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------|
|                                                                                                                              | Improve liveability and connectedness of Latrobe City | Ensure Council Operates openly, transparently and responsibility |
| Develop Council’s long term financial plan and asset management plan to ensure that Council remains financially sustainable. |                                                       | YES                                                              |
| Provide services, infrastructure and advocacy to support health, well-being and safety of our community.                     | YES                                                   |                                                                  |



The organisation will exercise its duty of care to ensure public safety is accordance with Council's risk management policies. Management of infrastructure risks is covered in Section 5.2.

### 3.3 Legislative Requirements

The organisation will meet legislative requirements including Australian and State legislation and regulations. These are included in Table 3.3.1.

**Table 3.3.1: Legislative Requirements**

| Legislation                                                        | Requirement                                                                                                                                                                                 |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Government Act 1989                                          | Sets out role, purpose, responsibilities and powers of local governments.                                                                                                                   |
| Road Management Act 2004                                           | Relates to management of roads                                                                                                                                                              |
| Subdivision Act 1988 and Subdivision Regulations (Procedures) 1989 | Sets out the requirements for the provision of infrastructure resulting from development.                                                                                                   |
| ResCode                                                            | Specifies infrastructure requirements and standards for urban development.                                                                                                                  |
| Environment Protection Act 1970                                    | Relates discharge, emission or deposit of any substance that may pollute any segment or element of the environment                                                                          |
| Emergency Management Act 1986                                      | Requires a council to have a Municipal Emergency Management Plan to address local emergency risks.                                                                                          |
| Occupational Health and Safety Act 2004                            | Applicable to working on stormwater infrastructure.                                                                                                                                         |
| Transport Integration Act 2010                                     | Requires that all decisions affecting the transport system be made within the same integrated decision-making framework and support the same objectives.                                    |
| Transport (Safety Schemes Compliance and Enforcement) Act 2014     | Provides Transport Safety Victoria with detailed entry, search, seizure and questioning powers and administrative sanctions to support Victoria's local rail, bus and marine safety schemes |
| Vic Roads Standards                                                | Used in conjunction with Council's Standards to determine minimum standards for road construction and maintenance                                                                           |
| All other relevant Australian Standards and Codes of Practice      | Such as Codes of Practice relating to Road Management Act and other relevant legislation                                                                                                    |
| All other relevant State and federal Acts and Regulations          | Where applicable, including Disability Discrimination Act (1992) including the Disability Standards for Accessible Public Transport (2002)                                                  |
| All Local Laws and relevant policies of the Organisation           | Construction standards, Maintenance contracts, etc                                                                                                                                          |

### 3.4 Community Levels of Service

Community Levels of Service measure how the community perceives the service and whether the organisation is providing community value.

Service levels are defined in two terms, community levels of service and technical levels of service.



The organisation's current and expected community service levels are detailed in Table 3.4.1. The table show the agreed expected community levels of service based on resource levels in the current long-term financial plan and non-structured community consultation/engagement.

The community level of service has been developed over many years as a result of community feedback, consultation and developments to meet the requirements of the Road Management Act 2004. The levels of service defined in this section will:

- Clarify the level of service that our community should expect;
- Identify works required to meet these levels of service;
- Identify the costs and benefits of the services offered;
- Enable Council and our community to discuss and assess the suitability, affordability and equity of the existing service level and to determine the impact of increasing or decreasing the level of service in future.

The primary purpose of the bridge network is to provide safe, convenient and mostly all-weather access to properties. The community also desires that the access be clean, comfortable, and aesthetically pleasing.

The following tables define existing community expectations of transport service levels given due regard to the medium term strategic goals and objectives in the current Council Plan.

Council currently receives feedback from the community from the following various sources:

- Benchmarking with like Councils
- Pathways Request – customer requests and reactive asset complaints, and
- Annual Local Government Community Satisfaction Surveys.



## Bridge and Major Culvert Asset Management Plan 2017

Table 3.4.1: Community Level of Service

| Key Performance Indicator | Level of Services                                                                                                                     | Performance Measure                                                                                                                                                            | Target Performance                                                                                                                                                                                                    | Current Performance                                                                                                                        |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Quality                   | Community satisfaction with bridges & culverts (ride quality, width appropriate to traffic type)                                      | Annual Victorian Local Government Community Satisfaction Survey<br>Inspection and rehabilitation of structures<br>Adopt Australia/VicRoads bridge design and culvert standards | Maintain level of satisfaction<br>Inspection of new assets/compliance Standard engineering bridge/culvert development conditions applied<br>Develop operational plan and measure performance                          | Routine inspection checklist and recording at least annually in 'reporting system'<br>Plans recorded in council system                     |
| Capacity and Reliability  | Meet bridge user requirements as part of the road/ pathway network available, with bridges consistently available in locations needed | Community requests relating to user requirements, load capacity, non-availability<br>Community surveys                                                                         | Culvert/bridge checklist updated. Load capacity issues considered promptly and based on an assessment of the economic impact against the cost to provide greater capacity.<br>Refer minimum width requirements in RMP | Minimum, annual inspection of all bridge/culvert structures in accordance with RMP<br>Capacity requests are rare but addressed as defined. |
| Safety                    | Bridges are safe for all users.<br>Bridges are free from obstructions and hazards, accessible and safe for all groups                 | Community requests relating to safety/ obstructions<br>Reported accidents/ incidents resulting in liability claims                                                             | Works prioritised and undertaken within operational resources and RMP requirements                                                                                                                                    | Inspection regime including annual prioritised works program<br>To be determined (Improvement Plan action)                                 |
| Economic                  | Provide service in cost effective manner                                                                                              | Number of bridge relating to economic efficiency.                                                                                                                              | Community satisfaction increases                                                                                                                                                                                      | To be determined (Improvement Plan action)                                                                                                 |





## Bridge and Major Culvert Asset Management Plan 2017

### 3.5 Technical Levels of Service

Supporting and designed to meet the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide a functioning bridge network, which involves services such as street sweeping, rubbish removal and the provision of street lighting.
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. cleaning of refuse/rubble, removing tree roots, replacing cracked pit lids, repairing potholes). Maintenance is generally divided into reactive maintenance and routine maintenance.
  - Reactive maintenance is generally as a response to community requests and scheduled bridge inspections undertaken in compliance with the Road Management Plan (RMP). The need for maintenance action is generally assessed against the intervention levels as outlined in the BrAMP.
  - Routine maintenance comprises of planned activities to maintain the serviceability of the transport network and includes such actions as grading, culvert cleaning and table drain cleaning.
- Renewal – comprises capital works that return the service capability of an asset to its original status at the time of it reaching the end of its useful life.
- Upgrade – comprises capital works undertaken to provide a higher level of service than that which the asset was originally build to deliver, in a road sense this may include the provision of kerbing that was not originally provided or sealing a previously unsealed road.
- New – capital works undertaken to provide a new asset which in turn provides a new service of the grouped with expansion which is capital works that expanded level of service able to be provided.

Table 3.5.I shows the technical level of service expected to be provided under this BrAMP. The agreed sustainable position in the table documents the assumed current position of Council based on existing and past practice. Further development of this Plan will include/consider community consultation and trade-off of service levels performance, costs and risk within resources available in the long-term financial plan.

Some of the maintenance activities are delivered through the implementation of the BrAMP.

Reconstructed (Asset Renewal), Upgraded and New Assets.

The BrAMP is based on asset modelling which uses asset condition projected forward through time to the forecast point at which the asset reaches the end of its useful life. These activities are funded wholly by Council under specific renewal programs such as the :

- Bridge Renewal Program;
- Bridge and Culvert Upgrade program
- Bridge and Culvert Component Replacement program;

The projected funding requirements for these programs are included in this BrAMP.



Most new assets and upgraded assets are provided through development activity, after which the assets are gifted to Council. It is not foreseen that Council would provide a new vehicular bridge but quite possible as footpaths, tracks, and trails are developed that as a result of that identified need a footbridge will be provided. Funding for the new footbridge would be incorporated into the tracks and trails program and as such, is not forecast within this Plan.

Upgrade of a vehicular bridge is possible where it has reached the end of its useful life and will be constructed to current load capacity standards. Or, where there are economic benefits that can be derived from a higher capacity and the upgrade is within Council's capacity to fund, strong consideration will be made based on the genuine economic benefit derived against the community funded upgrade. As an example if the economic benefit is short lived, for example a single timber coup that has a harvest once every 30 years but has an alternate route, will not likely be considered unless inexpensive or funded externally.





## Bridge and Major Culvert Asset Management Plan 2017

**Table 3.5.1: Technical Level of Service**

| Key Performance Measure  | Level of Service                                                                                         | Performance Measure Process                                                                                                                                                                                                                          | Performance Target                                                                                                                             | Current Performance                                                                                                                                                                                                                                 |
|--------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quality                  | Provide timely maintenance.<br>Undertake condition assessments every 5 years.                            | Bridge asset condition assessments to determine and report on condition rating for all bridges<br>Outstanding defects from customer requests and condition assessments                                                                               | Regular asset condition report to management                                                                                                   | Bridge and major culvert asset report produced for management<br>Asset management plan updated                                                                                                                                                      |
| Capacity and Reliability | Bridge/culvert structural and hydraulic capacity.                                                        | Load limited structures meet standard of road class<br>Asset meets flood recurrence Australian standards<br>Waterway inspected and cleared                                                                                                           | All new and upgraded bridges meet required standards and consistent with Road Management Plan hierarchy                                        | To be determined (Improvement Plan action)                                                                                                                                                                                                          |
| Safety                   | Provide safe bridges free from defects and hazards.<br>Clear safety signage for width and load capacity. | Operational/ maintenance inspection<br>Undertake bridge inspections, Level 1 annually, Level 2 every 5 years<br>Outstanding defects from customer requests, bridge inspections and/ or incidents                                                     | Meet legislative requirements<br>Complete Level 1 and Level 2 inspections<br>Condition report provided to Engineering                          | Completion of inspections in line with inspection regime<br>Completion of works identified in field inspection<br>Completion of works identified in condition inspection/reports<br>Asset management report submitted to management and Engineering |
| Economic                 | Provide services in cost-effective manner                                                                | Tender for major works in compliance with tendering process<br>Bridge maintenance and capital works costs within budget<br>Under-capacity bridges do not impact economic operation of adjacent businesses where within Council's ability to service. | Works approved in accordance with internal tender process<br>Meet budget expenditure with 100% planned maintenance and capital works completed | Works tendered and approved in accordance with council policy and procedures<br>Funding of bridge upgrades sought whenever practical.                                                                                                               |



3.5.1 Construction Standards for Reconstructed (Asset Renewal), Upgraded and New Assets.

New bridges, culverts and footbridges will be provided are in accordance with:

- o The Infrastructure Design Manual (IDM)
- o Council's design standards; and
- o Relevant Australian Standards.

Council has endorsed adopting the IDM to communicate its transportation network construction standards. These standards take into account road user requirements relating to operational comfort, convenience, safety and the funding resources available to Council.

It is not intended that all existing bridges will be upgraded to comply with these adopted Standards, however any new work will be constructed to the desirable Standard, where practicable. In instances where adopted standards cannot be achieved, professional judgement and industry best practice will be adopted. Renewal works will endeavour to increase the standard to meet the relevant applicable standards but is subject to funding and what is practical within the existing road environment.

Desired Levels of Service

Council has previously developed level of service targets in past versions BrAMP, however, recent inspections of the bridge and culvert assets indicate that several structures fail to comply with AS5100. Consequently, the desired levels of service suggested in Table 3.5.2 have been developed in an attempt to focus on compliance of Council's bridge and major culvert network with AS5100 requirements. These levels of service have been derived from the customer, strategic/corporate and legislative requirements discussed above.

Table 3.5.2: Desired levels of service

| Level of Service    | Road Structures                                                                                         | Pedestrian Structures                                           |
|---------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Structure width     | No narrower than road approach                                                                          | 1.8m clear width between handrails (new structures)             |
| Load capacity       | SM 1600 (and HLP as req.)<br>Adequate capacity for the expected traffic loading for existing structures | 5.0 kPa crowd loading <sup>1</sup>                              |
| Bridge life         | Meets intended design life (100 years for new structures)                                               | Meets intended design life (100 years for new structures)       |
| Driving comfort     | Meets road design guidelines                                                                            | -                                                               |
| Speed restrictions  | None present <sup>2</sup>                                                                               | -                                                               |
| Barriers/guardrails | To the requirements of AS5100.1                                                                         | To the requirements of AS5100.1                                 |
| Structure condition | No structural components in Condition State 3 or 4 <sup>3</sup>                                         | No structural components in Condition State 3 or 4 <sup>3</sup> |

<sup>1</sup> AS5100.1-2017 Bridge design, Part 1: Scope and general principles

<sup>2</sup> Posted speed limit of road, as determined by road geometry, is not reduced due to a structures condition or load capacity

<sup>3</sup> See Section 4.1.4 for a description of component condition states



Current Levels of Service

Table 3.5.3 outlines how the network is currently performing in relation to the suggested levels of service in Table 3.5.2 above. The information provided aims to highlight the areas across the network that require improvement in order to meet customer expectations, strategic/corporate goals and legislative requirements.

Table 3.5.3: Current levels of service

| Level of Service                   | Road Structures                                                                               | Pedestrian Structures                                                            |
|------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Structure width                    | None narrower than road approach (assumed)                                                    | -                                                                                |
| Load capacity I, <sup>4</sup>      | 7 structures (SM1600)<br>46 structures (T44)<br>57 structures (MS18)<br>1 structure (A class) | 2 structures (5kPa)                                                              |
| Bridge life <sup>2,4</sup>         | Oldest structure 62 years old                                                                 | Oldest structure 45 years old                                                    |
| Driving comfort                    | Unknown                                                                                       | -                                                                                |
| Speed restrictions <sup>3</sup>    | No speed restrictions in place for 39 structures                                              | -                                                                                |
| Barriers/guardrails <sup>4</sup>   | 70 structures with guardrails/barriers that appear to not meet current standards              | -                                                                                |
| Structure condition <sup>3,5</sup> | 69 structures with condition 4 defects and 98 with condition 3 defects.                       | 6 structures with condition 4 defects and 12 structure with condition 3 defects. |

<sup>1</sup> Load Capacity values determined through visual inspection only of structures in accordance with AustRoads Guide to Bridge Technology Part I (2009) (Table 3.1, Section 3.10.1).

<sup>2</sup> Bridge Life determined through visual inspection only.

<sup>3</sup> Based on structures inspected by LMS and Pitt&Sherry only.

<sup>4</sup> Based on structures inspected by pitt&sherry only.

<sup>5</sup> See Section 4.1.4 for a description of component condition states

As highlighted in the above table, there are a number of areas where the current levels of service being provided by the bridge and major culvert network are not meeting the desired levels of service outlined in The recommendations contained in this report aim to assist in improving the network to meet these desired levels of service. This will be an iterative process as more information is gathered on the network relating to these levels of service.



## Bridge and Major Culvert Asset Management Plan 2017

### 4 FUTURE DEMAND

#### 4.1 Demand Drivers

Drivers affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, to ensure Council's bridge network meets future service provision levels Council must consider primarily:

- Population changes – e.g. developments, general densification or otherwise;
- Changes in traffic patterns arising from changing demographics, businesses, changes in the VicRoads network

#### 4.2 Changes that Impact Service Provisioning (ie the number of bridges or culverts required)

##### 4.2.1 Customer Expectations Changes

The main customer groups in relation to the major culvert network are the general public, business and industry and emergency services. The customer expectations of these groups are not expected to alter noticeably over the duration of this plan, and therefore the future demand on the network is not expected to increase due to increased expectations.

A bridge upgrade request however is not rare and will be assessed based on the economic needs, the cost for options to upgrade, and the options available for the customer such as low level crossings or alternate routes.

With respect to footbridges, this is driven by the development of footpaths, tracks and trails, either for new or upgrades to low level crossings.

##### 4.2.2 Industry Changes

The recent closure of the Hazelwood Power generation facility will have an isolated short term impact on travel patterns however this is not considered to have a general impact on surrounding bridge provision requirements or maintenance.

Generally any significant loss of employment will have a negative effect on the economy and potentially reduce the travel on the road network and hence, the bridges and culverts. The impact is likely to be distributed across the network to an extent that it is likely to be difficult to quantify. However, this is unlikely to translate into fewer bridges or reduced bridge standards. Also, considerable effort is being made to find alternative sources of employment to reduce this impact.

In summary, changes to the transportation network associated with the industry changes are predicted to be minor or limited to a small area.

##### 4.2.3 Population Changes

Population projections by the Australian Bureau of Statistics indicate that Latrobe City continue to experience current growth trends that the population be approximately 81,200 by 2031 (Victoria in Future 2016).

The majority of this growth is forecast to be concentrated within the Traralgon area and hence it is expected that population pressures will be most felt in Traralgon.

##### 4.2.4 Residential Development

New bridge assets required to meet future predicted growth will be vested to Council via developers and/or constructed by Council. Council does not have accurate information on hand to identify how many new bridges will be constructed or what the value of these assets will be, as developments are subject to market demand and factors beyond the control of Council



## Bridge and Major Culvert Asset Management Plan 2017

The bulk of population growth in Latrobe City is on the fringes of Traralgon, most notably the area north of Cross's Road and the precinct bounding Marshalls Road. The development in these areas will result in pressures on the local road network. Overall growth in Traralgon will place pressure on key elements of the road network within the CBD precinct. Traralgon currently has emerging network issues relating to North-South movement and East-West movement in precincts north of the Traralgon CBD. This dynamic will be altered when the Traralgon bypass is developed. These are complex network issues that will require sophisticated modelling to develop network wide solution as opposed to reacting to the individual emerging issues.

The other significant development with Latrobe City that will have impact both locally and within the wider network is the Lake Narracan development north of Moe.

### 4.2.5 Short-term consideration (0-5 Years)

Little action is required in the short-term in respect of new bridges. The Downies Lane Bridge and Lewis's Road bridges has been identified as due for renewal or major rehabilitation, Rathjens Bridge on the boundary with Wellington Shire is planned to be replaced in 2017/18.

Studies are underway to explore a new Traralgon Creek crossing north of the Franklin Street bridge. This is not supported based on existing studies and reports and has therefore not been included in this plan.

### 4.2.6 Medium-term consideration (10 -20 Years)

No specific action is identified however depending on the findings of traffic network modelling and advance simulation analysis, potential projects emerging issues may include a crossing of Traralgon Creek north of Franklin Street bridge. Because current reports do not support this, and there are other options other than a bridge that can be explored, this project is yet to be formally included as a future demand action.

### 4.2.7 Long-term consideration (> 20 Years)

No specific action is identified however Council should investigate the change in traffic resulting from the Lake Narracan and Traralgon Bypass to identify need for improvements such as:

- Provision of a link across Traralgon Creek north of the current Franklin Street bridge;
- Provision of another grade separated railway crossing in Moe; and

### 4.2.8 Current Bridge Asset Utilisation

There are sections of Council's road network that are showing signs of being congested at peak times. While the level of stress is still well below impacts experienced within a large city, they are of concern to motorists from our community who use these roads at peak times. Changes that Impact Service Demand (i.e. the types of bridges required)

There are many factors that influence service demand on Council's road asset network some of these are explore further below.

### 4.2.9 Dairy Industry (Milk Tankers)

The increase in the use of mini-B-Doubles over the larger tri-axial tankers milk tankers on the rural access bridges has not resulted in the predicted reduction of pavement damage at driveway access points. In addition, the Federal Government has approved higher mass limits for trucks, which has resulted in increased stress on pavements and bridges. Council has not generally approved higher mass limits on some bridges with early dates of construction or known capacity issues.

### 4.2.10 Plantation Forest Industry (Log Trucks)

Latrobe City contains extensive plantations in the Strzelecki Ranges. Harvesting is now undertaken by very efficient, high technology harvesting and loading equipment that can operate 24/7, in the wet, and in all seasons. Council negotiates with the plantation managers to ensure that harvesting is scheduled to minimize damage to pavements and bridge structure, especially in wet months.





4.2.1.1 Technological Changes and Innovation

Technology changes are forecast to have an effect on the delivery of bridge and major culvert related services covered by this plan, as a majority of structures are built of reinforced concrete, where design principles and materials have historically been proven to be durable and cost effective. The timber bridge assets are likely to be replaced with reinforced concrete, subject to engineering investigation and heritage aspects.

It is anticipated that current technology trends will affect delivery of services from Council's bridge assets in the areas outlined in Table 4.2.1.

Table 4.2.1: Technological Factors and Impact on Service Delivery

| Technological Factor                                           | Impact on Service Delivery                                                                             |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Trend for increasing mass limits for trucks and heavy vehicles | Load limits on existing bridges may restrict movement of increased mass limit vehicles                 |
| Increased dimensions of agricultural equipment                 | Dimensional limits on existing bridges may restrict movement of increased width agricultural equipment |
| Improved bridge construction techniques                        | Bridges can be maintained and managed more cost effectively                                            |
| Improved bridge rehabilitation techniques                      | Extended service life would decrease long term required renewal/ replacement expenditures              |

4.3 Demand Forecast

The present position and projections for demand drivers that may impact future service delivery and utilisation of assets are documented in Table 4.3.1.

Table 4.3.1: Demand Drivers, Projections and Impact on Services

| Demand Drivers                                                            | Present position                                                                                                      | Projection                                                                      | Impact on services                                                             |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Population Changes                                                        | Leading to ongoing residential development                                                                            | To remain steady for the next 10 years                                          | Negligible                                                                     |
| Traralgon Growth Area including northeast and southwest developments      | Approximately 6.1 km of Gifted road length per annum                                                                  | To remain steady for the next 10 years                                          | Flow on impacts and cost to address network stress issue in the Traralgon CBD. |
| Moe North and Morwell North West                                          | Approximately 6.1 km of Gifted road length per annum                                                                  | Not to significantly contribute to gifted assets in the short-term.             | Negligible                                                                     |
| Increase in rural living and an increase in the population of small towns | Expectation of an increased level of service of drainage management in small towns and rural residential developments | Pressure for increase in service levels particularly sealing of unsealed roads. | Increase in cost to Council under the current Special Charge Scheme Policy.    |



The combined factor for growth used in modelling the financial needs of this plan is 1.5%. This includes the estimate for annual gifted assets, commitments under Development Contribution Plans and contingency for future network upgrades for capacity issues. This forecast will be refined in future revisions of this BrAMP.

At the time of this plan, no forecast modelling has been conducted directly relating to future demand increase on the bridge and culvert infrastructure network. However, forecast modelling has been conducted previously with regards to the overall population within the council, as part of the *Residential and Rural Residential Land Assessment Report (2009)*. The model indicates predicted population growth rates within the region, which then influences traffic volume, increasing demand. Table 4.3.2 indicates expected population growth in the region under various conditions. As part of future revisions of this document, it is recommended that some demand forecast modelling be conducted that focus directly on demand drivers such as traffic volume, in an attempt to quantify any future increases.

**Table 4.3.2: Population growth forecast (Latrobe City Council)**

| Growth Scenario          | Growth rate (percentage) | Estimated population increase | Estimate period |
|--------------------------|--------------------------|-------------------------------|-----------------|
| Low growth scenario      | 0.4% pa                  | 3,970                         | 2008-2023       |
| Moderate growth scenario | 0.7% pa                  | 8,560                         | 2008-2023       |
| High growth scenario     | 1.0% pa                  | 11,630                        | 2008-2023       |

#### 4.4 Demand Management Plan

Demand management strategies provide alternatives to the creation, strengthening/rehabilitation of assets to meet the future increases in demand. This allows for utilisation of existing assets to be maximised.

Non-asset solutions to demand management may include:

- Traffic regulation;
- Increased structural inspection frequency; and
- Determination of preferred routes for heavy vehicles.

As there is currently no demand forecasts directly focusing on the bridge and major culvert network, specific demand management strategies cannot yet be put in place. However, it would be adequate for council to develop a demand forecasting model, in order to identify demand drivers such as increasing traffic volume that may arise due to the predicted rise in population. Following demand forecasting being undertaken, Council may select the most appropriate demand management strategies to be implemented.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing asset failures and capacity issues.

Opportunities identified to date for demand management are shown in Table 4.4. Further opportunities will be developed in future revisions of the BrAMP.

Future demand increase is inevitable. Population increases (development) and changes to industry operations or locations will impact the transportation network. Council could simply build more and more road network at the community's expense and at the expense of other services, however this is unsustainable.

Larger metropolitan centres do not have the same challenge of distance experienced by rural municipalities however some strategies can be employed to manage the demand.

##### 4.4.1 Coordinating New Road Infrastructure Provision

Council, in taking over new roads and other related infrastructure from developers, will manage this process to ensure that the roads meet Council requirements, that synergy is developed with other Council aims, that developers do not transfer responsibility for inappropriately constructed infrastructure onto Council and that



## Bridge and Major Culvert Asset Management Plan 2017

the road structures constructed minimise the impact on community resources. Where appropriate external funding shall be sought for example industry related road improvements.

#### 4.4.2 Planning Controls

Society as a whole has recognised that urban sprawl is a negative and is unsustainable. Urban sprawl occurs when cheaper land on the fringe of an urban area is developed in a way that residents rely on using a motor vehicle for everyday activities, including in developments, shopping centres, schools, or other services in these suburbs can reduce the demand on the existing road network. Alternatively, population can be accommodated within the existing developed areas with infill (two lot sub-divisions), higher density renewal (townhouses and apartments in the CBD).

.Table 4.5: Demand Management Plan Summary

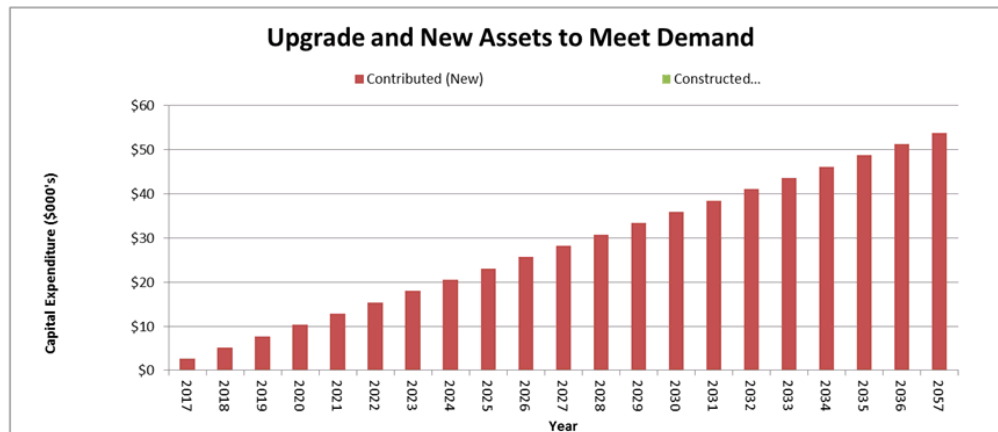
| Demand Driver           | Impact on Services                   | Demand Management Plan              |
|-------------------------|--------------------------------------|-------------------------------------|
| Bicycle use             | Less vehicle use                     | Tracks, Trails and Pathway Strategy |
| Single occupant vehicle | Unsustainable                        | Councillor & Officer awareness      |
| Gifted Infrastructure   | Ongoing costs transferred to Council | Councillor & Officer awareness      |
| Planning requirements   | Higher density development           | Councillor & Officer awareness      |
| Motorist expectation    | Unsustainable                        | Councillor & Officer awareness      |

#### 4.5 Asset Programs To Meet Demand

The new assets required to meet growth will be acquired free of cost (gifted) from land developments and constructed/acquired by Council. New assets constructed/acquired by Council are shown below in Figure 4.6.

The cumulative value of new contributed and constructed assets will be further refined in future editions of this plan.

**Figure 4.6: Upgrade and New Assets to meet demand (Cumulative)**



Acquiring these new assets will commit the organisation to fund ongoing operations, maintenance and renewal costs for the period that the provision of service from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5.





## 5 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

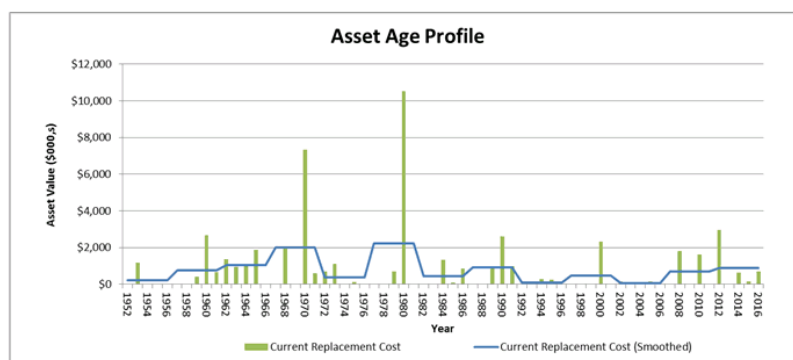
There are a total of 195 bridge and major culvert structures that fall under the responsibility of Latrobe City Council. These structures vary in construction type, material and usage. The assets covered by this BrAMP and the associated data accuracy are shown in Table 5.1.1.

Table 5.1.1: Assets covered by this Plan (as at 30 June 2017)

| Structure Type    | Number |
|-------------------|--------|
| Road Bridge       | 55     |
| Pedestrian Bridge | 79     |
| Major Culvert     | 61     |

The graph in Figure 5.1.1 shows the age distribution of the assets in the network. The graph is reflective of a large number of structure having been put in service between 30 to 50 years ago.

Figure 5.1.1: Asset Age Profile



The age of structures are only visual estimates made during previous Inspections.

Figure 2: shows the age profile of the assets, the graph shows the total value of assets for year acquired or last renewed in each year in current replacement values.

#### 5.1.2 Asset capacity and performance

At this stage there is no data available for the majority of the structures indicating their original design loads. As a guide, bridge design loads which have been utilised over different eras in Australia for vehicular traffic are shown in Figure 5.1.2. The table is extracted from Austroads 'Guide to Bridge Technology, Part I: Introduction and Bridge Performance' (2009, Table 3.1, p. 18). However, it is important to note that although the design loads stated below were the standard at the time, there is no guarantee that structures were designed in accordance with those standards. For the pedestrian structures, it is difficult to estimate the design capacity without finding the original design loading information of the structural drawings. Currently, there are 3



structures (LTB120 Jones Road, Traralgon South, , LTB280 Nadenbouschs Road, Hazelwood, and LTC470 Redhill Road, Traralgon South) within Council network that have a load limit on them.

Figure 5.1.2: Design loading in Australia (extract of Table 3.1, Austroads 2009)

| Design Era  | Design Load                             | Represents                                                           |
|-------------|-----------------------------------------|----------------------------------------------------------------------|
| Pre 1948    | Various vehicle configurations plus UDL | Approximately equivalent to 15 to 20 tonne rigid truck               |
| 1948 – 1976 | MS 18 (metric equivalent of H20-S16-44) | Approximately equivalent to 33 tonne semi-trailer                    |
| 1976 – 1992 | T44                                     | Approximately equivalent to 47 tonne semi-trailer                    |
| 1992 – 2004 | T44, but to limit states principles     | Approximately equivalent to 47 tonne semi-trailer                    |
| 2004 –      | SM1600                                  | Approximately equivalent to 2 x 75 tonne semi-trailers, nose to tail |

### 5.1.3 Asset condition

Latrobe City Council currently monitors the condition of their bridge and culvert structures in accordance with the VicRoads *Road Structures Inspection Manual* (2014). This document outlines three levels of inspections to be conducted as a part of the management of these culvert assets:

- Level 1 - Routine Maintenance Inspection
- Level 2 - Bridge Condition Inspection
- Level 3 - Detailed Structural Engineering Inspection

Level 1 and 2 inspections are programmed inspections which must be undertaken on a specified frequency (Refer to the *Road Structures Inspection Manual* (2014) for required frequencies for different types of structures). Level 3 inspections are conducted as and when required. The purpose and scope of the above inspections is outlined in the *Road Structures Inspection Manual* (2014).

In Level 2 inspections, all components on a structure are rated in one of four condition states. Descriptions of the four condition states are as follows (extract from the *Road Structures Inspection Manual* (2014)):

- **Condition State 1:** Component is in good condition with little or no deterioration
- **Condition State 2:** Component shows minor deterioration with primary supporting material showing the first signs of being affected.
- **Condition State 3:** Component shows advancing deterioration and loss of protection to the supporting material which is showing deterioration and minor loss of section.
- **Condition State 4:** Component shows advanced deterioration, loss of effective section to the primary supporting material, is not performing as designed or is showing signs of distress or overstress.

Based on the condition of its components, structures in this plan have been classified into one of five categories to give an overview of the condition of the network. These five categories are as follows:

- **Category 1:** No components in Condition State 3 or 4



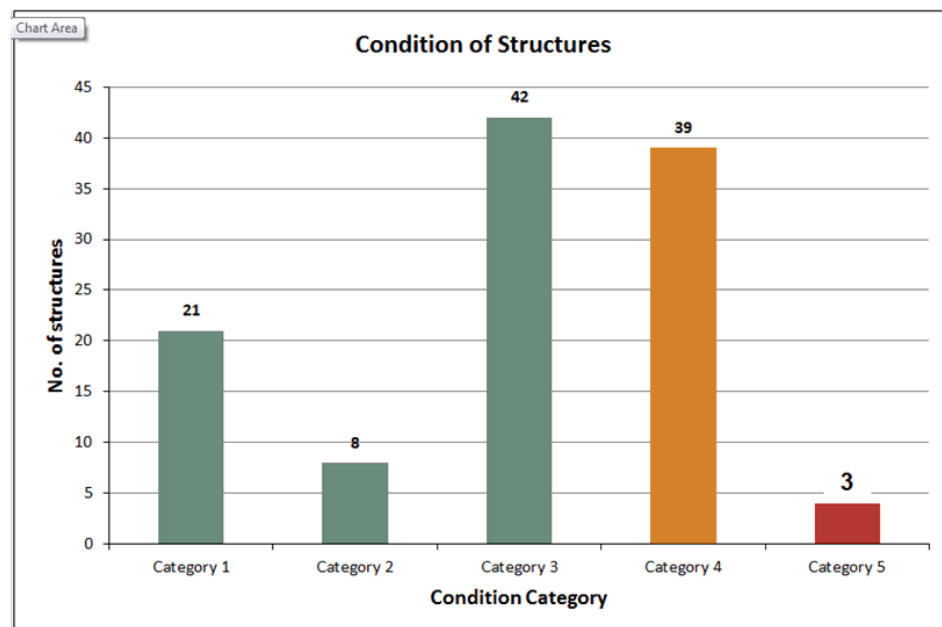
## Bridge and Major Culvert Asset Management Plan 2017

- **Category 2:** At least one non-structural component in Condition State 3, but none in Condition State 4. No structural components in Condition State 3 or 4.
- **Category 3:** At least one non-structural component in Condition State 4. No structural components in Condition State 3 or 4.
- **Category 4:** At least one structural component in Condition State 3, but none in Condition State 4.
- **Category 5:** At least one structural component in Condition State 4.

For the purpose of these categories, a structural component is classified as any component on a bridge except for bridge wearing surfaces, deck joints, kerbs and footways, bridge railings/barriers, approaches, waterways and approach barriers.

Figure 5.1.3 shows the number of structures in each of the above five categories based on the latest round of inspections conducted. From the latest round of inspections, a number of structures were identified as potentially having barriers and/or approach guard rails that do not meet current standards.

**Figure 5.1.3: Condition of structures** (The above data has been derived from data accumulated during Level 2 Inspections only)



Three structures have been placed in Category 5. They have batter protection in a condition 4 state (LTB045, Darlimurla Road, Darlimurla, LTB100, Hirsts Road, Boolarra and LTB240, Upper Middle Creek road, Budgeree) LTB100 is under renovation.

Thirty nine (39) structures were categorised as Category 4. These structures all have defects associated with structural components which need to be addressed. The defects have been included in the rehabilitation plan outlined in Appendix B.

## Bridge and Major Culvert Asset Management Plan 2017

Forty two (42) structures were categorised as Category 3 with 29 structures in Categories 1 and 2. The defects identified were maintenance defects, and these have been included in the maintenance plan.

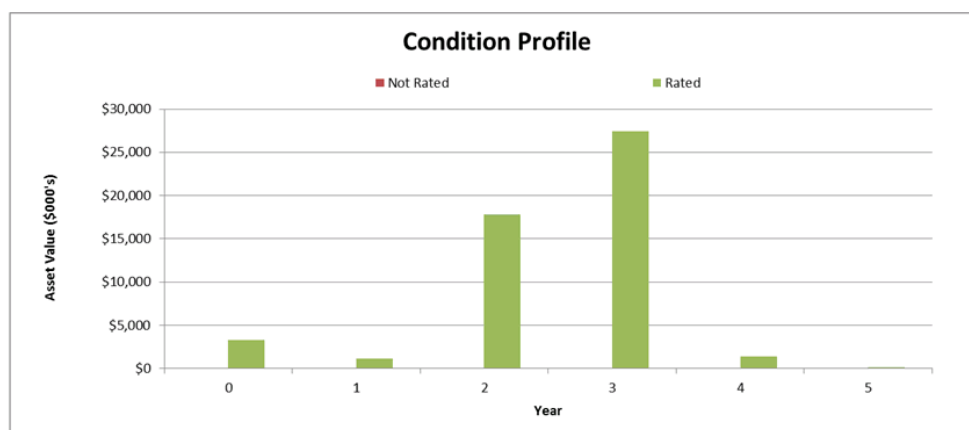
Condition has been assessed using a 1 – 5 grading using the IIMM 1.0 (very good) – 5.0 (very poor) condition system 1 as detailed in Table 5.1.3b.

**Table 5.1.3b: Simple Condition Grading Model**

| Condition Grading | Description of Condition                                          |
|-------------------|-------------------------------------------------------------------|
| 1                 | <b>Very Good:</b> only planned maintenance required               |
| 2                 | <b>Good:</b> minor maintenance required plus planned maintenance  |
| 3                 | <b>Fair:</b> significant maintenance required                     |
| 4                 | <b>Poor:</b> significant renewal/rehabilitation required          |
| 5                 | <b>Very Poor:</b> physically unsound and/or beyond rehabilitation |

Figure 5.1.3c shows the condition profile for bridge assets. The graph shows the total value of assets for each condition grading where zero value represents asset that are new.

**Figure 5.1.3c: Condition Profile (Average Condition is 2.9)**



### 5.1.4 Barrier Assessments

As part of the most recent Level 2 inspection works undertaken, a number of structures were identified where the bridge barriers and/or approach guard rails did not appear to meet current standards for safety. In total there were 70 of the structures inspected where this was the case. Of these 49 were identified where the bridge barrier and guardrails which appeared to not meet code requirements, as listed below:

In the inspections it was recommended that risk assessments be conducted to determine if the current barriers/guard rails are insufficient, or if they require upgrading. Such assessments can be conducted to AS5100.1 Bridge Design code or Austroads road design standards.

<sup>1</sup> IPWEA, 2015, IIMM



## Bridge and Major Culvert Asset Management Plan 2017

The bulk cost to perform the entire barrier and guardrail assessment works recommended would be in the order of \$80,000.

### 5.1.5 Asset valuations

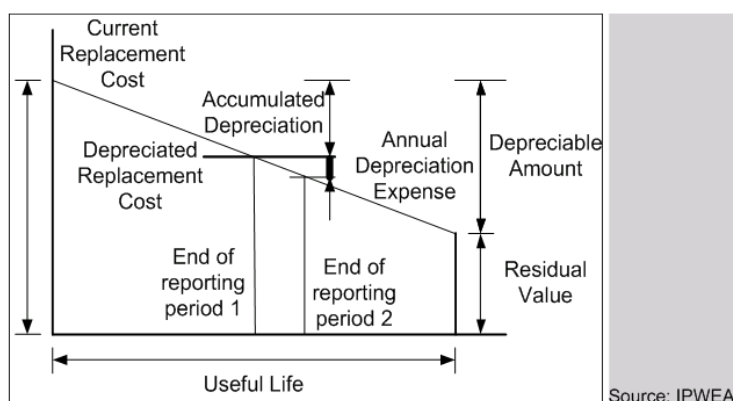
Asset valuations are of two types, depending on their application. 'Greenfields' based valuation is based on the cost to construct an asset in an undeveloped area and is required for Asset Valuation Reporting purposes. 'Brownfields' based valuation is based on the costs for construction in a developed situation and better reflects the actual cost to replace established assets and is used to determine the replacement costs for asset planning purposes. Care has been taken to note which figure is used in this plan.

Assets were last revalued at 30 June 2015. Assets are valued at Fair Value in accordance with AASB13 Fair Value Measurement. The values listed below are 'Greenfields' values, with the associated "Brownfield" values presented for comparison.

**Table 5.1.4a: Greenfield Financial Asset Reporting values**

| Latrobe City - ROADS Value                                                     | Greenfields \$000's |
|--------------------------------------------------------------------------------|---------------------|
| Current Replacement Cost                                                       | \$51,283            |
| Depreciable Amount (Residual Value = \$0)                                      | \$51,283            |
| Depreciated Replacement Cost                                                   | \$29,764            |
| Annual Depreciation Expense                                                    | \$670               |
| Rate of Annual Asset Consumption ( <i>Depreciation/Depreciable Amount</i> )    | 1.31%               |
| Rate of Annual Asset Renewal ( <i>Capital Renewal exp/Depreciable Amount</i> ) | 0.40%               |
| Rate of Annual Asset Upgrade                                                   | 0.00%               |
| Rate of Asset Upgrade (Including Contributed Assets)                           | 0.01%               |
| Asset renewals as percentage of consumption                                    | 30.5%               |
| Percentage Increase in asset stock                                             | 0.01%               |

**Figure 5.1.4b: Asset Financial reporting value explanation**





Useful lives were independently reviewed in June 2015 by Assetic Pty Ltd as part of the independent advice for the asset valuation. Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.

On a long-life asset, the rate of Annual Asset Consumption and rate of Annual Asset Renewal can misrepresent the immediate financial position by reflecting constant renewal when renewal demand does not occur until asset reach their useful life.

Council plans to renew assets at **30.5%** of the rate they are being consumed and will be increasing its asset stock by **0.01%** in each year.

## 5.2 Infrastructure Risk Management Plan

### 5.2.1 Risk of structural failure

The current risk management strategy that has been employed in this plan for scheduling works is based upon component condition, and the priority assigned to defects identified in the latest round of inspections.

The defects are initially separated into either maintenance defects (included in the routine maintenance plan, Section 4.3) or safety defects (included in the rehabilitation plan, Section 4.4). Following this, defects have been prioritised based on firstly the priority (Urgency 1 through to 5) that was assigned during the most recent inspections, and then based upon the condition of the component that the defect is located on.

Although this strategy takes into account the likelihood of failure (through the urgency), it does not account for the consequence of failure. In future revisions of the plan, the aim should be to develop a risk management strategy that accounts for both likelihood of failure and consequence of failure when prioritising maintenance and rehabilitation works.

### 5.2.2 Insurance

Council has a process to report any incidents and claims that result from roads incidents when they occur.

## 5.3 Routine Operations and Maintenance Plan

Routine operations and maintenance covers all works in relation to the bridge and major culvert structures that are required to be undertaken on a regular basis, in order to continue the ongoing operation of the structure. Such works include:

- Routine Inspections (Level 1 and 2 inspections and monitor inspections)
- Engineering Inspections and Assessments
- Other Routine Maintenance

### 5.3.1 Routine Inspections

Based on the number of structures currently in the network, the following number of inspections will be undertaken, on average, across the network each year:

- Level 1 inspections: 347 (approx.)
- Level 2 inspections: 69 (approx.)

This is assumed that on average the bridge and culvert structures have Level 1 inspections conducted every 6 months and Level 2 inspections conducted every five years. It also assumes that no Level 1 inspection is required in the six months when the Level 2 is undertaken.





## Bridge and Major Culvert Asset Management Plan 2017

### 5.3.2 Engineering Inspections and Assessments

It was identified during the most recent condition based inspections that twelve structures on the Latrobe City Council Road Network require detailed engineering inspections and assessments to be conducted. The list of these structures is as follows:

These inspections have been included into the inspection program and are scheduled to be completed in the first year of the program.

### 5.3.3 Barrier Assessments

70 structures require risk assessment to be undertaken on their current approach guardrail/bridge barrier arrangement. These works are expected to cost in the order of \$80,000. They have currently been scheduled to occur in two stages of the first two years of this plan.

### 5.3.4 Other Routine Maintenance

Other routine maintenance tasks associated with the bridge and major culvert structures include:

- Resurfacing asphalt wearing surfaces
- Removal of vegetation around structures
- Repainting of barriers
- Cleaning dirt from structures
- Replacement of deck joints

A routine maintenance schedule has been prepared and covers maintenance works that are required to be completed, as identified during the most recent round of inspections conducted on the structures. The routine maintenance schedule is available in Appendix B.

Operations include regular activities to provide services such as public health, safety and amenity, e.g. street sweeping, grass mowing and street lighting electricity and operations costs. For roads there are few operational activities. Street sweeping and litter cleaning are the main operation activities undertaken by Latrobe City.

Maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again. Maintenance excludes rehabilitation or renewal.

Maintenance Management activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Maintenance may be classified into Reactive, Planned and Specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). This is an area for improvement at Latrobe City.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including for roads this would include replacing guideposts, line marking and replacement of minor culverts.

This work falls below the capital/maintenance threshold but may require a specific budget allocation.

Actual past operational and maintenance expenditure of the following road/transport services is shown in Table 5.3.1.



Table 5.3.1: Maintenance Expenditure Trends

| Year    | Maintenance Expenditure<br>(\$000's) |                                      |             |
|---------|--------------------------------------|--------------------------------------|-------------|
|         | Vehicular Bridges                    | Pedestrian Bridges<br>and Structures | All Bridges |
| 2016-17 | \$189,000                            | \$Unknown                            | \$189,000   |

Assessment and prioritisation of reactive maintenance is undertaken by Council officers using experience and judgement.

Council is advised to allocate annual operations funding to the following projects in Table 5.3.2.

These estimates have been reflected in projected maintenance figures of this plan.

#### 5.4 Asset Hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

With this in mind, the primary criteria for assigning a hierarchical category for the Bridges and Culverts is based on the traffic classification, based on traffic volume (including pedestrians and cyclists). Roads may be assigned to a category of greater importance based on number of properties/area serviced, critical assets and services accessed.

To assist in monitoring service delivery and calculating risk, the organisation's service hierarchy is shown in Table 5.4.





**Table 5.4 Road Hierarchy (Definitions and guidance for the road hierarchy is included in the RMP)**

| Service Hierarchy                              |                        | Service Level Objective                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RMP Hierarchy                                  | Road Maintenance Class | Primary Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Link                                           | RMC 1                  | <ul style="list-style-type: none"> <li>-High usage strategic Freight linkage routes.</li> <li>-Heavy vehicle linkage from the State Arterial Road network to local commercial or industrial focal points.</li> <li>-Also includes heavy vehicle bypass routes of major urban centres.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |
| Collector                                      | RMC 2                  | <ul style="list-style-type: none"> <li>-High usage strategic Collector routes.</li> <li>-Rural/Urban collector routes from local access roads to community centres or popular focal points.</li> <li>-High usage connector routes to the Arterial road network.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sealed Access >60 km/h and all unsealed Access | RMC3a                  | <ul style="list-style-type: none"> <li>-Medium usage property access routes.</li> <li>-STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>-Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>-Bus Route minimum standard.</li> </ul>                                                                                                                                                                                                                                                                                                       |
| Sealed Access <60 km/h                         | RMC3b                  | <ul style="list-style-type: none"> <li>- Medium usage property access routes.</li> <li>- STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>- Bus Route minimum standard.</li> </ul>                                                                                                                                                                                                                                                                                                   |
| Sealed Access <60 km/h                         | RMC3b                  | <ul style="list-style-type: none"> <li>- Medium usage property access routes.</li> <li>- STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>- Bus Route minimum standard.</li> </ul>                                                                                                                                                                                                                                                                                                   |
| Minor Access                                   | RMC4                   | <ul style="list-style-type: none"> <li>- Low usage property access routes.</li> <li>- Occasional usage property access routes.</li> <li>- STD road that provides access to rural developed areas incorporating 1 or 2 rateable properties with occupied houses.</li> <li>- Non STD road that provides access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- STD road with 2 or more farmland or plantation rateable properties.</li> </ul>                                                                                                                                                                              |
| Limited Access                                 | RMC5                   | <ul style="list-style-type: none"> <li>- Low usage property access route streets/lanes</li> <li>- Occasional usage access to rural properties generating spasmodic vehicle usage.</li> <li>- STD road that provides alternate/secondary side or rear property access to urban residential or commercial allotments.</li> <li>- Non STD road that provides property access to rural developed areas incorporating up to 1 or 2 rateable properties with occupied houses.</li> <li>- STD road servicing a rateable property with a single unoccupied house on Farmland/Private plantation.</li> <li>-Non STD road with 2 or more Farmland/Private rateable properties.</li> </ul> |



## Bridge and Major Culvert Asset Management Plan 2017

In future iterations of this BrAMP the intention is to review the hierarchy to better reflect the criticality of given bridge and culvert assets. Having a well thought out hierarchy allows effective modelling of the allocation of renewal and maintenance funding to the more critical assets. For example Council may opt to renew CBD structural assets at a condition score of 4.5 instead of 5.0 because of the high use and critical nature of these precincts.

### 5.4.1 Operations and Maintenance Strategies

The organisation will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. This is being developed as part of a maintenance management system and the following proposed/identified activities will be modified as that plan/system develops.

The operation and maintenance activities include:

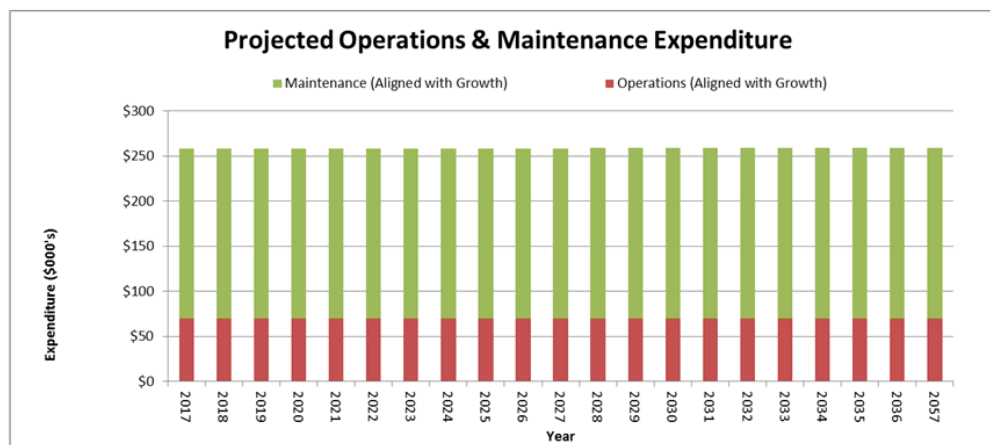
- Scheduling operations activities to deliver the defined level of service in the most efficient manner,
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50 – 70% planned maintenance desirable as measured by cost),
- Maintain a current hierarchy of critical assets and required operations and maintenance activities,
- Develop and regularly review appropriate emergency response capability,
- Review management of operations and maintenance activities to ensure Council is obtaining best value for resources used.

These funding for reactive and planned maintenance is budgeted annually.

### 5.4.2 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the assets as shown in Figure 5.4.2. Note that all costs are shown in 2017 dollar values (i.e. current values).

**Figure 5.4.2: Projected Operations and Maintenance Expenditures**





## Bridge and Major Culvert Asset Management Plan 2017

Deferred maintenance are works that are identified for maintenance and unable to be funded and are to be included in future risk assessment and analysis. There are no deferred maintenance works that have been identified. The maintenance budgets have been held flat for a number of years. Figure 5.4.2 highlights the growth that is required in maintenance expenditure due to the growth in the road asset base resulting mainly from assets that are gifted from residential development each year. **Renewal/Replacement Plan**

A rehabilitation and replacement schedule has been developed for all Bridges and Major Culverts within Council network inspected during the latest round of Level 2 inspections.

The rehabilitation schedule covers all works to be completed that were identified during the latest round of Level 2 inspections that were conducted on the network. The works have been prioritised based on the methodology outlined in 4.2; the scheduling also ensures that rehabilitation expenses are spread out evenly. It is important to note that a number of structures have been recommended for Level 3 assessments, and these investigations may find additional works that are required to be undertaken on these structures. The costs of these additional works, once known, should be incorporated into this plan.

A replacement schedule covers all structures that have been recommended for replacement during the latest round of Level 2 inspections conducted for Council. Structures that fall within this category will need to be included in future revisions of the plan. The schedule contains two sections which outline structures that need a complete replacement and also components that require replacement or installations. Unit replacement rates of bridge substructure and superstructure were estimated during recent Level 1 inspections conducted for council.

The rehabilitation schedule is included in Appendix C.

The replacement schedule for components and entire assets are included in Appendix D and E.

Renewal and replacement expenditure is major capital work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

### 5.4.3 Renewal Plan

The data from the asset register has been used to project the renewal costs using current age, condition score and remaining and degradation relationships to determine remaining useful life and hence the renewal year.

The expected useful lives of assets were last reviewed in 2015 and have been used to develop projected asset renewal expenditures are shown in Table 5.5.1a .

Table 5.5.1a: Useful Lives of Assets

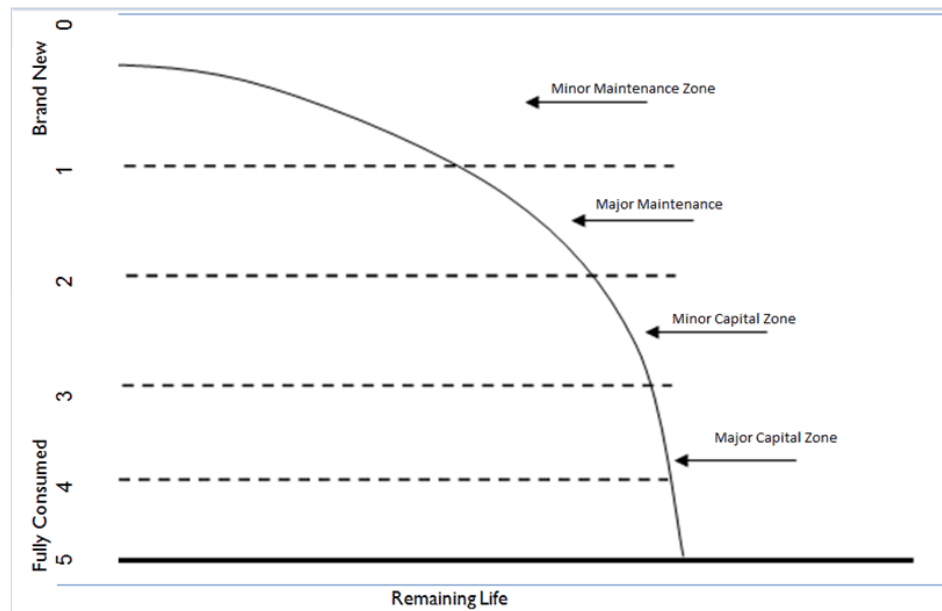
| Asset Class | Asset Category    | Useful life  |
|-------------|-------------------|--------------|
| Bridges     | Rail              | 100 years    |
|             | Sub-Structure     | 100 years    |
|             | Super - Structure | 100 years    |
| Culverts    | Culvert Structure | 50-100 years |
|             | Rail              | 100 years    |

### 5.4.4 Renewal and Replacement Strategies

As an asset ages the nature of the maintenance and eventual renewal interventions become greater and hence more expensive. Figure 5.5.2 portrays condition of an asset throughout its useful life and the nature of maintenance and renewal interventions.



Figure 5.5.2: Condition and its relationship to intervention



Council will plan capital renewal projects to meet level of service objectives and minimise infrastructure service risks by:

- Planning and scheduling renewal projects to deliver the defined level of service in the most cost efficient manner;
- Undertaking project scoping for all capital renewal and replacement projects to identify;
  - the service delivery 'deficiency', present risk and optimum time for renewal/replacement;
  - the project objectives to rectify the deficiency;
  - the range of options, estimated capital and lifecycle costs for each option that could address the service deficiency;
  - evaluate the options against evaluation criteria adopted by the organisation, and
  - select the best option to be included in capital renewal programs,
  - Using 'low cost' renewal methods (cost of renewal is less than replacement),



5.4.5 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock increases from growth these are presented in Figure 5.5.3.

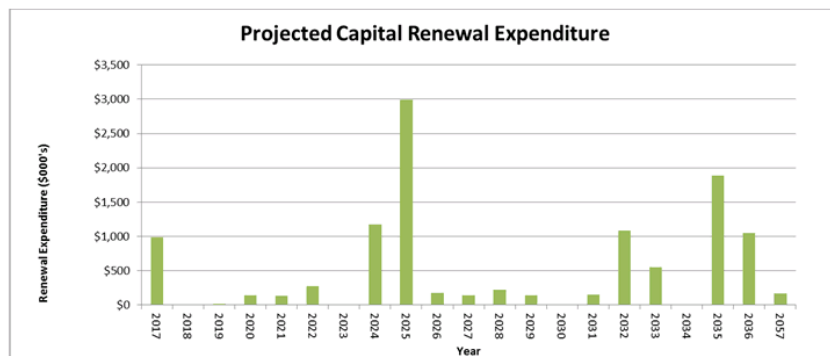


Fig 5.5.3: Projected Capital Renewal and Replacement Expenditure

Renewals and replacement expenditure in Latrobe City’s capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

5.4.6 Capital Investment Strategies

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,

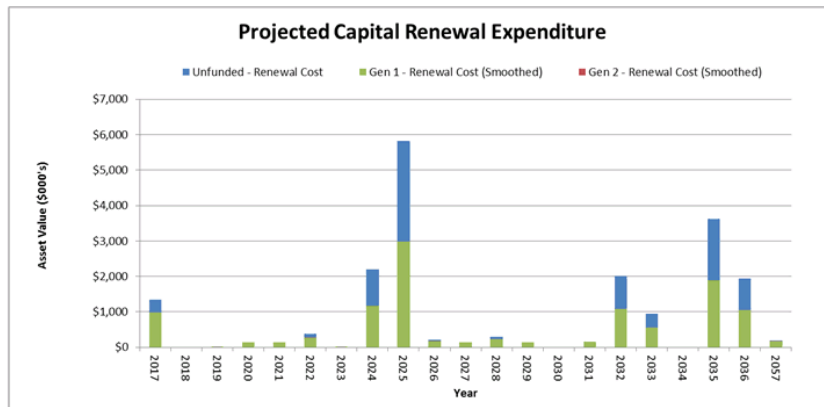
- Undertake project scoping for all capital upgrade/new projects to identify:
- the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset,
- the project objectives to rectify the deficiency including value management for major projects,
- the range of options, estimated capital and life cycle costs for each option that could address the service deficiency,
- management of risks associated with alternative options,
- and evaluate the options against evaluation criteria adopted by Council, and
- select the best option to be included in capital upgrade/new programs,
- Review current and required skills base and implement training and development to meet required construction and project management needs, and
- Review management of capital project management activities to ensure Council is obtaining best value for resources used.

5.4.7 Summary of future upgrade/new assets expenditure

Council is not funding an expansion of the network to attract new development at this time. There are projections for development contribution plan construction that should eventually be cost neutral to the existing community.



Figure 5.5.5: Projected Capital Upgrade/New Asset Expenditure



The projected upgrade/new capital works program is shown in Appendix C.

Where upgrade/new projects have been identified, they will be funded as part of the current capital budget process. Projected upgrade/new asset expenditures are summarised in Fig 6. All amounts are shown in net real values (No inflation).

Expenditure on new assets and services in Council's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

### 5.5 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any.

At this stage, there are no plans to decommission or remove any structures from the network (excluding demolition for the purpose of replacement). Therefore a Disposal Plan is not required for this Bridge and Culvert Management Plan at this stage. If this changes, then a Disposal Plan will need to be developed for future revisions of this document.





## 6 FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of the BrAMP. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

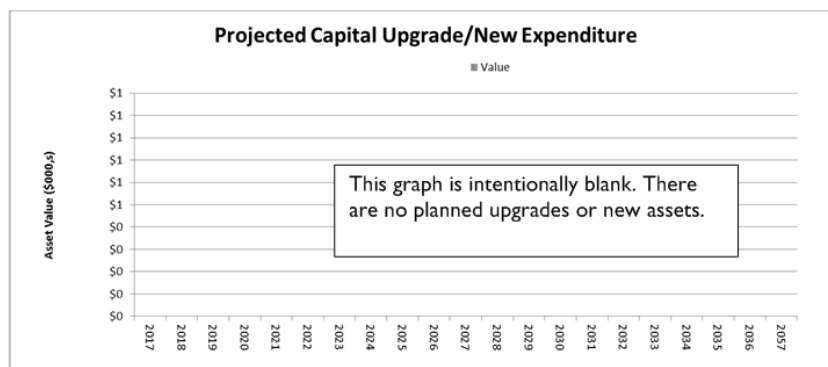
**Table 6.1 : Financial Classification “Bridges”**

| <b>Financial Sub-Class</b>        | <b>Valuation Input</b> | <b>Valuation Technique</b> |
|-----------------------------------|------------------------|----------------------------|
| Bridges                           | Level 3                | Cost Approach              |
| Major Culverts                    | Level 3                | Cost Approach              |
| Pedestrian bridges and Structures | Level 3                | Cost Approach              |

### 6.1 Financial Statements and Projections

The financial projections are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). All amounts are shown in net real values (No inflation).

**Fig 6.1: Projected Operating and Capital Expenditure**





6.1.1 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over five and 10 years of the planning period.

| <b>Latrobe Bridges and Major Culverts</b>                                          |               |
|------------------------------------------------------------------------------------|---------------|
| <b>Asset Renewal Funding Ratio</b>                                                 |               |
| Asset Renewal Funding Ratio: (LTFP Renewal/Forecast Renewal for next 20 Years)     | <b>35%</b>    |
| Asset Renewal Funding Ratio: (LTFP Renewal/Depreciation entire for next 20 Years)  | <b>30%</b>    |
| <b>Long Term - Life Cycle Costs (Dollars in \$000's per yr)</b>                    |               |
| Life Cycle Cost [average 20 years projected ops, maint exp and deprn.]             | <b>\$750</b>  |
| Life Cycle Exp [average 20 years LTFP budget ops, maint & capital renewal exp]     | <b>\$417</b>  |
| Life Cycle Gap [ave life cycle expenditure – ave life cycle cost (-ve = gap)]      | <b>-\$333</b> |
| Life Cycle Indicator [life cycle expenditure / life cycle cost]                    | <b>56%</b>    |
| <b>Medium Term - 10 year financial planning period (Dollars in \$000's per Yr)</b> |               |
| 10 yr Ops, Maint & Renewal Projected Expenditure                                   | <b>\$849</b>  |
| 10 yr Ops, Maint & Renewal LTFP Budget Exp                                         | <b>\$463</b>  |
| 10 year financing shortfall [10 yr proj exp - 10 LTFP Budget exp]                  | <b>-\$386</b> |
| 10 year financing indicator [10 LTFP Budget exp / 10 yr proj exp]                  | <b>54%</b>    |
| <b>Medium Term – 5 year financial planning period (Dollars in \$000's per yr)</b>  |               |
| 5 yr Ops, Maint & Renewal Projected Expenditure                                    | <b>\$515</b>  |
| 5 yr Ops, Maint & Renewal LTFP Budget Exp                                          | <b>\$512</b>  |
| 5 year financing shortfall [5 yr proj exp - 5 LTFP Budget exp]                     | <b>-\$3</b>   |
| 5 year financing indicator [5 yr LTFP Budget exp / 5 yr proj exp]                  | <b>99%</b>    |

6.1.1.1 Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>2</sup> **34%**

The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 20 years, Council is forecasting that it will have **34%** of the funds required for the optimal renewal and replacement of its assets.

6.1.1.2 Long term - Lifecycle Cost

Lifecycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Lifecycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The lifecycle cost for the services covered in this asset management plan is **\$928,000** per year (average operations and maintenance expenditure plus depreciation expense projected over 20 years).

<sup>2</sup> AIFMG, 2012, Version 1.3, Financial Sustainability Indicator 4, Sec 2.6, p 2.16





## Bridge and Major Culvert Asset Management Plan 2017

Lifecycle costs can be compared to life cycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles. Life cycle expenditure includes operations, maintenance and capital renewal expenditure. Lifecycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure over the 20 year planning period is **\$438,000** per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 20 years).

A gap between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is -ve **\$480,000** per year (-ve = gap, +ve = surplus).

Life cycle expenditure is **47%** of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

### *6.1.1.3 Medium term – 10 year financial planning period*

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is **\$849,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$417,000** on average per year giving a 10 year funding under allocation of **\$386,000** per year. This indicates that Council expects to have **54%** of the projected expenditures needed to provide the services documented in the BrAMP.

### *6.1.1.4 Short Term – five year financial planning period*

The projected operations, maintenance and capital renewal expenditure required over the first five years of the planning period is **\$515,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$512,000** on average per year giving a 5 year funding under allocation of **\$3,000**. This indicates that Council expects to have **99%** of projected expenditures required to provide the services shown in the BrAMP.

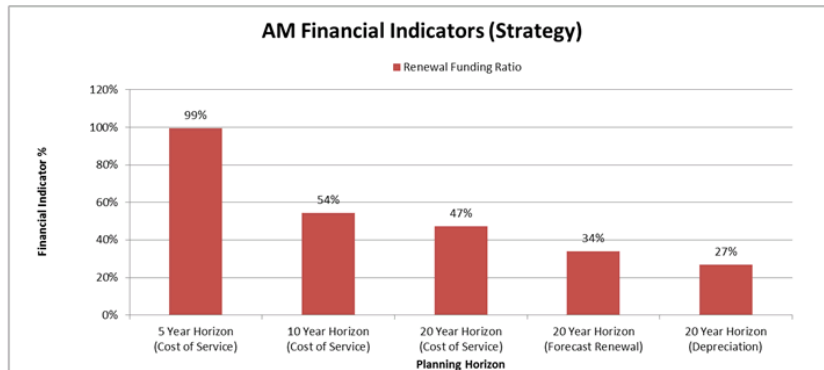
### *6.1.1.5 Asset management financial indicators*

Figure 6.1a shows the asset management financial indicators over the 10 year planning period and for the long term life cycle.



## Bridge and Major Culvert Asset Management Plan 2017

**Figure 6.1a: Asset Management Financial Indicators**



Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 100% for the first years of the BrAMP and ideally over the 10 year life of the Long Term Financial Plan.

Figure 8 shows the projected asset renewal and replacement expenditure over the 20 years of the BrAMP. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long-term financial plan.

**Figure 6.1b Projected and Future Funding Provision**

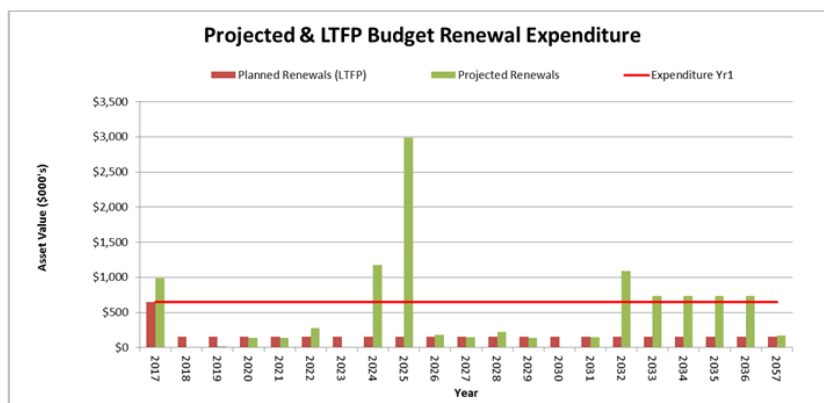


Table 6.1c shows the over-allocation between projected renewal and replacement expenditures and expenditure accommodated in long term financial plan. Budget expenditures accommodated in the long-term financial plan or extrapolated.



**Table 6.1c: Projected and LTFP Budgeted Renewals and Financing Variances**

| Year End Jun-30 | Projected Renewals (\$'000) | LTFP Renewal Budget (\$'000) | Renewal Financing Variance (- gap, + surplus) (\$'000) | Cumulative Variance (- gap, + surplus) (\$'000) |
|-----------------|-----------------------------|------------------------------|--------------------------------------------------------|-------------------------------------------------|
| 2017            | \$989                       | \$645                        | \$344                                                  | \$344                                           |
| 2018            | \$0                         | \$155                        | \$155                                                  | \$189                                           |
| 2019            | \$15                        | \$155                        | \$140                                                  | \$49                                            |
| 2020            | \$140                       | \$155                        | \$15                                                   | \$35                                            |
| 2021            | \$136                       | \$155                        | \$19                                                   | \$15                                            |
| 2022            | \$271                       | \$155                        | \$116                                                  | \$132                                           |
| 2023            | \$9                         | \$155                        | \$146                                                  | \$14                                            |
| 2024            | \$1,176                     | \$155                        | \$1,021                                                | \$1,007                                         |
| 2025            | \$2,988                     | \$155                        | \$2,833                                                | \$3,839                                         |
| 2026            | \$178                       | \$155                        | \$23                                                   | \$3,863                                         |
| 2027            | \$144                       | \$155                        | \$11                                                   | \$3,851                                         |
| 2028            | \$226                       | \$155                        | \$71                                                   | \$3,923                                         |
| 2029            | \$138                       | \$155                        | \$17                                                   | \$3,905                                         |
| 2030            | \$0                         | \$155                        | \$155                                                  | \$3,750                                         |
| 2031            | \$149                       | \$155                        | \$6                                                    | \$3,744                                         |
| 2032            | \$1,086                     | \$155                        | \$931                                                  | \$4,675                                         |
| 2033            | \$732                       | \$155                        | \$577                                                  | \$5,252                                         |
| 2034            | \$732                       | \$155                        | \$577                                                  | \$5,828                                         |
| 2035            | \$732                       | \$155                        | \$577                                                  | \$6,405                                         |
| 2036            | \$732                       | \$155                        | \$577                                                  | \$6,981                                         |
| 2037            | \$167                       | \$155                        | \$12                                                   | \$6,993                                         |

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

6.1.2 Projected expenditures for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan. Expenditure projections are in 2017 real values.



**Table 6.1.2 Projected Expenditures for Long Term Financial Plan (\$000)**

| Year | Operations | Maintenance | Projected<br>Capital Renewal | Capital<br>Upgrade/New | Disposals |
|------|------------|-------------|------------------------------|------------------------|-----------|
| 2017 | \$70       | \$189       | \$989                        | \$0                    | \$0       |
| 2018 | \$70       | \$189       | \$0                          | \$0                    | \$0       |
| 2019 | \$70       | \$189       | \$15                         | \$0                    | \$0       |
| 2020 | \$70       | \$189       | \$140                        | \$0                    | \$0       |
| 2021 | \$70       | \$189       | \$136                        | \$0                    | \$0       |
| 2022 | \$70       | \$189       | \$271                        | \$0                    | \$0       |
| 2023 | \$70       | \$189       | \$9                          | \$0                    | \$0       |
| 2024 | \$70       | \$189       | \$1,176                      | \$0                    | \$0       |
| 2025 | \$70       | \$189       | \$2,988                      | \$0                    | \$0       |
| 2026 | \$70       | \$189       | \$178                        | \$0                    | \$0       |
| 2027 | \$70       | \$189       | \$144                        | \$0                    | \$0       |
| 2028 | \$70       | \$189       | \$226                        | \$0                    | \$0       |
| 2029 | \$70       | \$189       | \$138                        | \$0                    | \$0       |
| 2030 | \$70       | \$189       | \$0                          | \$0                    | \$0       |
| 2031 | \$70       | \$189       | \$149                        | \$0                    | \$0       |
| 2032 | \$70       | \$189       | \$1,086                      | \$0                    | \$0       |
| 2033 | \$70       | \$189       | \$732                        | \$0                    | \$0       |
| 2034 | \$70       | \$189       | \$732                        | \$0                    | \$0       |
| 2035 | \$70       | \$189       | \$732                        | \$0                    | \$0       |
| 2036 | \$70       | \$189       | \$732                        | \$0                    | \$0       |
| 2057 | \$70       | \$189       | \$167                        | \$0                    | \$0       |

**All dollar values are in (\$'000)'s**

**6.2 Funding Strategy**

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 6.1.2 will be accommodated in the Council's 10 year long-term financial plan.



**Figure 6.2: LTFFP Expenditure Projections**

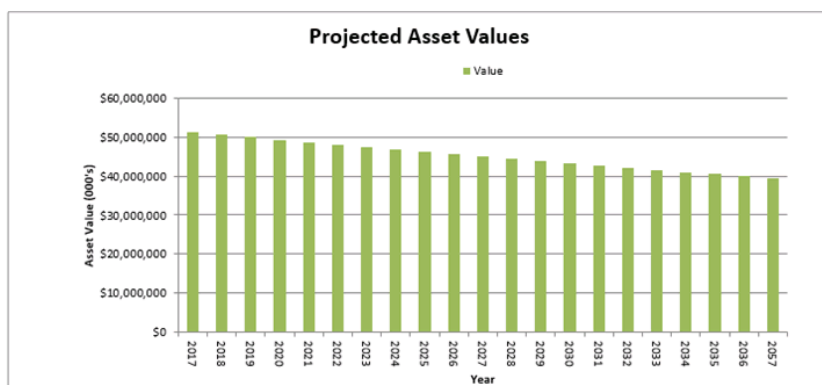
| Projected Expenditure (\$'000,s)              | 2017    | 2018  | 2019  | 2020  | 2021  | 2022    | 2023  | 2024    | 2025    | 2026  |
|-----------------------------------------------|---------|-------|-------|-------|-------|---------|-------|---------|---------|-------|
| Cap Ex Renewal/Replacement of existing assets | \$989   | \$0   | \$15  | \$140 | \$136 | \$271   | \$9   | \$1,176 | \$2,988 | \$178 |
| Cap Ex Upgrade/New assets                     | \$0     | \$0   | \$0   | \$0   | \$0   | \$0     | \$0   | \$0     | \$0     | \$0   |
| Operational cost of existing assets           | \$70    | \$70  | \$70  | \$70  | \$70  | \$70    | \$70  | \$70    | \$70    | \$70  |
| Maintenance cost of existing assets           | \$189   | \$189 | \$189 | \$189 | \$189 | \$189   | \$189 | \$189   | \$189   | \$189 |
| Operational cost of New assets                | \$0     | \$0   | \$0   | \$0   | \$0   | \$0     | \$0   | \$0     | \$0     | \$0   |
| Maintenance cost of New assets                | \$0     | \$0   | \$0   | \$0   | \$0   | \$0     | \$0   | \$0     | \$0     | \$0   |
| Disposal of Surplus assets                    | \$0     | \$0   | \$0   | \$0   | \$0   | \$0     | \$0   | \$0     | \$0     | \$0   |
| Annual Asset Class Funding Requirement        | \$1,248 | \$259 | \$274 | \$399 | \$395 | \$530   | \$268 | \$1,435 | \$3,246 | \$437 |
| Ave yr Asset Class Funding Requirement        | \$515   |       |       |       |       | \$1,183 |       |         |         |       |

Maintenance and Operations figures for new assets are included, these costs increase in line with the growth in assets due to developer contributions and new and upgrade projects.

### 6.3 Valuation Forecasts

Asset values are forecast to decrease as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated (gifted) to Council are less than the depreciation of existing assets. Figure 6.3a shows the projected asset value (Written Down Value) over the planning period in real values.

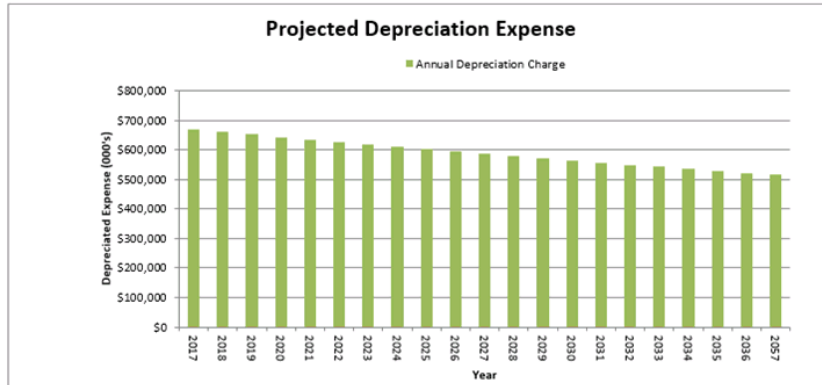
**Figure 6.3a: Projected Asset Values**



Depreciation expense values are forecast in line with asset values as shown in Figure 6.3.b.

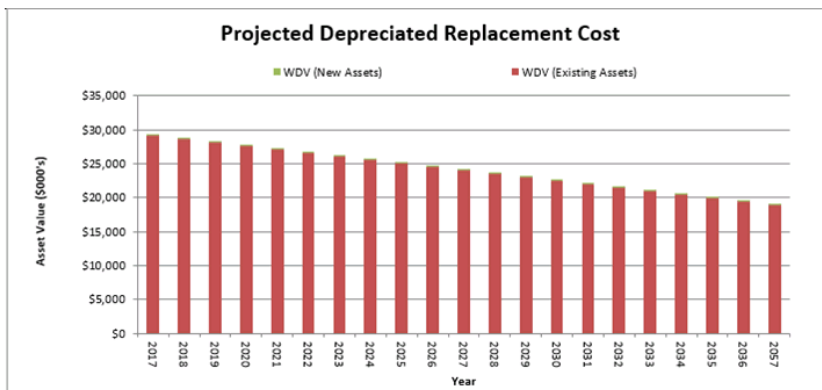


**Figure 6.3b: Projected Depreciation Expense**



The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 6.3c. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.

**Figure 6.3c: Projected Depreciated Replacement Cost**



**6.4 Key Assumptions made in Financial Forecasts**

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.



Key assumptions made in the BrAMP and risks that these may change are shown in Table 6.4.

**Table 6.4: Key Assumptions made in the BrAMP**

| Key Assumptions                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional maintenance funds will be made available to continue current services as Council's asset base grows from assets handed over from developers and asset upgrades. |
| Maintenance and renewal allocation are fully funded.                                                                                                                       |
| Forecasted financial plans are in today's dollars                                                                                                                          |
| Current maintenance levels of service will remain the status quo.                                                                                                          |
| Renewal is based on replacement like for like for financial purposes.                                                                                                      |
| Upgrade or increased capacity projects beyond those identified in this plan are subject to separate capital bids.                                                          |

### 6.5 Forecast Reliability and Confidence

The expenditure and valuations projections in the BrAMP are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a five level scale in accordance with Table 6.5.

**Table 6.5: Data Confidence Grading System**

| Confidence Grade  | Description                                                                                                                                                                                                                                                                                                                  |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A Highly reliable | Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$                                                                                                                        |
| B Reliable        | Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$ |
| C Uncertain       | Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$                             |
| D Very Uncertain  | Data based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$                                                                                                                                          |
| E Unknown         | None or very little data held.                                                                                                                                                                                                                                                                                               |

The estimated confidence level for and reliability of data used in the BrAMP is shown in Table 6.5.I.





**Table 6.5.1: Data Confidence Assessment for Data used in the BrAMP**

| <b>Data</b>                               | <b>Confidence Assessment</b> | <b>Comment</b>                                                                                 |
|-------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------|
| Demand drivers                            | Uncertain                    | Require further testing and inclusion of DCP commitments to be included rather than estimated. |
| Growth projections                        | Reliable                     | Reliable source documents                                                                      |
| Operations expenditures                   | Reliable                     | Obtained from Finance Department                                                               |
| Maintenance expenditures                  | Reliable                     | Obtained from Finance Department                                                               |
| Projected Renewal exps.<br>- Asset values | Reliable                     | Modelled based on condition assessment with reconciled useful lives being reasonable.          |
| - Asset residual values                   | Reliable                     | No used consistent with valuation                                                              |
| - Asset useful lives                      | Reliable                     | Benchmarked against like Councils and reviewed in 2015 and preliminary reconciliation          |
| - Condition modelling                     | Reliable                     | Relationship to useful life reasonable                                                         |
| - Defect repairs                          | Very Uncertain               | No MMS to record outcomes                                                                      |
| Upgrade/New expenditures                  | Reliable                     | Obtained from Finance Department                                                               |

Over all data sources the data confidence is assessed as **Reliable** confidence level for data used in the preparation of the BrAMP.





## Bridge and Major Culvert Asset Management Plan 2017

### 7 PLAN IMPROVEMENT AND MONITORING

#### 7.1 Status of Asset Management Practices

##### 7.1.1.1 Accounting and financial systems

Council uses FinanceOne from TechnologyOne as the finance system.

##### 7.1.1.2 Accounting standards and regulations

The applicable accounting standards are AASBI 16 “Property, Plant, and Equipment”, AASBI 13 “Fair Value Measurement” and AASBI 38 “Intangible Assets”

##### 7.1.1.3 Capital/maintenance threshold

Council has set a value of \$10,000 in expenditure before it is considered to be capitalised. This is the cost captured as renewal or upgrade as opposed to maintenance.

##### 7.1.1.4 Required changes to accounting financial systems arising from the BrAMP

No specific changes have been identified however with advances in Maintenance Management processes, the Finance system may be modified to better capture maintenance effort against the assets (as opposed to generally). This increased detail will assist in identifying maintenance and renewal needs.

##### 7.1.1.5 Asset Management System

Council uses MyData Asset Management System from Assetic Pty Ltd. It is a sophisticated database system that allows detailed management of the data. A partner to this is MyPredictor Asset Modelling System also from Assetic that will, once implemented with the data and necessary algorithms, allow Council to model the deterioration of assets and improve the science of lifecycle costing.

##### 7.1.1.6 Asset registers

The asset register relevant to the BrAMP held in MyData include:

- Road Bridges
- Major Culverts
- Pedestrian bridges and Structures

##### 7.1.1.7 Linkage from asset management to financial system

This is currently a manual process through Microsoft Excel spreadsheets. There is no integration between financial and asset management systems.

##### 7.1.1.8 Accountabilities for asset management system and data maintenance

Team Leader Asset Strategy and Co-ordinator Infrastructure Planning.

##### 7.1.1.9 Required changes to asset management system arising from the BrAMP

The AMS used is sophisticated and very capable. No changes are required to the system. Changes proposed are related to the data and information that reside in the system. This is discussed in Appendix G – BrAMP Improvement Plan.



#### 7.1.2 Geographic Information System (GIS)

Council's road spatial data is contained and updated within separate GIS layers and can be viewed via the internal GIS viewer, IntraMaps.

#### 7.2 Monitoring and Review Procedures

This asset management plan will be reviewed periodically and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The BrAMP will be updated to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the organisation's long term financial plan.

The financial model of this BrAMP should be reviewed annually to adjust for changes to the network, and BrAMP should be reviewed every 4 years at a minimum to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values consistent with the organisation's long term financial plan.

#### 7.3 Performance Measures

The effectiveness of the BrAMP can be measured in the following ways:

- The degree to which the required projected expenditures identified in the BrAMP are incorporated into Council's long term financial plan;
- The degree to which one to five year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the BrAMP.
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans, and;
- The Asset Renewal Funding Ratio exceeding the actual 26%.



## Bridge and Major Culvert Asset Management Plan 2017

### 8 REFERENCES

Documents referenced by the BrAMP include:

IPWEA, 2015, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)

IPWEA, 2015, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/namsplus](http://www.ipwea.org/namsplus).

IPWEA, 2015, 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/AIFMG](http://www.ipwea.org/AIFMG).

Latrobe City Council Plan 2017-2021.



## Bridge and Major Culvert Asset Management Plan 2017

### APPENDICES

Appendices attached to the BrAMP include:

- Appendix A *Proposed Maintenance Response Service Level Agreement*
- Appendix B *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix C *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix D *Budgeted Expenditures Accommodated*
- Appendix E *Abbreviations*
- Appendix F *Glossary*
- Appendix G *BrAMP Improvement Plan*
- Appendix H



**Appendix A - Proposed Maintenance Response Service Level Agreement**

Until a new Service Level Agreement is developed in conjunction with the Operations and Waste Department the current operational approach and standards will be maintained.

Part of the development of the new Service Level Agreement will be refining inspection and resulting maintenance using the criticality of bridges and major culverts.



### Appendix B - Projected 10 year Capital Renewal and Replacement Works Program

### REHABILITATION SCHEDULE – WORKS PROGRAMMED

| Asset ID | Component                          | Description                                                                                               | Repair Recommendation                                                                                                        | Estimated Cost | Urgency                   | Action                      |
|----------|------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------|-----------------------------|
| LTB100   | 530: Batter Protection / Other     | Significant loss of a2 batter slope. Loss of batter material at a1                                        | Reinstate lost fill material and install grouted rock beaching                                                               | \$20,000       | Urgency 1: Immediately    | Works scheduled for 2017/18 |
| LTB011   | 530: Batter Protection / Other     | Severe batter loss under abutment 2                                                                       | Reinstate batter and install rock beaching                                                                                   | \$5,000        | Urgency 2: 6 to 12 months | Works scheduled for 2017/18 |
| LTB080   | 530: Batter Protection / Other     | Batter loss at both abutments. More severe at abutment 1.                                                 | Refill batter and install rock beaching.                                                                                     | \$7,000        | Urgency 2: 6 to 12 months | Works scheduled for 2017/18 |
| LTB100   | 50S: Footways/ Cycle Paths / Steel | Impact damage to mesh approx 10 mm deep.                                                                  | Straighten mesh.                                                                                                             | \$500          | Urgency 2: 6 to 12 months | Works scheduled for 2017/18 |
| LTB100   | 540: Crossing - Waterway / Other   | Loss of batter protection from both abutments. Full batter lost from a2 exposing 2m high unretained soil. | Install batter protection to protect abutment 2 but undertake specification to resolve issues following a special inspection | \$30,000       | Urgency 2: 6 to 12 months | Works scheduled for 2017/18 |
| LTB080   | 55S: Guardfence / Steel            | Connection to post at approach 2 left hand side missing                                                   | Reconnect guardrail to post                                                                                                  | \$300          | Urgency 3: 1 to 2 years   | Works scheduled for 2017/18 |
| LTB080   | 55S: Guardfence / Steel            | Impact damage on guardrail at approach 1 side.                                                            | Repair guardrail                                                                                                             | \$500          | Urgency 3: 1 to 2 years   | Works scheduled for 2017/18 |
| LTB100   | 40O: Fixed Bearings / Other        | Corrosion to all steel bearing plates                                                                     | Clean corrosion and reapply paint protection                                                                                 | \$6,000        | Urgency 3: 1 to 2 years   | Works scheduled for 2017/18 |
| LTB510   | 530: Batter Protection / Other     | Batter loss under abutment 1                                                                              | Reinstate batter and install rock beaching                                                                                   | \$3,000        | Urgency 3: 1 to 2 years   | Works scheduled for 2017/18 |



| REHABILITATION PROGRAM |                                                       |                                                                        |                                                  |                |                           |
|------------------------|-------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------|----------------|---------------------------|
| Asset ID               | Component                                             | Description                                                            | Repair Recommendation                            | Estimated Cost | Urgency                   |
| LTB050                 | 10T: Longdecking/Crossdecking / Timber                | Loose and corroding holding brackets                                   | Polish brackets and tighten                      | \$2,000        | Urgency 2: 6 to 12 months |
| LTB140                 | 50T: Footways/ Cycle Paths / Timber                   | Rotting of timber causing section loss                                 | Replace and reinstate timber kerb                | \$1,000        | Urgency 2: 6 to 12 months |
| LTB240                 | 53O: Batter Protection / Other                        | Batter missing at abutment 1, piles exposed                            | Reinstate rock beaching                          | \$3,000        | Urgency 2: 6 to 12 months |
| LTB240                 | 52O: Bridge Approaches / Other                        | Potholes at both approaches                                            | Repair potholes                                  | \$2,000        | Urgency 2: 6 to 12 months |
| LTB280                 | 50C: Footways/ Cycle Paths / Cast-In-Situ Concrete    | Spalling of concrete                                                   | Conduct concrete patch repair                    | \$1,000        | Urgency 2: 6 to 12 months |
| LTB280                 | 51C: Bridge Railings/Barriers / Cast-In-Situ Concrete | Spalling of concrete                                                   | Conduct concrete patch repair                    | \$1,000        | Urgency 2: 6 to 12 months |
| LTB570                 | 53O: Batter Protection / Other                        | Loss of batter material under abutment 1 extending into the pier       | Refill batter material and install rock beaching | \$5,000        | Urgency 2: 6 to 12 months |
| LTB715                 | 54C: Crossing - Waterway / Cast-In-Situ Concrete      | Apron cracked and close to being detached. Masonry apron also cracked. | Recast apron and repoint stone.                  | \$20,000       | Urgency 2: 6 to 12 months |
| LTC007                 | 60S: Pipe Culverts / Steel                            | Corrosion of invert throughout.                                        | Consider concrete lining.                        | \$50,000       | Urgency 2: 6 to 12 months |
| LTC200                 | 51S: Bridge Railings/Barriers / Steel                 | Barrier strength inadequate                                            | Install stronger barrier                         | \$5,000        | Urgency 2: 6 to 12 months |
| LTC660                 | 52O: Bridge Approaches / Other                        | Major step at approach 2                                               | Repair major step                                | \$2,000        | Urgency 2: 6 to 12 months |
| LTB005                 | 8P: Deck/Slabs/Rail Top / Precast Concrete            | Spalling with exposed reinforcement.                                   | Concrete patch repair.                           | \$300          | Urgency 3: 1 to 2 years   |
| LTB005                 | 53O: Batter Protection / Other                        | Loss of batter at toe and under abutment.                              | Reinstate lost material                          | \$15,000       | Urgency 3: 1 to 2 years   |
| Asset ID               | Component                                             | Description                                                            | Repair Recommendation                            | Estimated Cost | Urgency                   |
| LTB040                 | 51C: Bridge Railings/Barriers / Cast-In-Situ Concrete | Spalling with exposed reinforcement.                                   | Carry out concrete patch repair.                 | \$300          | Urgency 3: 1 to 2 years   |
| LTB040                 | 8P: Deck/Slabs/Rail Top / Precast Concrete            | Longitudinal cracking.                                                 | Epoxy inject repair.                             | \$300          | Urgency 3: 1 to 2 years   |
| LTB040                 | 50C: Footways/ Cycle Paths / Cast-In-Situ Concrete    | Cracking at supports.                                                  | Carry out concrete patch repair.                 | \$300          | Urgency 3: 1 to 2 years   |
| LTB045                 | 14O: Fill/Wearing Surface on Deck /                   | Potholes and rutting of asphalt surfacing                              | Repair surfacing                                 | \$2,000        | Urgency 3: 1 to 2         |



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| Asset ID | Component                                                                   | Description                                   | Repair Recommendation                               | Estimated Cost | Urgency                          |
|----------|-----------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|----------------|----------------------------------|
| LTB045   | Other<br>50C: Footways/ Cycle Paths / Cast-In-Situ Concrete                 | Spalling kerb at approach1 rhs                | Carry out patch repair                              | \$200          | years<br>Urgency 3: 1 to 2 years |
| LTB045   | 52O: Bridge Approaches / Other                                              | Potholes at both approaches                   | Repair potholes                                     | \$500          | Urgency 3: 1 to 2 years          |
| LTB060   | 55S: Guardfence / Steel                                                     | Impact damage to post.                        | Refasten post to deck.                              | \$180          | Urgency 3: 1 to 2 years          |
| LTB060   | 52O: Bridge Approaches / Other                                              | Pothole at approach 2.                        | Resurface affected area.                            | \$500          | Urgency 3: 1 to 2 years          |
| LTB085   | 53O: Batter Protection / Other                                              | Erosion at batter 2 and at top of batter 1.   | Reinstate lost material and consider rock beaching. | \$10,000       | Urgency 3: 1 to 2 years          |
| LTB085   | 52O: Bridge Approaches / Other                                              | Pothole at approach 2.                        | Resurface affected area.                            | \$300          | Urgency 3: 1 to 2 years          |
| LTB085   | 54O: Crossing - Waterway / Other                                            | Scour of creek bed undermining piles cap.     | Reinstate lost material and consider rock beaching. | \$5,000        | Urgency 3: 1 to 2 years          |
| LTB090   | 53O: Batter Protection / Other                                              | Scour at toe of batter 2 and top of batter 1. | Reinstate lost material.                            | \$4,000        | Urgency 3: 1 to 2 years          |
| LTB095   | 50C: Footways/ Cycle Paths / Cast-In-Situ Concrete                          | Spalling at edge.                             | Carry out concrete patch repair.                    | \$300          | Urgency 3: 1 to 2 years          |
| LTB095   | 51S: Bridge Railings/Barriers / Steel                                       | Spalling to concrete parapet                  | Carry out concrete patch repair                     | \$300          | Urgency 3: 1 to 2 years          |
| LTB095   | 12C: Diaphragms/Bracing / Cast-In-Situ Concrete                             | Spalling with exposed reinforcement.          | Carry out concrete patch repair.                    | \$2,000        | Urgency 3: 1 to 2 years          |
| LTB120   | 52O: Bridge Approaches / Other                                              | Minor step at approach 1                      | Repair minor step                                   | \$1,000        | Urgency 3: 1 to 2 years          |
| LTB120   | 53O: Batter Protection / Other                                              | Loss of batter under abutment 1 and 2         | Reinstate batter and install rock beaching          | \$2,000        | Urgency 3: 1 to 2 years          |
| LTB125   | 55S: Guardfence / Steel                                                     | Guardrail not connected bridge.               | Reconnect to bridge.                                | \$400          | Urgency 3: 1 to 2 years          |
| LTB125   | 52O: Bridge Approaches / Other                                              | Loss of fill at edges.                        | Reinstate lost material.                            | \$300          | Urgency 3: 1 to 2 years          |
| LTB125   | 53O: Batter Protection / Other                                              | Loss of fill at both sides.                   | Reinstate lost material.                            | \$2,000        | Urgency 3: 1 to 2 years          |
| LTB125   | 20C: Cross Heads (non integral with superstructure) / Cast-In-Situ Concrete | Cracking at ends.                             | Carry out concrete patch repair                     | \$300          | Urgency 3: 1 to 2 years          |
| LTB140   | 53O: Batter Protection / Other                                              | Loss of batter material at abutment 2         | Refill batter material                              | \$2,000        | Urgency 3: 1 to 2 years          |





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| LTB150   | 52O: Bridge Approaches / Other                  | Minor step at both approaches                       | Repair minor step                               | \$1,000        | Urgency 3: 1 to 2 years |
|----------|-------------------------------------------------|-----------------------------------------------------|-------------------------------------------------|----------------|-------------------------|
| LTB150   | 14O: Fill/Wearing Surface on Deck / Other       | Surface cracking at potholing                       | Repair potholes                                 | \$1,000        | Urgency 3: 1 to 2 years |
| LTB160   | 14O: Fill/Wearing Surface on Deck / Other       | Asphalt cracking and potholing                      | Repair potholes.                                | \$1,000        | Urgency 3: 1 to 2 years |
| LTB160   | 52O: Bridge Approaches / Other                  | Potholes and minor step at approach 1.              | Repair potholes.                                | \$300          | Urgency 3: 1 to 2 years |
| LTB160   | 51S: Bridge Railings/Barriers / Steel           | Post spacing too large.                             | Install additional posts.                       | \$3,000        | Urgency 3: 1 to 2 years |
| LTB180   | 53O: Batter Protection / Other                  | Loss of batter undermining concrete wall.           | Reinstate lost material.                        | \$800          | Urgency 3: 1 to 2 years |
| LTB190   | 53O: Batter Protection / Other                  | Minor loss of batter at abutment 2                  | Reinstate batter and install rock beaching      | \$8,000        | Urgency 3: 1 to 2 years |
| Asset ID | Component                                       | Description                                         | Repair Recommendation                           | Estimated Cost | Urgency                 |
| LTB220   | 52O: Bridge Approaches / Other                  | Potholes at approach 1.                             | Resurface affected area.                        | \$500          | Urgency 3: 1 to 2 years |
| LTB240   | 24C: Abutment / Cast-In-Situ Concrete           | Spalling at some sections                           | Concrete patchworks                             | \$1,000        | Urgency 3: 1 to 2 years |
| LTB240   | 53O: Batter Protection / Other                  | Rock beaching missing at abutment 1, piles exposed. | Reinstate rock beaching                         | \$1,000        | Urgency 3: 1 to 2 years |
| LTB240   | 8C: Deck/Slabs/Rail Top / Cast-In-Situ Concrete | Spalling at various locations                       | Carry out concrete patch repair                 | \$3,000        | Urgency 3: 1 to 2 years |
| LTB250   | 53O: Batter Protection / Other                  | Batter loss at pier 2, piles exposed                | Reinstate batter and install rock beaching      | \$2,000        | Urgency 3: 1 to 2 years |
| LTB250   | 51S: Bridge Railings/Barriers / Steel           | Post spacing too large                              | Install additional posts                        | \$8,000        | Urgency 3: 1 to 2 years |
| LTB260   | 53O: Batter Protection / Other                  | Erosion at the top of both batters.                 | Reinstate lost material.                        | \$4,000        | Urgency 3: 1 to 2 years |
| LTB280   | 55S: Guardfence / Steel                         | Loose connection to barrier                         | Reconnect guardrail to barrier                  | \$500          | Urgency 3: 1 to 2 years |
| LTB280   | 53O: Batter Protection / Other                  | Erosion of batter toe at abutment 2                 | Reinstate batter and concrete batter protection | \$2,000        | Urgency 3: 1 to 2 years |
| LTB290   | 53O: Batter Protection / Other                  | Erosion of both batters.                            | Reinstate lost material.                        | \$1,000        | Urgency 3: 1 to 2 years |
| LTB300   | 24O: Abutment / Other                           | Lost stone and mortar at both abutments.            | Repoint stone and mortar.                       | \$800          | Urgency 3: 1 to 2 years |
| LTB300   | 53O: Batter Protection / Other                  | Loss of batter at both abutments.                   | Reinstate lost material and consider shotcrete. | \$20,000       | Urgency 3: 1 to 2 years |
| LTB300   | 53O: Batter Protection / Other                  | Undermining of abutment.                            | Reinstate lost material.                        | \$800          | Urgency 3: 1 to 2 years |



| Asset ID | Component                                       | Description                                       | Repair Recommendation                                                       | Estimated Cost | Urgency                 |
|----------|-------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------|----------------|-------------------------|
| LTB310   | 55S: Guardfence / Steel                         | Impact damage resulting in leaning post.          | Refasten post.                                                              | \$300          | Urgency 3: 1 to 2 years |
| LTB310   | 52O: Bridge Approaches / Other                  | Settlement and possibly a pothole.                | Resurface affected area.                                                    | \$500          | Urgency 3: 1 to 2 years |
| LTB360   | 24C: Abutment / Cast-In-Situ Concrete           | Chipping of concrete.                             | Carry out concrete patch repair.                                            | \$300          | Urgency 3: 1 to 2 years |
| LTB555   | 52O: Bridge Approaches / Other                  | Minor steps at abutments                          | Repair minor step                                                           | \$2,000        | Urgency 3: 1 to 2 years |
| LTB575   | 24C: Abutment / Cast-In-Situ Concrete           | Cracking of concrete render in front of abutment. | Carry out concrete patch repair.                                            | \$600          | Urgency 3: 1 to 2 years |
| LTB579   | 52O: Bridge Approaches / Other                  | Potholing at approach 2.                          | Resurface affected area.                                                    | \$200          | Urgency 3: 1 to 2 years |
| LTC290   | 51S: Bridge Railings/Barriers / Steel           | No barriers                                       | Consider installing barriers noting access to property immediately adjacent | \$30,000       | Urgency 3: 1 to 2 years |
| LTB580   | 53O: Batter Protection / Other                  | Erosion at both abutments.                        | Reinstate lost material.                                                    | \$1,000        | Urgency 3: 1 to 2 years |
| LTB620   | 52O: Bridge Approaches / Other                  | Cracking of approach 1.                           | Resurface affected area.                                                    | \$300          | Urgency 3: 1 to 2 years |
| LTB620   | 55S: Guardfence / Steel                         | Guard rail not connected to barrier.              | Secure to on structure barrier.                                             | \$400          | Urgency 3: 1 to 2 years |
| LTB630   | 24C: Abutment / Cast-In-Situ Concrete           | Cracking of one corner at number 2 side.          | Carry out concrete patch repair.                                            | \$300          | Urgency 3: 1 to 2 years |
| LTB630   | 24C: Abutment / Cast-In-Situ Concrete           | Spalling with exposed reinforcement.              | Carry out concrete patch repair.                                            | \$200          | Urgency 3: 1 to 2 years |
| LTB630   | 53O: Batter Protection / Other                  | Loss of batter on both sides.                     | Reinstate lost material.                                                    | \$500          | Urgency 3: 1 to 2 years |
| LTC002   | 61P: Box Culverts / Precast Concrete            | Spalling with exposed reinforcement.              | Carry out concrete patch repair.                                            | \$300          | Urgency 3: 1 to 2 years |
| LTC007   | 52O: Bridge Approaches / Other                  | Minor cracking approach 2.                        | Resurface affected area.                                                    | \$300          | Urgency 3: 1 to 2 years |
| LTC007   | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete | Cracking of end wall on side 1.                   | Carry out concrete patch repair.                                            | \$300          | Urgency 3: 1 to 2 years |
| LTC014   | 60S: Pipe Culverts / Steel                      | Corrosion to invert along full length             | Clean corrosion and install concrete lining along invert                    | \$10,000       | Urgency 3: 1 to 2 years |
| LTC017   | 60P: Pipe Culverts / Precast Concrete           | Misalignment of culvert.                          | Repair misaligned culvert.                                                  | \$20,000       | Urgency 3: 1 to 2 years |
| LTC017   | 54O: Crossing - Waterway / Other                | Undermining at outlet.                            | Reinstate lost material and apply rock beaching.                            | \$5,000        | Urgency 3: 1 to 2 years |



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|                 |                                                    |                                                           |                                                                   |                       |                         |
|-----------------|----------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------|-----------------------|-------------------------|
| LTC019          | 60P: Pipe Culverts / Precast Concrete              | Gap in one unit in cell 1 and two gaps in cell 2.         | Grout gaps.                                                       | \$1,000               | Urgency 3: 1 to 2 years |
| LTC019          | 60P: Pipe Culverts / Precast Concrete              | Cracking on obvert of pipe.                               | Epoxy inject and carry out level 3 assessment.                    | \$300                 | Urgency 3: 1 to 2 years |
| LTC019          | 54O: Crossing - Waterway / Other                   | Scour and possible undermining on side 1.                 | Consider rock beaching.                                           | \$800                 | Urgency 3: 1 to 2 years |
| LTC019          | 63O: Endswall/Wingwalls / Other                    | Cracking on side 1 end wall.                              | Repoint stone.                                                    | \$300                 | Urgency 3: 1 to 2 years |
| LTC021          | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete    | Cracking of end wall.                                     | Concrete patch repair.                                            | \$300                 | Urgency 3: 1 to 2 years |
| LTC022          | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete    | Cracking of head wall.                                    | Carry out concrete patch repair                                   | \$300                 | Urgency 3: 1 to 2 years |
| LTC024          | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete    | Cracking of headwall at legs and connections to wingwall. | Carry out concrete patch repair                                   | \$400                 | Urgency 3: 1 to 2 years |
| LTC027          | 54O: Crossing - Waterway / Other                   | Scouring at both inlet (200mm) and outlet (700mm)         | Install rock beaching                                             | \$5,000               | Urgency 3: 1 to 2 years |
| LTC027          | 51S: Bridge Railings/Barriers / Steel              | No barrier                                                | Install new based on risk assessment across councils bridge sites | \$5,000               | Urgency 3: 1 to 2 years |
| LTC027          | 55S: Guardfence / Steel                            | No approach guard rail                                    | Install new based on risk assessment across councils bridge sites | \$20,000              | Urgency 3: 1 to 2 years |
| <b>Asset ID</b> | <b>Component</b>                                   | <b>Description</b>                                        | <b>Repair Recommendation</b>                                      | <b>Estimated Cost</b> | <b>Urgency</b>          |
| LTC065          | 55S: Guardfence / Steel                            | No approach guardrail present                             | Consider installing approach guardrail                            | \$10,000              | Urgency 3: 1 to 2 years |
| LTC090          | 54O: Crossing - Waterway / Other                   | Scour under apron.                                        | Apply fill and rock beaching.                                     | \$1,200               | Urgency 3: 1 to 2 years |
| LTC090          | 60P: Pipe Culverts / Precast Concrete              | Cracking up to 1mm from units 2-14.                       | Epoxy inject cracks and conduct level 3 assessment.               | \$800                 | Urgency 3: 1 to 2 years |
| LTC110          | 50C: Footways/ Cycle Paths / Cast-In-Situ Concrete | Cracking of kerb.                                         | Carry out concrete patch repair.                                  | \$500                 | Urgency 3: 1 to 2 years |
| LTC110          | 61P: Box Culverts / Precast Concrete               | Spalling at unit 7, cell 1.                               | Carry out concrete patch repair.                                  | \$300                 | Urgency 3: 1 to 2 years |
| LTC110          | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete    | Spalling with exposed reinforcement.                      | Carry out concrete patch repair.                                  | \$300                 | Urgency 3: 1 to 2 years |
| LTC125          | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete    | All corners at wing walls cracked.                        | Cast concrete at cracked areas.                                   | \$1,000               | Urgency 3: 1 to 2 years |



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| LTC125   | 61P: Box Culverts / Precast Concrete            | Misalignment of units causing water to stagnate in culvert. | Grout area to level invert.                                                          | \$600          | Urgency 3: 1 to 2 years |
|----------|-------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------|-------------------------|
| LTC160   | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete | Both endwalls and wing walls cracked                        | Recast affected members                                                              | \$5,000        | Urgency 3: 1 to 2 years |
| LTC160   | 60P: Pipe Culverts / Precast Concrete           | Spalling with exposed reinforcement                         | Carry out concrete patch repair                                                      | \$300          | Urgency 3: 1 to 2 years |
| LTC195   | 52O: Bridge Approaches / Other                  | Loss of concrete section on deck.                           | Carry out concrete patch repair.                                                     | \$300          | Urgency 3: 1 to 2 years |
| LTC200   | 63O: Endswall/Wingwalls / Other                 | Spalling of endwall 1                                       | Conduct concrete patch repair                                                        | \$500          | Urgency 3: 1 to 2 years |
| LTC227   | 61P: Box Culverts / Precast Concrete            | Spalling with exposed reinforcement throughout.             | Carry out concrete patch repair.                                                     | \$9,000        | Urgency 3: 1 to 2 years |
| LTC240   | 61P: Box Culverts / Precast Concrete            | Minor spalling to cell 2 unit 12 roof.                      | Carry out concrete patch repair. Carry out risk assessment to determine if required. | \$200          | Urgency 3: 1 to 2 years |
| Asset ID | Component                                       | Description                                                 | Repair Recommendation                                                                | Estimated Cost | Urgency                 |
| LTC295   | 52O: Bridge Approaches / Other                  | Potholing of approach.                                      | Resurface affected area.                                                             | \$800          | Urgency 3: 1 to 2 years |
| LTC435   | 63O: Endswall/Wingwalls / Other                 | Loss of bags on endwall.                                    | Reinstate lost bags.                                                                 | \$200          | Urgency 3: 1 to 2 years |
| LTC435   | 52O: Bridge Approaches / Other                  | Pothole at approach 1.                                      | Resurface affected area.                                                             | \$300          | Urgency 3: 1 to 2 years |
| LTC435   | 54O: Crossing - Waterway / Other                | Undermining downstream.                                     | Reinstate lost fill and consider rock beaching.                                      | \$2,500        | Urgency 3: 1 to 2 years |
| LTC440   | 52O: Bridge Approaches / Other                  | Cracking at approach 2.                                     | Resurface affected area.                                                             | \$500          | Urgency 3: 1 to 2 years |
| LTC440   | 61P: Box Culverts / Precast Concrete            | Edge unit cracked.                                          | Carry out concrete patch repair.                                                     | \$300          | Urgency 3: 1 to 2 years |
| LTC500   | 60S: Pipe Culverts / Steel                      | Corrosion of invert.                                        | Consider invert liner.                                                               | \$10,000       | Urgency 3: 1 to 2 years |
| LTC550   | 60P: Pipe Culverts / Precast Concrete           | Patch repairs beginning to crack.                           | Carry out concrete patch repair.                                                     | \$300          | Urgency 3: 1 to 2 years |
| LTC560   | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete | Cracking of endwall on side 1                               | Repair endwall                                                                       | \$2,000        | Urgency 3: 1 to 2 years |
| LTC590   | 54O: Crossing - Waterway / Other                | Undermining of culvert.                                     | Reinstate fill and apply rock beaching.                                              | \$800          | Urgency 3: 1 to 2 years |
| LTC590   | 60P: Pipe Culverts / Precast Concrete           | Misalignment in both cells.                                 | Apply grout.                                                                         | \$500          | Urgency 3: 1 to 2 years |
| LTC590   | 60P: Pipe Culverts / Precast Concrete           | Cracking of edge unit.                                      | Epoxy inject cracking.                                                               | \$300          | Urgency 3: 1 to 2 years |



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|                 |                                                 |                                                                 |                                                                   |                       |                         |
|-----------------|-------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------|-----------------------|-------------------------|
| LTC640          | 60S: Pipe Culverts / Steel                      | Corroded invert.                                                | Consider concrete liner.                                          | \$14,000              | Urgency 3: 1 to 2 years |
| LTC650          | 52O: Bridge Approaches / Other                  | Minor step at approach                                          | Repair minor step                                                 | \$1,000               | Urgency 3: 1 to 2 years |
| <b>Asset ID</b> | <b>Component</b>                                | <b>Description</b>                                              | <b>Repair Recommendation</b>                                      | <b>Estimated Cost</b> | <b>Urgency</b>          |
| LTC650          | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete | Cracking on abutment 2 wingwall                                 | Conduct patch repair                                              | \$500                 | Urgency 3: 1 to 2 years |
| LTC650          | 63C: Endswall/Wingwalls / Cast-In-Situ Concrete | Spalling on abutments 1 and 2 wingwall                          | Conduct concrete patch repairs                                    | \$200                 | Urgency 3: 1 to 2 years |
| LTC730          | 52O: Bridge Approaches / Other                  | Potholes at approach 1                                          | Repair potholes                                                   | \$1,000               | Urgency 3: 1 to 2 years |
| LTC745          | 61P: Box Culverts / Precast Concrete            | Gaps between units                                              | Grout gaps between units                                          | \$500                 | Urgency 3: 1 to 2 years |
| LTC745          | 54O: Crossing - Waterway / Other                | Undermining at corner                                           | Reinstate lost material and add rock beaching                     | \$800                 | Urgency 3: 1 to 2 years |
| LTC745          | 61P: Box Culverts / Precast Concrete            | Gaps between units in all cells                                 | Grout gaps between units                                          | \$500                 | Urgency 3: 1 to 2 years |
| LTC745          | 61P: Box Culverts / Precast Concrete            | Spalling with exposed reinforcement                             | Carry out concrete patch repair                                   | \$300                 | Urgency 3: 1 to 2 years |
| LTC804          | 60P: Pipe Culverts / Precast Concrete           | Spalling with exposed reinforcement and chipping on both cells. | Carry out concrete patch repair                                   | \$300                 | Urgency 3: 1 to 2 years |
| LTC810          | 51S: Bridge Railings/Barriers / Steel           | No barrier present                                              | Install new based on risk assessment across councils bridge sites | \$5,000               | Urgency 3: 1 to 2 years |
| LTC810          | 55S: Guardfence / Steel                         | No guard fence.                                                 | Install new based on risk assessment across councils bridge sites | \$30,000              | Urgency 3: 1 to 2 years |



**COMPONENT REPLACEMENT PROGRAM:**

| Asset ID | Component                              | Description                                                                  | Repair Recommendation       | Estimated Cost | Urgency                   |
|----------|----------------------------------------|------------------------------------------------------------------------------|-----------------------------|----------------|---------------------------|
| LTB050   | 10T: Longdecking/Crossdecking / Timber | Timber members rotting and splitting with section loss. Loose timber members | Replace timber members      | \$5,000        | Urgency 2: 6 to 12 months |
| LTB050   | 51O: Bridge Railings/Barriers / Other  | No barrier present                                                           | Install barrier             | \$30,000       | Urgency 2: 6 to 12 months |
| LTB050   | 55S: Guardfence / Steel                | No guardrail present                                                         | Install approach guardrail  | \$10,000       | Urgency 2: 6 to 12 months |
| LTB050   | 9T: Crossbeams/Floorbeams / Timber     | Severe decay and section loss at crossbeams                                  | Replace members             | \$7,000        | Urgency 2: 6 to 12 months |
| LTB240   | 55S: Guardfence / Steel                | Guardrail missing                                                            | Install missing guardrail   | \$20,000       | Urgency 2: 6 to 12 months |
| LTB240   | 51S: Bridge Railings/Barriers / Steel  | Barrier missing                                                              | Reinstate barriers          | \$20,000       | Urgency 2: 6 to 12 months |
| LTB295   | 55S: Guardfence / Steel                | Impact damage approach 2, side 2.                                            | Replace affected member.    | \$10,000       | Urgency 2: 6 to 12 months |
| LTB295   | 51S: Bridge Railings/Barriers / Steel  | Impact damage on number 1 side.                                              | Replace affected member.    | \$600          | Urgency 2: 6 to 12 months |
| LTB250   | 55S: Guardfence / Steel                | No approach guardrails                                                       | Install approach guardrails | \$20,000       | Urgency 2: 6 to 12 months |
| LTB560   | 51S: Bridge Railings/Barriers / Steel  | No barriers present                                                          | Install barriers            | \$15,000       | Urgency 2: 6 to 12 months |
| LTC110   | 55S: Guardfence / Steel                | No approach guardrails                                                       | Install approach guardrails | \$10,000       | Urgency 2: 6 to 12 months |
| LTC110   | 51S: Bridge Railings/Barriers / Steel  | No barriers present                                                          | Install barriers            | \$5,000        | Urgency 2: 6 to 12 months |
| LTC130   | 51S: Bridge Railings/Barriers / Steel  | Collapsed post and loose connections on barrier side 2                       | Replace damaged member      | \$3,000        | Urgency 2: 6 to 12 months |
| LTC200   | 55S: Guardfence / Steel                | No approach guardrails                                                       | Install approach guardrails | \$10,000       | Urgency 2: 6 to 12 months |
| Asset    | Component                              | Description                                                                  | Repair Recommendation       | Estimated Cost | Urgency                   |
| LTC210   | 51S: Bridge Railings/Barriers / Steel  | No barrier present                                                           | Install barrier             | \$5,000        | Urgency 2: 6 to 12 months |
| LTC210   | 55S: Guardfence / Steel                | No approach guardrails                                                       | Install approach guardrails | \$20,000       | Urgency 2: 6 to 12 months |
| LTC650   | 55S: Guardfence / Steel                | Missing approach guardrail                                                   | Install guardrail           | \$10,000       | Urgency 2: 6 to 12 months |



| Asset  | Component                                                        | Description                                            | Repair Recommendation                 | Estimated Cost | Urgency                             |
|--------|------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------|----------------|-------------------------------------|
| LTC660 | 51S: Bridge Railings/Barriers / Steel                            | Railing missing                                        | Install railing                       | \$10,000       | months<br>Urgency 2: 6 to 12 months |
| LTC660 | 55S: Guardfence / Steel                                          | Approach guard rail missing                            | Install guardrail                     | \$10,000       | Urgency 2: 6 to 12 months           |
| LTC730 | 51S: Bridge Railings/Barriers / Steel                            | Barriers appear too low                                | Install higher barriers               | \$10,000       | Urgency 2: 6 to 12 months           |
| LTC730 | 55S: Guardfence / Steel                                          | No approach guardrails                                 | Install approach guardrails           | \$20,000       | Urgency 2: 6 to 12 months           |
| LTB005 | 55S: Guardfence / Steel                                          | Impact damage.                                         | Replace affected member.              | \$1,000        | Urgency 3: 1 to 2 years             |
| LTB050 | 50T: Footways/ Cycle Paths / Timber                              | Rotting and section loss in some parts and loose bolts | Replace rotting members tighten bolts | \$500          | Urgency 3: 1 to 2 years             |
| LTB150 | 50T: Footways/ Cycle Paths / Timber                              | Severe rotting and section loss.                       | Replace members                       | \$500          | Urgency 3: 1 to 2 years             |
| LTB150 | 51S: Bridge Railings/Barriers / Steel                            | Post spacing too large                                 | Install new posts                     | \$3,000        | Urgency 3: 1 to 2 years             |
| LTB160 | 50T: Footways/ Cycle Paths / Timber                              | Timber severely decayed at multiple locations.         | Replace decayed members               | \$2,000        | Urgency 3: 1 to 2 years             |
| LTB160 | 55S: Guardfence / Steel                                          | Approach guardrails missing.                           | Install new guardrails.               | \$20,000       | Urgency 3: 1 to 2 years             |
| LTB170 | 55S: Guardfence / Steel                                          | Approach guardrails missing                            | Install approach guardrail.           | \$20,000       | Urgency 3: 1 to 2 years             |
| LTB180 | 10T: Longdecking/Crossdecking / Timber                           | Weathered plank.                                       | Replace affected member.              | \$200          | Urgency 3: 1 to 2 years             |
| LTB200 | 51S: Bridge Railings/Barriers / Steel                            | Rotten post.                                           | Replace affected member.              | \$200          | Urgency 3: 1 to 2 years             |
| LTB200 | 55S: Guardfence / Steel                                          | Impact damage and rotten posts.                        | Replace affected members.             | \$15,000       | Urgency 3: 1 to 2 years             |
| LTB310 | 53O: Batter Protection / Other                                   | Loss of batter material.                               | Replace lost material.                | \$500          | Urgency 3: 1 to 2 years             |
| LTB320 | 53O: Batter Protection / Other                                   | Loss of batter protection.                             | Replace lost material.                | \$1,200        | Urgency 3: 1 to 2 years             |
| LTB560 | 55S: Guardfence / Steel                                          | No approach guardrails                                 | Install approach guardrail            | \$10,000       | Urgency 3: 1 to 2 years             |
| LTB630 | 44C: Mortar Pads/High Bearings Pedestals / Cast-In-Situ Concrete | Various bearings cracked.                              | Replace affected members.             | \$20,000       | Urgency 3: 1 to 2 years             |
| LTC014 | 51S: Bridge Railings/Barriers / Steel                            | No barrier present                                     | Install barrier                       | \$3,000        | Urgency 3: 1 to 2 years             |





| LTC014                             | 55S: Guardfence / Steel               | No guardrail present                                     | Install approach guardrail  | \$10,000         | Urgency 3: 1 to 2 years |
|------------------------------------|---------------------------------------|----------------------------------------------------------|-----------------------------|------------------|-------------------------|
| LTC040                             | 63O: Endswall/Wingwalls / Other       | Splitting and rotting of end walls                       | Replace deteriorated member | \$2,000          | Urgency 3: 1 to 2 years |
| LTC060                             | 51S: Bridge Railings/Barriers / Steel | No barrier present                                       | Install barriers            | \$10,000         | Urgency 3: 1 to 2 years |
| LTC060                             | 55S: Guardfence / Steel               | No approach guardrail present                            | Install approach guardrail  | \$10,000         | Urgency 3: 1 to 2 years |
| LTC065                             | 51S: Bridge Railings/Barriers / Steel | No barrier present                                       | Install barrier             | \$10,000         | Urgency 3: 1 to 2 years |
| LTC130                             | 55S: Guardfence / Steel               | Impact damage on approach guardrail at side 1 right side | Install new guardrail       | \$1,500          | Urgency 3: 1 to 2 years |
| LTC440                             | 51S: Bridge Railings/Barriers / Steel | 3 screws missing on side 2 making bottom of mesh loose.  | Replace missing nuts.       | \$150            | Urgency 3: 1 to 2 years |
| Asset                              | Component                             | Description                                              | Repair Recommendation       | Estimated Cost   | Urgency                 |
| LTC450                             | 51S: Bridge Railings/Barriers / Steel | Impact damage.                                           | Replace affected member.    | \$1,500          | Urgency 3: 1 to 2 years |
| LTC560                             | 55S: Guardfence / Steel               | No approach guardrails                                   | Install approach guardrails | \$20,000         | Urgency 3: 1 to 2 years |
| LTC560                             | 51S: Bridge Railings/Barriers / Steel | No barrier present                                       | Install barrier             | \$10,000         | Urgency 3: 1 to 2 years |
| LTC640                             | 63O: Endswall/Wingwalls / Other       | Planks on both endwalls are rotten.                      | Replace affected members.   | \$1,000          | Urgency 3: 1 to 2 years |
| LTC650                             | 51S: Bridge Railings/Barriers / Steel | No bridge railing present                                | Install railings            | \$5,000          | Urgency 3: 1 to 2 years |
| LTC770                             | 51S: Bridge Railings/Barriers / Steel | No barrier present                                       | Install barriers            | \$5,500          | Urgency 3: 1 to 2 years |
| LTC790                             | 55S: Guardfence / Steel               | Missing approach guardrails                              | Install approach guardrails | \$12,000         | Urgency 3: 1 to 2 years |
| LTC790                             | 51S: Bridge Railings/Barriers / Steel | No barrier present                                       | Install barriers            | \$5,000          | Urgency 3: 1 to 2 years |
| LTC820                             | 55S: Guardfence / Steel               | No approach guardrails present                           | Install approach guardrail  | \$10,000         | Urgency 3: 1 to 2 years |
| LTC820                             | 51S: Bridge Railings/Barriers / Steel | No barrier present                                       | Install barriers            | \$20,000         | Urgency 3: 1 to 2 years |
| <b>TOTAL COMPONENT REPLACEMENT</b> |                                       |                                                          |                             | <b>\$481,350</b> |                         |





| STRUCTURE REPLACEMENT: |               |                       |                         |                 |                |                  |                                           |
|------------------------|---------------|-----------------------|-------------------------|-----------------|----------------|------------------|-------------------------------------------|
| Asset ID               | Asset         | Sub Structure URR(\$) | Super Structure URR(\$) | Original Length | Original Width | Replacement Cost | Action                                    |
| LTB140                 | Kenyons Lane  | 2800                  | 1700                    | 26.8            | 4.0            | \$482,400        | <i>New deck works undertaken 2016</i>     |
| LTB040                 | Crinigan Road | 2100                  | 0                       | 8.0             | 5.0            | \$84,000         | <i>No action taken</i>                    |
| LTB090                 | Haigh Street  | 2100                  | 0                       | 2.2             | 21.8           | \$100,716        | <i>No action taken</i>                    |
| LTC500                 | Old Maffra    | 1600                  | 0                       | 17.9            | 11.8           | \$337,952        | <i>No action taken</i>                    |
| LTC640                 | Scrubby Lane  | 1600                  | 0                       | 7.9             | 14.2           | \$179,488        | <i>Works planned for 2017-18</i>          |
| LTB050                 | Downies Lane  | 2700                  | 1800                    | 28.1            | 4.1            | \$518,445        | <i>New deck works planned for 2017/18</i> |



**Appendix C - Projected Upgrade/New Expenditure 10 year Capital Works Program**

No works planned.



## Bridge and Major Culvert Asset Management Plan 2017

### Appendix D - Budgeted Expenditures

Expenditure currently incorporated into annual budgets include:

| BUDGET:                        | 2017              | 2018             | 2019             | 2020             | 2021             | 2022              |
|--------------------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Management Overhead            | \$13,547          | \$13,547         | \$13,547         | \$13,547         | \$13,547         | \$13,547          |
| Asset Management               | \$39,219          | \$39,219         | \$39,219         | \$39,219         | \$39,219         | \$39,219          |
| Operations                     | \$16,865          | \$16,865         | \$16,865         | \$16,865         | \$16,865         | \$16,865          |
| <b>OPERATIONS BUDGET</b>       | <b>\$69,630</b>   | <b>\$69,630</b>  | <b>\$69,630</b>  | <b>\$69,630</b>  | <b>\$69,630</b>  | <b>\$69,630</b>   |
| Reactive Maintenance           | \$10,000          | \$10,000         | \$10,000         | \$10,000         | \$10,000         | \$10,000          |
| Routine Maintenance            | \$29,000          | \$29,000         | \$29,000         | \$29,000         | \$29,000         | \$29,000          |
| Specific Maintenance           | \$150,000         | \$150,000        | \$150,000        | \$150,000        | \$150,000        | \$150,000         |
| <b>MAINTENANCE BUDGET</b>      | <b>\$189,000</b>  | <b>\$189,000</b> | <b>\$189,000</b> | <b>\$189,000</b> | <b>\$189,000</b> | <b>\$189,000</b>  |
| Renewal                        | \$645,000         | \$155,000        | \$155,000        | \$155,000        | \$155,000        | \$155,000         |
| Upgrade/Expansion              | \$0               | \$0              | \$0              | \$0              | \$0              | \$0               |
| New Capex                      | \$0               | \$0              | \$0              | \$0              | \$0              | \$0               |
| Disposal Expenses              | \$0               | \$0              | \$0              | \$0              | \$0              | \$0               |
| <b>CAPITAL EXPENDITURE</b>     | <b>\$645,000</b>  | <b>\$155,000</b> | <b>\$155,000</b> | <b>\$155,000</b> | <b>\$155,000</b> | <b>\$155,000</b>  |
| <b>BUDGETED ANNUAL RENEWAL</b> | <b>\$645,000</b>  | <b>\$155,000</b> | <b>\$155,000</b> | <b>\$155,000</b> | <b>\$155,000</b> | <b>\$155,000</b>  |
| <b>Renewal Gap</b>             | <b>-\$344,098</b> | <b>\$155,000</b> | <b>\$139,978</b> | <b>\$14,599</b>  | <b>\$19,038</b>  | <b>-\$116,192</b> |
| <b>FORECAST ANNUAL RENEWAL</b> | <b>\$989,098</b>  | <b>\$0</b>       | <b>\$15,022</b>  | <b>\$140,401</b> | <b>\$135,962</b> | <b>\$271,192</b>  |

| BUDGET:                        | 2023             | 2024                | 2025                | 2026             | 2027             |
|--------------------------------|------------------|---------------------|---------------------|------------------|------------------|
| Management Overhead            | \$13,547         | \$13,547            | \$13,547            | \$13,547         | \$13,547         |
| Asset Management               | \$39,219         | \$39,219            | \$39,219            | \$39,219         | \$39,219         |
| Operations                     | \$16,865         | \$16,865            | \$16,865            | \$16,865         | \$16,865         |
| <b>OPERATIONS BUDGET</b>       | <b>\$69,630</b>  | <b>\$69,630</b>     | <b>\$69,630</b>     | <b>\$69,630</b>  | <b>\$69,630</b>  |
| Reactive Maintenance           | \$10,000         | \$10,000            | \$10,000            | \$10,000         | \$10,000         |
| Routine Maintenance            | \$29,000         | \$29,000            | \$29,000            | \$29,000         | \$29,000         |
| Specific Maintenance           | \$150,000        | \$150,000           | \$150,000           | \$150,000        | \$150,000        |
| <b>MAINTENANCE BUDGET</b>      | <b>\$189,000</b> | <b>\$189,000</b>    | <b>\$189,000</b>    | <b>\$189,000</b> | <b>\$189,000</b> |
| Renewal                        | \$155,000        | \$155,000           | \$155,000           | \$155,000        | \$155,000        |
| Upgrade/Expansion              | \$0              | \$0                 | \$0                 | \$0              | \$0              |
| New Capex                      | \$0              | \$0                 | \$0                 | \$0              | \$0              |
| Disposal Expenses              | \$0              | \$0                 | \$0                 | \$0              | \$0              |
| <b>CAPITAL EXPENDITURE</b>     | <b>\$155,000</b> | <b>\$155,000</b>    | <b>\$155,000</b>    | <b>\$155,000</b> | <b>\$155,000</b> |
| <b>BUDGETED ANNUAL RENEWAL</b> | <b>\$155,000</b> | <b>\$155,000</b>    | <b>\$155,000</b>    | <b>\$155,000</b> | <b>\$155,000</b> |
| <b>Renewal Gap</b>             | <b>\$145,635</b> | <b>-\$1,020,799</b> | <b>-\$2,832,524</b> | <b>-\$23,143</b> | <b>\$11,013</b>  |
| <b>FORECAST ANNUAL RENEWAL</b> | <b>\$9,365</b>   | <b>\$1,175,799</b>  | <b>\$2,987,524</b>  | <b>\$178,143</b> | <b>\$143,987</b> |



**Appendix E - Abbreviations**

Abbreviations used in the BrAMP include:

|              |                                         |
|--------------|-----------------------------------------|
| <b>AAAC</b>  | Average annual asset consumption        |
| <b>AM</b>    | Asset Management                        |
| <b>AEP</b>   | Annual Exceedance Probability           |
| <b>ASC</b>   | Annual service cost                     |
| <b>BOD</b>   | Biochemical (biological) oxygen demand  |
| <b>CRC</b>   | Current replacement cost                |
| <b>CWMS</b>  | Community wastewater management systems |
| <b>DA</b>    | Depreciable amount                      |
| <b>BrAMP</b> | Bridge Asset Management Plan            |
| <b>DRC</b>   | Depreciated replacement cost            |
| <b>EF</b>    | Earthworks/formation                    |
| <b>GPT</b>   | Gross Pollutant Trap                    |
| <b>IRMP</b>  | Infrastructure risk management plan     |
| <b>LCC</b>   | Life Cycle cost                         |
| <b>LCE</b>   | Life cycle expenditure                  |
| <b>LTFP</b>  | Long term financial plan                |
| <b>MMS</b>   | Maintenance Management System           |
| <b>PCI</b>   | Pavement condition index                |
| <b>RV</b>    | Residual value                          |
| <b>SoA</b>   | State of the Assets                     |
| <b>vph</b>   | Vehicles per hour                       |
| <b>WDCRC</b> | Written down current replacement cost   |



## Bridge and Major Culvert Asset Management Plan 2017

### Appendix F - Glossary

#### **Annual service cost (ASC)**

##### a) Reporting actual cost

The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.

##### b) For investment analysis and budgeting

An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

#### **Asset**

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

#### **Asset category**

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

#### **Asset class**

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

#### **Asset condition assessment**

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

#### **Asset hierarchy**

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

#### **Asset management (AM)**

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

#### **Asset renewal funding ratio**

The ratio of the net present value of asset renewal funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMG Financial Sustainability Indicator No 8].

#### **Average annual asset consumption (AAAC)\***

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.



## Bridge and Major Culvert Asset Management Plan 2017

### **Borrowings**

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

### **Brownfields Valuation**

Valuation method where the initial recognition and subsequent recognition of assets involves expensing those costs that are considered to be 'sunk' one-off costs for components that are expected to have an unlimited life such as earthworks and formation for roadworks and capitalising only those costs associated with ongoing renewal of the asset.

### **Capital expenditure**

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

#### **Capital expenditure - expansion**

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

#### **Capital expenditure - new**

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

#### **Capital expenditure - renewal**

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

#### **Capital expenditure - upgrade**

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

### **Capital funding**

Funding to pay for capital expenditure.



## Bridge and Major Culvert Asset Management Plan 2017

### **Capital grants**

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

### **Capital investment expenditure**

See capital expenditure definition

### **Capitalisation threshold**

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

### **Carrying amount**

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

### **Class of assets**

See asset class definition.

### **Component**

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

### **Core asset management**

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cashflow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision-making).

### **Cost of an asset**

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

### **Critical assets**

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

### **Current replacement cost (CRC)**

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second-hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

### **Deferred maintenance**

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

### **Depreciable amount**

The cost of an asset, or other amount substituted for its cost, less its residual value.





## Bridge and Major Culvert Asset Management Plan 2017

### **Depreciated replacement cost (DRC)**

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

### **Depreciation / amortisation**

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

### **Economic life**

See useful life definition.

### **Expenditure**

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

### **Expenses**

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

### **Fair value**

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.

### **Financing gap**

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap, if not addressed, will result in a future diminution of existing service levels.

### **Generation 1**

First renewal of an asset after construction.

### **Generation 2**

Subsequent renewal of asset after initial renewal.

### **Greenfields valuation**

Valuation method where the initial recognition and subsequent revaluation of assets involves the capitalisation of all costs including those for components that are expected to have an unlimited life (such as earthworks and formation for roadwork).

### **Heritage asset**

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

### **Impairment loss**

The amount by which the carrying amount of an asset exceeds its recoverable amount.





**Infrastructure assets**

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

**Investment property**

Property held to earn rentals or for capital appreciation or both, rather than for:

- a) use in the production or supply of goods or services or for administrative purposes; or
- b) sale in the ordinary course of business.

**Key performance indicator**

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

**Level of service**

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

**Life Cycle Cost \* (LCC)**

- a) **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- b) **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

**Life Cycle Expenditure**

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

**Loans / borrowings**

See borrowings.

**Maintenance**

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

• **Planned maintenance**

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.



- **Reactive maintenance**

Unplanned repair work that is carried out in response to service requests and management/ supervisory directions.

- **Specific maintenance**

Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.

- **Unplanned maintenance**

Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

**Maintenance expenditure \***

Recurrent expenditure which is periodically or regularly required as part of the anticipated schedule of works to ensure that the asset achieves its useful life, and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

**Materiality**

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

**Modern equivalent asset**

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

**Net present value (NPV)**

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

**Non-revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg. parks and playgrounds, footpaths, roads and bridges, libraries etc.

**Operations**

Regular activities to provide services such as public health, safety and amenity, eg street sweeping, grass mowing and street lighting.

**Operating expenditure**

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.



## Bridge and Major Culvert Asset Management Plan 2017

**Operating expense**

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

**Operating expenses**

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, maintenance, depreciation, on-costs and overheads.

**Operations, maintenance and renewal financing ratio**

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (eg five, 10 and 15 years).

**Operations, maintenance and renewal gap**

Difference between budgeted expenditures in a long-term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. five, 10 and 15 years).

**Pavement management system (PMS)**

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

**PMS Score**

A measure of condition of a road segment determined from a Pavement Management System.

**Rate of annual asset consumption \***

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

**Rate of annual asset renewal \***

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

**Rate of annual asset upgrade/new \***

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

**Recoverable amount**

The higher of an asset's fair value, less costs to sell and its value in use.

**Recurrent expenditure**

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

**Recurrent funding**

Funding to pay for recurrent expenditure.

**Rehabilitation**

See capital renewal expenditure definition above.



**Remaining useful life**

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

**Renewal**

See capital renewal expenditure definition above.

**Residual value**

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**Revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

**Risk management**

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

**Section or segment**

A self-contained part or piece of an infrastructure asset.

**Service potential**

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

**Service potential remaining**

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

**Specific Maintenance**

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

**Strategic Longer-Term Plan**

A plan covering the term of office of councillors (four years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the Council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the Council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

**Sub-component**

Smaller individual parts that make up a component part.



**Useful life**

Either: (a) the period over which an asset is expected to be available for use by an entity, or (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council.

**Value in use**

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary., Additional and modified glossary items shown \*



**Appendix G - BrAMP Improvement Plan**

The asset management improvement plan is shown below

| <i>Item</i>                                                                    | <i>Priority</i> | <i>Resources</i>        |
|--------------------------------------------------------------------------------|-----------------|-------------------------|
| Barrier Inspection                                                             | High            | \$10,000                |
| Load Limit/Level 3 capacity- testing of 10 high risk bridges                   | High            | \$50,000                |
| Maintenance Management System                                                  | Medium          | Refer I-Services Budget |
| Clarify responsibility and budget allocation for Pedestrian Bridge maintenance | Medium          | Nil                     |
| <b>TOTAL EXTERNAL RESOURCES/FUNDING REQUIRED</b>                               |                 | <b>\$60.000</b>         |



**Agenda Item: 15.4**

**Agenda Item: Northern Reserve Newborough - Construction of a netball court by the Newborough Football Netball Club**

**Sponsor: General Manager Infrastructure and Recreation**

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

**Status: For Decision**

#### **MOTION**

**Moved: Cr Gibson**

**Seconded: Cr Law**

**That Council:**

- 1. Endorses the amendment to the Recreation Infrastructure Funding Policy as detailed in attachment 1; and**
- 2. Provides in principle support to the Newborough Football Netball Club to proceed with the pre-planning phase for the construction of the second netball court at Northern Reserve Newborough, and**
- 3. Requests that a further report is provided to Council following the pre-planning phase to seek Council's formal endorsement of the project prior to entering into a formal works contract with the Newborough Football Netball Club for the construction of the second netball court at Northern Reserve Newborough.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

- Latrobe City Council is fielding a number of enquiries from sporting clubs about undertaking projects on Council owned, managed or financed facilities.
- A specific request has been received from the Newborough Football Netball Club about the club constructing a second netball court at Northern Reserve Newborough.
- Utilising the Netball Australia Facility guidelines, a works contract and works checklist has been developed to assist the club with the planning, project management and construction of the court.
- The Recreation Infrastructure Funding Policy, endorsed by Council on 13 November 2017 is proposed to be amended to provide clearer guidance on the

development of projects to be undertaken by user groups/stakeholders at Council owned or managed facilities.

**Declaration of Interests:**

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

**Background:**

Latrobe City Council has been in discussion with a number of sporting clubs that are considering or will be requesting permission from Council to undertake recreation infrastructure projects at Council owned, managed or financed facilities. The impetus for these requests is the availability of funding through the Latrobe Valley Authority's Community Facility Fund.

Specifically, the Newborough Football Netball Club (the club) has approached Latrobe City Council with a proposal for the club to construct a second netball court at Northern Reserve in Newborough. The club believes that it can construct this court at a significantly less cost than Latrobe City Council could.

The second court was identified in the Moe Newborough Outdoor Recreation Plan.

An estimate by Latrobe City Council for the cost of construction of the court is approximately \$100,000 - \$150,000 depending upon the soil, drainage requirements and extent of civil works required to the site. This figure has been based upon previous projects completed by Latrobe City Council. The club have advised that it can construct the court for approximately \$55,000.

**Recreation Infrastructure Funding Policy**

The Recreation Infrastructure Funding Policy (2017) provides a policy position on the development of recreation infrastructure on Council owned, managed or financed facilities.

The objectives of this policy are:

- To ensure that the development of community sport and recreation facilities within Latrobe City occurs in an effective and cost-efficient manner.
- To provide clarity on the roles and responsibilities of both Council and clubs in relation to the development and provision of sport and recreation infrastructure.
- To encourage partnerships between Council, clubs and other agencies for the development of sport and recreation facilities across Latrobe City.

The existing Guiding Principles for the policy are based upon the following principles:

- Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council.
- Where a project can be completed without a planning or building permit or relative types of construction permits, Council may consider permitting clubs undertaking works.



- Prior to any plans or purchase of components relating to the project, liaison with Council must occur.
- Any developments must obtain the relevant Council and any other approvals/standards (such as Australian Standards, Building Code requirements, and the requirements of the sport/activity's governing State/National body).

It is proposed that the above guiding principles be amended to provide clarity to both Council and user groups and stakeholders about the need for Council to approve projects, the requirement for agreement by Latrobe City Council for a project and the process that is required to be followed. The Recreation Infrastructure Funding Policy (2017) will be amended (Attachment 1) and the guiding principles amended with:

1. This policy is to be consistent with the Sporting Reserves and Pavilion License which requires that all user groups/clubs/organisations must obtain Council's permission prior to the planning or undertaking of any works on Council owned or managed facilities.
2. Any developments must obtain the relevant Council and any other approvals/standards (such as Australian Standards, Building Code requirements, and the requirements of the sport/activity's governing State/National body).
3. Where a club can successfully demonstrate the capacity and resources to deliver a project, Council may consider permitting clubs to undertake works on Council owned or managed land, conditional on meeting the requirements of guideline no. 4 and no. 5 below.
4. Permission will be subject to clubs entering into an agreement with Council applicable to the complexity of the project; and
5. Where there are concerns identified in relation to the levels of ongoing cost and/or risk associated with the construction, maintenance and/or replacement of a project that will become a Council asset, Council reserves the right to reject the approval of works by a club or organisation or impose an increased level of Council involvement at the cost of the club.

### **Assessment of Recreation Projects & Four Year Funding Investment Plan**

On the 13 November 2017, Council endorsed the assessment and prioritisation of all outstanding recreation infrastructure projects. On the 4 December 2017, Council endorsed a Four Year Funding Investment Plan which identified Council's priority recreation infrastructure projects for funding applications in the coming four years.

The construction of a second netball court at Northern Reserve was assessed in the matrix and scored a total score of 85 points based upon the scoring assessment matrix and is therefore not a priority project for Latrobe City Council funding in the next four years, and subsequently is unlikely to be part of any Council budget process.

### **Netball Australia – National Facilities Policy**

The Netball Australia - National Facilities Policy (Attachment 2) was developed in 2016 in consultation with key stakeholders including member organisations, associations, leagues and clubs as well as local and state governments.

Netball Australia highlights that it is important that facilities are constructed so that they present a firm, level and consistent playing surface. It is equally important that the court dimensions and run-offs comply to the current rules and regulations to ensure players and umpire safety.

The Netball Australia - National Facilities Policy provides a step by step guide for the planning and development of netball courts. These requirements have been included as part of the flow chart (Attachment 3). Latrobe City Council uses the Technical Manual when planning netball court upgrades and developments.

Netball Australia's report highlights an increasing number of poor outcomes with netball court constructions that have been built without taking into account the prevailing soil conditions, insufficient provisions for site drainage, using the wrong materials, poor construction practices or even misunderstanding the compliance requirements, standards and local government regulations. A failure to take some or all of these sorts of issues into account can lead to substantial or even catastrophic failures of the courts themselves, all in a relatively short space of time.

### **The Process**

Latrobe City Council has developed a process and two draft documents to assist clubs to progress undertaking works on Council owned, managed or finance facilities. The flow chart (Attachment 3) outlines the process, roles and responsibilities of the Club, Contractor and Latrobe City Council for the development of projects on Council owned or managed land.

- Club Works Contract
- Works Checklist

The Club Works Contract (Attachment 4) is an agreement between Latrobe City Council and a club (in this case, the Newborough Football Netball Club) to allow the club to undertake works to Latrobe City Council's asset as stipulated in the terms and conditions set out in the agreement.

The Works Checklist (Attachment 5) is a process and checklist developed by Latrobe City Council in accordance with Netball Australia's National Facilities Policy and Netball Victoria's Facility Manual. There are five key stages (as detailed above) to be satisfied, in which each stage needs to be confirmed and agreed upon by Latrobe City Council before proceeding to the next stage.

There are a number of tasks within each stage, so a checklist has been developed to assist with meeting the requirements and standards of Netball Australia and Netball Victoria. This contract of works and checklist is to be used in direct conjunction with the draft Club Works Agreement.

It is proposed that prior to the club being given formal approval to undertake a project, at a minimum the club will be required to undertake a pre-planning/design phase which will include:

- Soil Testing
- Any necessary Geotechnical assessment
- Site Survey
- Detailed Design
- Three quotes for the works from qualified contractors
- Funding

Only once this information has been provided can an assessment be made by Latrobe City Council as to whether the project can be delivered by the club. If the project can be delivered, then Latrobe City Council will present the project and all the associated information to Council for formal approval prior to commencement of a formal Works Agreement with the club.

Both documents are currently being reviewed by a legal consultant, and will be updated to reflect any feedback or changes that may be necessary prior to being presented to Council in a future report.

**Reasons for Proposed Resolution:**

This report is being presented for Councillors consideration due to the recent adoption of the Recreation Needs Assessment, Recreation Infrastructure Funding Policy (2017) and the assessment of all outstanding recreation projects.

Latrobe City Council has received a number of queries from sporting clubs to develop recreation infrastructure on Council facilities. The Newborough Football Netball Club has requested that Council give consideration for the development of a second netball court at Northern Reserve Newborough undertaken by the club.

Latrobe City Council has developed a draft process to assist clubs with the delivery of recreation infrastructure at Council owned, managed or financed facilities.

The process and associated supporting documentation seeks to ensure that in this case, the netball court project is planned and delivered as per the requirements of the Netball Australia – National Facilities Policy and that the club ensures that it has sufficient capacity.

It is proposed that the above guiding principles in the Recreation Infrastructure Funding Policy (2017) be amended to provide clarity to both Council and user groups and stakeholders about the need for Council approval, the requirement for agreement by Latrobe City Council for a project and the process that is required to be followed.

**Issues:**

*Strategy Implications*

The need to develop and then endorse an agreed process for clubs who have the capacity to undertake works at Council owned or managed facilities has been identified through the development of the Recreation Needs Assessment and the Recreation Infrastructure Funding Policy.

Both the Recreation Needs Assessment and the Recreation Infrastructure Funding Policy (2017) were endorsed by Council on 13 November 2017, however a proposed amendment to the Recreation Infrastructure Funding Policy will provide clarity regarding the intent of the process and whom it will apply to.

*Communication*

If the process presented in this report is endorsed by Council, officers will commence the process of formally engaging with the Newborough Football Netball Club to commence the pre-planning component of the process.

Latrobe City Council has already provided the Newborough Football Netball Club with the Netball Australia Facilities guidelines and the contact details for a number of consultants who will be able to provide technical support in relation to the site investigation, soil testing, site survey and detailed plans.

Latrobe City Council has also been engaging with Netball Victoria to ensure that the club is provided with the technical support required for the pre-planning stage.

*Financial Implications*

There are no direct financial implications for Latrobe City Council with this proposal, however there is likely to be a resource implication with the requirement for the Project Supervisor to be appointed to ensure that the Works Contract is adhered to.

*Risk Analysis*

| <b>Identified risk</b>         | <b>Risk likelihood*</b> | <b>Controls to manage risk</b>                                        |
|--------------------------------|-------------------------|-----------------------------------------------------------------------|
| Inappropriate development      | Likely                  | Recreation Infrastructure Funding Policy                              |
| Poor quality workmanship       | Likely                  | Recreation Infrastructure Policy<br>Works Checklist<br>Works Contract |
| Unfunded resource implications | Likely                  | Draft Works Contract                                                  |

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

## **Risks**

The Club Works Contract along with the Works Checklist seeks to mitigate the risk to Council of a club undertaking works without the appropriate in principles support, funding, approved works program, including the pre planning, investigative and design works.

As previously detailed there have been a number of recreation projects undertaken by clubs in the past that have resulted in a less than satisfactory outcome. Recent examples include the extension to the Twin City Archers facility and the erection of solar lighting at the Tyers Recreation Reserve over APA Gas Net infrastructure. These projects along with others over the years have exposed Council to financial, potential litigation/compliance and reputational risk.

The Works Contract ensures that the works to be undertaken are completed in logical stages, to ensure that each stage is agreed upon or signed off by Council prior to commencing the next stage. This process will assist in ensuring that the project is well planned, well-funded and completed to the required standard.

The Works Contract also includes the requirement of the club to provide proof that the club has officially endorsed the project at their own club's official meetings by providing minutes of the meeting and the endorsement must come from an two office bearers of the committee, not the club project manager. Proof of the club's financial contribution, both cash and in-kind will also be required.

## **Resource Implications**

The intent of the Works Contract is to ensure that Council will have a superintendency (oversight) role, rather than a formal hands-on project management role. Latrobe City Council will monitor the project, including the contract management and required sign off, however, the club will be responsible for the day to day project management of the project and supervision of the contractors.

Latrobe City Council already has a significant number of recreation infrastructure projects either approved or pending funding applications for the current and future financial years. These include the projects already submitted to Sport & Recreation Victoria as well as the Community Managed Places funding applications as part of the Victorian government's \$85 million investment in recreation infrastructure in Latrobe City. Latrobe City Council has limited resources to project manage any further projects that have not been identified as a priority by Council.

## *Community Implications*

The amendment to the Recreation Infrastructure Funding Policy (2017) and the development of a clear process for the assessment of projects proposed to be completed by sporting clubs and organisations is a positive step forward.

With the funding opportunities currently available through the Latrobe Valley Authority, and Latrobe City Council's restricted capacity to deliver any further recreation projects, particularly in the next two to three years means this process will allow clubs, if they have the capacity, to make the most of funding opportunities to develop and construct their recreation priorities.

The process will help to ensure that projects are well planned, appropriately funded and constructed to an appropriate standard.

#### *Environmental Implications*











There are potential environmental implications if the second netball court is constructed. The proposed site will impact on existing vegetation, specifically some very large native trees. Whilst these trees are unlikely to be remnant native vegetation, their health and suitability will require an arborist assessment and recommendation. Depending on this assessment, there could be a requirement for an off-set, regardless of whether they are removed or not.

#### *Consultation*

Significant community engagement activities have already taken place with the public exhibition of the Recreation Needs Assessment, Recreation Infrastructure Funding Policy and the Moe Newborough Outdoor Recreation plan.

Whilst further engagement activities will occur with the Newborough Football Netball Club, there will be no broader level community engagement undertaken for the development of this process.

#### **Attachments**

1.   Recreation Infrastructure Funding Policy
2.   Netball Australia - National Facilities Policy
3.   Facility development flow chart
4.   Draft Club Works Agreement
5.   Facility development process and works checklist

## 15.4

### **Northern Reserve Newborough - Construction of a netball court by the Newborough Football Netball Club**

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**Latrobe City** Recreation Infrastructure Funding Policy



## Recreation Infrastructure Funding Policy

Version (1)

Approval Date: 23 October 2017

Review Date: 1 July 2018





## Recreation Infrastructure Funding Policy

### DOCUMENT CONTROL

| Responsible GM                       | Steven Piasente                         |                                           |
|--------------------------------------|-----------------------------------------|-------------------------------------------|
| Division                             | Infrastructure & Recreation             |                                           |
| Last Updated (who & when)            | Coordinator Recreation & Open Space     | 2017                                      |
| DOCUMENT HISTORY                     |                                         |                                           |
| Authority                            | Date                                    | Description of change                     |
| Latrobe City Council                 | 11/4/2017                               | Revision                                  |
| Latrobe City Council                 | 24/4/2017                               | Update assessment matrix changes          |
| Latrobe City Council                 | 7/06/17                                 | Update assessment matrix changes          |
| Latrobe City Council                 | 17/07/17                                | Update Changes                            |
| Latrobe City Council                 | 15/08/2017                              | Changes from Needs Assessment             |
| Latrobe City Council                 | 24/10/2017                              | Final policy adopted by Council           |
| <a href="#">Latrobe City Council</a> | <a href="#">16/02/2018</a>              | <a href="#">Amendments to section 2.1</a> |
| References                           | Refer to Section 8 and 9 of this policy |                                           |
| Next Review Date                     | July 2018                               |                                           |
| Published on website                 | Yes                                     |                                           |
| Document Reference No                |                                         |                                           |

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## Recreation Infrastructure Funding Policy

### 1. Background

In 2017, Latrobe City Council undertook a Recreation Needs Assessment, a strategic document that provides Council with one consolidated document to cover the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document will allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, this Recreation Infrastructure Funding Policy was developed to ensure a fair and consistent allocation of Council resources towards the development of Council owned and/or managed facilities for sport and recreation.

Council has a role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles; and to build the capacity of volunteers to offer improved opportunities for all.

This policy applies to the development of infrastructure on Council owned and managed property. In particular, it identifies the funding responsibilities for identified core and optional infrastructure relating to specific sport and recreation activities.

It should be noted that Council's funding for the core components is dependent on budget availability and the competing demands of other projects.

For ease of reference, the sport and recreation organisations that utilise these venues/facilities are referred to throughout the document as 'clubs'.

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## Recreation Infrastructure Funding Policy

### 2. Objectives

The objectives of this Policy are:

- To ensure that the development of community sport and recreation facilities within Latrobe City occurs in an effective and cost-efficient manner
- To provide clarity on the roles and responsibilities of both Council and clubs in relation to the development and provision of sport and recreation infrastructure
- To encourage partnerships between Council, clubs and other agencies for the development of sport and recreation facilities across Latrobe City

#### 2.1. Guiding Principles

The proposed policy is based on the following principles:

- This policy is to be consistent with the Sporting Reserves and Pavilion License, which requires that all user groups/clubs/organisations must obtain Council's permission prior to the planning or undertaking of any works on Council owned or managed facilities.
- Any developments must obtain the relevant Council and any other approvals/standards (such as Australian Standards, Building Code requirements, and the requirements of the sport/activity's governing State/National body)
- Where a club can successfully demonstrate the capacity and resources to deliver a project, Council may consider permitting clubs to undertake works on Council owned or managed land, conditional on meeting the requirements of dot point no. 4 and no. 5 below.
- Permission will be subject to clubs entering an agreement with Council applicable to the complexity of the project, and
- 1. Where there are concerns identified in relation to the levels of ongoing cost and/or risk associated with construction, maintenance and/or replacement of a project that will become a Council asset, Council reserves the right to reject the approval of works by a club or organisation or impose an increased level of Council involvement at the cost if the club.
- Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council

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## Recreation Infrastructure Funding Policy

2. Council will be responsible for funding only core components of sport and recreation venues/facilities, whilst the clubs will be responsible for other components that are considered optional
3. Funding will only be considered for facilities located on Council owned or managed land, or Crown Land reserves that are supported by Council through annual maintenance grants
4. ~~Where a project can be completed without a planning or building permit or relative types of construction permits, Council may consider permitting clubs undertaking works.~~
5. ~~Prior to any plans or purchase of components relating to the project, liaison with council must occur.~~
6. Priority will be given to developments that will encourage participation in active sport and recreation activities
7. ~~Any developments must obtain the relevant Council and any other approvals/standards (such as Australian Standards, Building Code requirements, and the requirements of the sport/activity's governing State/National body)~~
8. Any developments that do not align with the local level facility hierarchy or the relevant state sporting guidelines will not be supported
9. A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighbourhood, or very local ie: one suburb or one town."
10. A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
11. All designs and projects will be economically sustainable in design and construction, as per the ESD guidelines by Sport and Recreation Victoria
12. The components of any proposed development will be assessed, and will include, but not necessarily limited to:
  - The integration of the proposed development with surrounding facilities/infrastructure, including the site's ability to cater for it
  - The functionality of the development's design
  - The impact of the development on any other activities on the site

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## Recreation Infrastructure Funding Policy

- The contribution/detraction to local amenity
- 13. It is recognised that some developments will be subject to certain circumstances that warrant special consideration. These may include:
  - Significant changes to participation levels
  - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.)
  - Historical factors beyond the control of the current club
  - Multiple tenants at a facility
  - Specific conditions of tenure arrangements.

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### 3. Scope

This policy relates to the development of all Council owned or managed land (or Crown Land reserves that are supported by Council through annual maintenance grants) and infrastructure used for the purposes of providing active sport and recreation activities within the Latrobe City. Developments may include new facilities or the refurbishment/renovation of existing facilities.

Developments associated with indoor sporting centres/stadiums or aquatic facilities are not covered by this Policy.

Funding will be subject to future Council budget considerations.

#### 3.1. Process

Council officers will complete a weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy.

A club seeking funding for a project not previously identified in the strategy or master plan is required to complete an Expression of Interest (EOI) form detailing the proposed project.

Once the EOI form is lodged, the viability of the project will be assessed by Council officers against the same assessment matrix.

The assessment criterion is as listed:

- Past and current participation average increase/decrease over the past three years
  - Where possible, the data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices.

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## Recreation Infrastructure Funding Policy

- Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis.
  - In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
  - For female only sports, the club will be scored on **one** section of KPA 1 and will not be scored on both the 'all' section and 'female' section to obtain double scoring.
- Current compliancy issue with the facility:
  - Non-compliant to State Sporting Association Guidelines:
    - Non-compliant umpires change rooms such as size, number of change rooms, in accordance with local level peak body guidelines.
    - Unisex compliance issues
  - Building Code Compliance Issues:
    - Occupational Health and Safety
    - Asbestos
    - Disability Discrimination Act (DDA) compliance
    - Issues relating to Australian Standards
    - In accordance with Latrobe City's building audit
- Will the project encourage the development of a multi-use facility?
  - Is the facility a multi-use facility or is it a single use facility?
  - Will the project benefit multiple-user groups?
- Has the Club worked with GippSport to develop strategic plans and documentation?
  - Female friendly policies/programs to promote female inclusion within the club
  - Participation Plans
  - Has the club initiated the process with GippSport?
- Clubs making a **cash contribution to core components only** of the project will be scored on the level of the following contributions:
  - 20+%
  - 10-20%
  - 1-10%
  - 0%

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## Recreation Infrastructure Funding Policy

- Masterplan Alignment:
  - Does the project align with a Council master plan?
- Grass Based Sporting Review or Hardcourt Audit alignment:
  - For relevant projects, does it identify a need with the recommendations and findings from Latrobe City's Grassed based sporting review or the Latrobe City Council Hardcourt Audit?
  - Current ground condition/usage
  - Overused
  - Matches potential use – within four hours of matching potential use
  - Underused
  - Hardcourt compliancy to sporting guidelines
- Trends and Demands
  - Does the sport and project align with sporting based trends and demands within Latrobe City as identified within Latrobe City Council's Recreation Needs Assessment?
  - Increase
  - Steady
  - Decrease
  - In order to fairly calculate trends and demands figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the trend data analysed within the matrix will be that of the main beneficiary.
- Current lighting conditions:
  - No lighting
  - Non-compliant lighting <50 lux
  - Number of current lighting poles
    - One lighting pole with light
    - Two or more lighting poles with lights

If successful, the project may be considered for implementation within the next annual budget, as an indicative item that will subject to the assessment and consideration of other requests and funding priorities, as a part of the annual budget process.

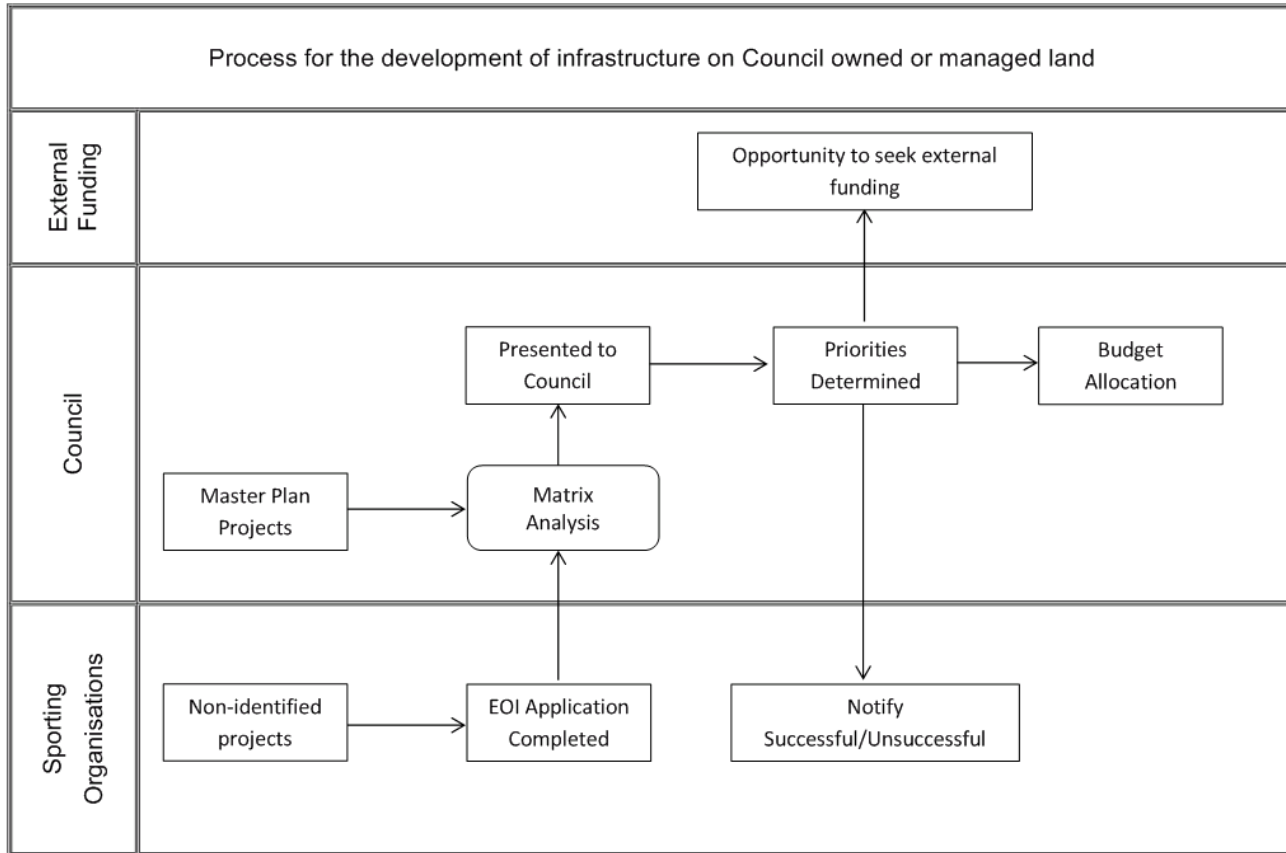
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### Recreation Infrastructure Funding Policy

Process for the development of infrastructure on Council owned or managed land



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**What types of projects will be funded?**

- Core components as per table 1
- Projects that promote participation in physical activity
- Projects that have demonstrated a need through current and past participation
- Projects with compliancy or occupational health and safety issues
- Projects that encourage the development of multi-use, shared facilities
- Projects that strongly align with master plans/strategies
- Projects that demonstrate a need through trends and demands of the sport
- Projects that align with Councils documents such as the Grass Based Sporting Review Document
- Projects aligned with external funding opportunities

**What types of projects will not be funded?**

- Applications for non-core components as per table 2
- Projects that do not score as highly as others
- Projects where cash contributions have not been confirmed with bank statement proof
- Projects that do not strongly meet the assessment criteria

**Timeframe for EOI completion**

- Expression of interest applications to be submitted before October 31<sup>st</sup>. EOI's submitted after October 31st of each year will not be considered in the following year's annual budget.

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#### 4. Levels of Contribution

##### 4.1. Sports Pavilions

##### 4.1.1. Core Components

The table below outlines the core components of sporting pavilions. The table outlines the maximum number of components Council will fund.

The size of each component will be determined by the relevant sport's peak body facility guidelines/requirements. Where these guidelines are not available, Council Officers will liaise with the relevant Peak bodies to determine an appropriate size/number for the facility's purpose. The additional costs associated with any such developments that exceed these minimum size/embellishment requirements will be borne by the club.

Table 1: Core components that Council will fund

| COMPONENT                                                           | QUANTITY     |
|---------------------------------------------------------------------|--------------|
| Change rooms*                                                       | 1 – 4        |
| Amenities (showers/toilets)                                         | 1 - 4        |
| Kitchen/Kiosk                                                       | 1            |
| Umpire change facilities                                            | 1            |
| Storage room (within pavilion, up to 20 square metres)              | 1            |
| First aid room                                                      | 1            |
| Multi-purpose/social space (up to 50 square metres)#                | 1            |
| Power upgrades as part of successful lighting or pavilion projects^ | If necessary |
| Drinking fountains as part of overall project                       | 1-4          |
| Rubbish bins as part of overall project (fixed)                     | 1-4          |

\* For sites/reserves with three or more grounds, consideration will be given to the development of extra facilities.

# Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

^ Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.

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**4.1.2. Optional Components**

The table below outlines components of pavilions that are considered features that clubs desire to have on site, but are not essential to the usual delivery of the sport/activity. Responsibilities for funding these developments are 100 percent responsibility of the club.

*Table 2: Optional Components Council will not fund*

| OPTIONAL COMPONENT                                 |
|----------------------------------------------------|
| Commercial/catering kitchen                        |
| Bar facilities (if permitted by Council)           |
| Meeting room/s                                     |
| Additional Administration/Social space >50 m2      |
| Gymnasium                                          |
| Additional storage (in addition to core component) |
| Security system                                    |
| Alarms                                             |
| Timekeeper room                                    |
| Cleaner's room                                     |
| Shade spectator area                               |

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#### 4.1.3. Pavilion fit-out

Table 3: Responsibilities for fit-out items of pavilions

| COUNCIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CLUB                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ All plumbing works for core pavilion components, including hot water supply &amp; hot water systems</li> <li>▪ Locks and security lighting (and security screens/doors where appropriate)</li> <li>▪ Appropriate floor coverings for core pavilion components such as epoxy flooring</li> <li>▪ Light fittings (including emergency exit lighting)</li> <li>▪ Curtains/blinds</li> <li>▪ Bay change facilities</li> </ul> | <p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ Furniture &amp; Shelving</li> <li>▪ Floor coverings for optional pavilion components</li> <li>▪ Bar facilities and fit-out</li> <li>▪ Telephone, television and internet connections and associated equipment</li> <li>▪ Heating/cooling of all pavilion components (core and optional)</li> <li>▪ Security alarms</li> </ul> |
| <p><i>Canteen/Kiosk/Kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Benches and cabinets</li> <li>▪ Tiling</li> <li>▪ Oven/hot plates</li> <li>▪ Extraction fans/range hood</li> <li>▪ Hot water urns</li> </ul>                                                                                                                                                                                                                                                                | <p><i>Canteen/kiosk/kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Instant hot water ('zip') units</li> <li>▪ Refrigeration/freezers</li> <li>▪ Dishwasher</li> <li>▪ Crockery and cutlery</li> </ul>                                                                                                                                                                              |
| <p><i>Change Rooms:</i></p> <ul style="list-style-type: none"> <li>▪ Bench seating and clothes hooks</li> <li>▪ Change room fixtures such as mirrors, towel dispensers, toilet roll holders, etc.</li> </ul>                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                               |

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**4.2. Ancillary infrastructure**

Ancillary infrastructure includes features that are necessary to deliver the sport/activity, but are separate from the main pavilion. The following outlines the responsibilities of both Council and the club in relation to the development of such features.

Works undertaken with Council funding, on Council owned or managed land will be delivered by Council. No in Kind contributions will be considered.

Table 4: Ancillary Infrastructure Table

| COMPONENT              | COUNCIL CONTRIBUTION<br>100% | CLUB CONTRIBUTION<br>100% | DESCRIPTION                                                                                                                                                                                                                                         |
|------------------------|------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General power upgrades | ✓                            | ✗                         | General power upgrades not a part of an overall pavilion or lighting project are not supported by this Infrastructure Funding Policy. Funding for this type of infrastructure can be obtained through alternate Council funding streams ie: Grants. |

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|--------------------------------------------------------------------|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sports Lighting<br>(includes field,<br>and hardcourts<br>surfaces) | ✓ | ✗ | <p>Council will contribute up to 100% towards sports lighting up to a standard of 100 lux. Only LED lighting systems are considered acceptable for funding.</p> <p>The installation of sports lighting will require Council approval and is also subject to building approval and, in certain cases, a planning permit.</p> <p>Council will contribute towards:</p> <ul style="list-style-type: none"> <li>• Construction of a new field/surface lighting system</li> <li>• Upgrading of an existing field lighting system.</li> </ul> <p>Council does not fund lighting levels above 100 lux at local level facilities.</p> <p>Once installed, the operating cost of the field lighting becomes the sole responsibility of the club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure, including the poles.</p> |
| Scoreboards                                                        | ✗ | ✓ | <p>Construction and maintenance of scoreboards will be 100% funded by clubs and they must:</p> <ul style="list-style-type: none"> <li>• Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>• Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> <li>• Not detract from the site's amenity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| Coaches boxes and player dugouts                                                                              | x | ✓ | Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sports playing/ field perimeter fencing for ovals or fields                                                   | ✓ | x | <p>Council owned or managed land facilities fencing projects must be approved by Council.</p> <p>Types of fencing must be approved and agreed upon by Council prior to purchase.</p> <p>Clubs are to contribute 50% of the construction for fencing, with Councils contribution at a maximum of 50%.</p> <p>Upgrades of fencing will need to be co-funded by the clubs, 50% contribution with 50% Council contribution.</p> <p>Council will only fund <b>playing field perimeter fencing</b> at measurements of 0.9 metres in height.</p> |
| Goal posts and padding                                                                                        | x | ✓ | The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the requirements of the relevant State Sporting Organisation.                                                                                                                                                                                                                                                                                                                                              |
| Protective/safety netting<br><br>*Safety netting is netting that prevents balls from leaving the field/ground | x | ✓ | Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.                                                                                                                                                                                                                                                                                                                                                                        |
| Gate keepers box                                                                                              | x | ✓ | Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                      |   |   | <p>and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will:</p> <ul style="list-style-type: none"> <li>• Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>• Not detract from the site's amenity.</li> </ul>                                        |
| Sirens & Public Address (PA) Systems | x | ✓ | Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.                                                                                                                                               |
| Solar Powered Units                  | x | ✓ | <p>Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning permit requirements</p> <p>If successful Clubs will then contribute 100% to the installation and maintenance of solar energy systems.</p> |
| Irrigation and Drainage              | ✓ | x | Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.                                                                                                                                                                                                                      |

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### 4.3. Sports

Due to their nature, some sports have specific requirements as determined by the relevant State Sporting Organisation. Furthermore, sports infrastructure provided for exclusive use by a club will be 100% funded and maintained by the club.

Table 5: Sport Specific Table

| SPORT                         | COUNCIL CONTRIBUTION<br>100% | CLUB CONTRIBUTION<br>100% | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Athletics</b>              | -                            | -                         | Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.                                                                                           |
| <b>Baseball/<br/>Softball</b> | x                            | ✓                         | Clubs must fund 100% of the cost and maintenance of dugouts. Clubs must provide 100% of the cost for the construction and maintenance of batting cages and the synthetic/ decomposed granite (en tout cas) infield (including pitcher's mound).<br><br>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields. |

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|----------------|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cricket</b> | ✓ | ✓ | <p>Clubs are responsible 100% for turf wicket construction and maintenance costs.</p> <p>Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan and/or Junior Association fixtures.</p> <p>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches in which this is consistent with the Infrastructure Policy. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</p> <p>Council will provide 100% of the replacement cost of:</p> <ul style="list-style-type: none"> <li>Centre wicket synthetic pitch when it is at the end of its useful life.</li> </ul> <p>Clubs must contribute 100% of the cost of construction and maintenance of cricket nets and associated infrastructure. Clubs should ensure that any associated planning permits and building permits are secured for these projects prior to</p> |
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|                                    |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                    |          |          | <p>construction</p> <p>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</p>                                                                                                                                                                                                                                                                                                  |
| <b>Equestrian</b>                  | <b>x</b> | <b>✓</b> | <p>Clubs must contribute 100% to covered arenas, holding pens, cross country courses and components, round yards.</p> <p>Council will only fund local level core components that directly impact participation.</p>                                                                                                                                                                                                                                                    |
| <b>Football (Australian Rules)</b> | <b>x</b> | <b>✓</b> | <p>Clubs will provide 100% of the cost and maintenance of the football goal post instalment and removal.</p> <p>Clubs must contribute 100% of the cost and maintenance of the following:</p> <ul style="list-style-type: none"> <li>• Interchange box.</li> <li>• Goal Posts and Pads</li> <li>• Posts and safety nets behind goals</li> <li>• Construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</li> </ul> |
| <b>Football (Soccer)</b>           | <b>x</b> | <b>✓</b> | <ul style="list-style-type: none"> <li>• Clubs must provide 100% of the cost and maintenance of the player's race and portable goals.</li> <li>• Clubs will provide 100% of</li> </ul>                                                                                                                                                                                                                                                                                 |

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|                   |          |   |                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                   |          |   | the cost and maintenance of goals and nets and back nets.                                                                                                                                                                                                                                                                                                                                            |
| <b>Hockey</b>     | <b>x</b> | ✓ | Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.                                                                                                                                                                                                                                                                                                                   |
| <b>Lawn Bowls</b> | <b>x</b> | ✓ | Clubs must provide 100% of the cost of constructing and maintaining bowling greens, pavilions and any ancillary infrastructure.                                                                                                                                                                                                                                                                      |
| <b>Netball</b>    | ✓        | ✓ | <p>Council will provide 100% of the cost of the construction of netball court/s.</p> <ul style="list-style-type: none"> <li>• Surface replacement, as per State Sporting Organisation requirements</li> <li>• Line Marking as part of overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Netball Goal Posts, nets and padding.</li> </ul> |

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| <b>Tennis</b>   | ✓ | ✓ | <p>Council will provide 100% of the cost of tennis court:</p> <ul style="list-style-type: none"> <li>• Surface reconstruction or replacement, once a surface has reached the end of its useful life, this will include net posts as part of the overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Tennis Nets</li> <li>• Tennis Net Handles</li> <li>• Poles and any other similar structures</li> </ul> |
| <b>Gridiron</b> | x | ✓ | <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Gridiron Goal Posts and netting.</li> </ul>                                                                                                                                                                                                                                                                                                                                       |

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## 5. Principles of Management

The Recreation Infrastructure Funding Policy will be managed through the Recreation & Open Space team. Each project identified in a Recreation strategy or master plan will be assessed using the Assessment matrix tool, to determine its priority against all other project for Council and external funding opportunities. Project assessment matrixes once completed will be reviewed every 12 months.

## 6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 6.1. Council

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

### 6.2. Chief Executive Officer

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

### 6.3. General Manager

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

### 6.4. Manager

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

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**6.5. Employees, Contractors and Volunteers**

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

**7. Evaluation and Review**

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

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## 8. Definitions

Table 6: Definitions

| TITLE                       | DEFINITION                                                                                                                                                                                                                                                                                        |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ancillary features          | Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)                                                                                                                                                                                                  |
| Core component              | Features that are essential for the sport/recreation activity to occur                                                                                                                                                                                                                            |
| Club                        | A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity                                                                                                                                                                                         |
| Club contribution           | A financial contribution from the club towards the proposed development                                                                                                                                                                                                                           |
| In-kind contribution        | The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies                                                                                                          |
| Club contribution agreement | Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement                                                                                                                           |
| Council contribution        | The maximum percentage of the total project cost that Council will contribute                                                                                                                                                                                                                     |
| Council owned or managed    | Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land                                                                                                                  |
| Lux                         | The unit of measure of illuminance, applied to sports field lighting                                                                                                                                                                                                                              |
| Local Level Facility        | A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one |
| Main venue                  | The registered home base of the club                                                                                                                                                                                                                                                              |
| Optional component          | Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations                                                                                                                                        |

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|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Regional Level Facility | A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams. |
| Secondary venue         | Additional facility to the club's Main Venue that allows the club to provide increased activities to the community                                                                                                                                                                                                                                                                                                                                                                               |

### 9. Related Documents

All sport infrastructure developments and expressions of interest must align or comply with the following, but is not limited to:

*Internal Strategic Documents:*

- Latrobe 2026
- Council Plan 2013 - 2017
- Recreation & Leisure Strategy – 2006
- Gippsland Hockey Facilities Plan - 2007
- Morwell Outdoor Recreation Plan – 2008
- Tennis Plan – 2008
- Soccer Plan – 2008
- Southern Towns Outdoor Recreation Plan – 2009
- Northern Towns Outdoor Recreation Plan – 2010
- Hazelwood North Due Diligence report – 2010
- Gaskin Park Master Plan 2011
- Traralgon South Recreation Reserve Master Plan – 2013
- Public Open Space Strategy – 2013
- Morwell Recreation Reserve Precinct Master Plan – 2014
- Warren Terrace Reserve Master Plan – 2014
- Traralgon Outdoor Recreation plan – 2014
- Draft Traralgon Recreation Reserve & Showgrounds Master Plan - 2014
- Moe Newborough Outdoor Recreation Plan – 2015
- Catterick Crescent Reserve Master Plan – 2016
- Maryvale Reserve Master Plan – 2016
- Latrobe City Grass Sporting Reserves Review - 2016

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- Recreation Needs Assessment – 2017

*External Documents:*

- Australian Standards
- Building Code of Australia
- AFL Preferred Facility Guidelines for State Regional Local Facilities
- Community Sporting Facility Lighting Guide for Australian Rules football, Football (Soccer) and Netball
- Artificial Grass For Sport Guide
- Tennis Facility Planning Guide
- Bowls Australia – Green Construction Guidelines
- Tennis Australia – National Tennis Facility Planning and Development Guide
- Baseball Victoria – Lighting Standards
- Cricket Australia – Community Cricket Facilities Guidelines
- Football Federation Victoria – Lighting and Facilities Guidelines
- Netball Victoria – Facilities Guidelines
- Hockey – Guidelines and Australian Lighting Standards
- Australian Lighting Standards

*Other:*

- Capital Works Policy
- Capital Works Budget
- Public Open Space Strategy
- Risk Management Framework
- Procurement Policy
- Seasonal Allocation Policy

**10. Reference Resources**

- *Local Government Act 1989*

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## 11. Appendices

Appendix 1: Core components that Council will fund

| COMPONENT                                                           | QUANTITY     |
|---------------------------------------------------------------------|--------------|
| Change rooms*                                                       | 1 – 4        |
| Amenities (showers/toilets)                                         | 1 - 4        |
| Kitchen/Kiosk                                                       | 1            |
| Umpire change facilities                                            | 1            |
| Storage room (within pavilion, up to 20 square metres)              | 1            |
| First aid room                                                      | 1            |
| Multi-purpose/social space (up to 50 square metres)#                | 1            |
| Power upgrades as part of successful lighting or pavilion projects^ | If necessary |
| Drinking fountains as part of overall project                       | 1-4          |
| Rubbish bins as part of overall project (fixed)                     | 1-4          |

\* For sites/reserves with three or more grounds, consideration will be given to the development of extra facilities.

# Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

^ Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.

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*Appendix 2: Optional Components Council will not fund*

| OPTIONAL COMPONENT                                 |
|----------------------------------------------------|
| Commercial/catering kitchen                        |
| Bar facilities (if permitted by Council)           |
| Meeting room/s                                     |
| Additional Administration/Social space >50 m2      |
| Gymnasium                                          |
| Additional storage (in addition to core component) |
| Security system                                    |
| Alarms                                             |
| Timekeeper room                                    |
| Cleaner's room                                     |
| Shade spectator area                               |

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Appendix 3: Responsibility for fit-out items of pavilions

| COUNCIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CLUB                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ All plumbing works for core pavilion components, including hot water supply &amp; hot water systems</li> <li>▪ Locks and security lighting (and security screens/doors where appropriate)</li> <li>▪ Appropriate floor coverings for core pavilion components such as epoxy flooring</li> <li>▪ Light fittings (including emergency exit lighting)</li> <li>▪ Curtains/blinds</li> <li>▪ Bay change facilities</li> </ul> | <p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ Furniture &amp; Shelving</li> <li>▪ Floor coverings for optional pavilion components</li> <li>▪ Bar facilities and fit-out</li> <li>▪ Telephone, television and internet connections and associated equipment</li> <li>▪ Heating/cooling of all pavilion components (core and optional)</li> <li>▪ Security alarms</li> </ul> |
| <p><i>Canteen/Kiosk/Kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Benches and cabinets</li> <li>▪ Tiling</li> <li>▪ Oven/hot plates</li> <li>▪ Extraction fans/range hood</li> <li>▪ Hot water urns</li> </ul>                                                                                                                                                                                                                                                                | <p><i>Canteen/kiosk/kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Instant hot water ('zip') units</li> <li>▪ Refrigeration/freezers</li> <li>▪ Dishwasher</li> <li>▪ Crockery and cutlery</li> </ul>                                                                                                                                                                              |
| <p><i>Change Rooms:</i></p> <ul style="list-style-type: none"> <li>▪ Bench seating and clothes hooks</li> <li>▪ Change room fixtures such as mirrors, towel dispensers, toilet roll holders, etc.</li> </ul>                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                               |

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Appendix 4: Ancillary Infrastructure Classification

| COMPONENT              | COUNCIL<br>CONTRIBUTION<br>100% | CLUB<br>CONTRIBUTION<br>100% | DESCRIPTION                                                                                                                                                                                                                                         |
|------------------------|---------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General power upgrades | ✓                               | ✗                            | General power upgrades not a part of an overall pavilion or lighting project are not supported by this Infrastructure Funding Policy. Funding for this type of infrastructure can be obtained through alternate Council funding streams ie: Grants. |

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|                                                                    |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sports Lighting<br>(includes field,<br>and hardcourts<br>surfaces) | ✓ | ✗ | <p>Council will contribute up to 100% towards sports lighting up to a standard of 100 lux. Only LED lighting systems are considered acceptable for funding.</p> <p>The installation of sports lighting will require Council approval and is also subject to building approval and, in certain cases, a planning permit.</p> <p>Council will contribute towards:</p> <ul style="list-style-type: none"> <li>• Construction of a new field/surface lighting system</li> <li>• Upgrading of an existing field lighting system.</li> </ul> <p>Council does not fund lighting levels above 100 lux at local level facilities.</p> <p>Once installed, the operating cost of the field lighting becomes the sole responsibility of the club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure, including the poles.</p> |
| Scoreboards                                                        | ✗ | ✓ | <p>Construction and maintenance of scoreboards will be 100% funded by clubs and they must:</p> <ul style="list-style-type: none"> <li>• Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>• Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> <li>• Not detract from the site's amenity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                                                                                               |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coaches boxes and player dugouts                                                                              | ✘ | ✔ | Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sports playing/ field perimeter fencing for ovals or fields                                                   | ✔ | ✘ | <p>Council owned or managed land facilities fencing projects must be approved by Council.</p> <p>Types of fencing must be approved and agreed upon by Council prior to purchase.</p> <p>Clubs are to contribute 50% of the construction for fencing, with Councils contribution at a maximum of 50%.</p> <p>Upgrades of fencing will need to be co-funded by the clubs, 50% contribution with 50% Council contribution.</p> <p>Council will only fund <b>playing field perimeter fencing</b> at measurements of 0.9 metres in height.</p> |
| Goal posts and padding                                                                                        | ✘ | ✔ | The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the requirements of the relevant State Sporting Organisation.                                                                                                                                                                                                                                                                                                                                              |
| Protective/safety netting<br><br>*Safety netting is netting that prevents balls from leaving the field/ground | ✘ | ✔ | Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.                                                                                                                                                                                                                                                                                                                                                                        |
| Gate keepers box                                                                                              | ✘ | ✔ | Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                      |   |   |                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |   |   | <p>and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will:</p> <ul style="list-style-type: none"> <li>• Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>• Not detract from the site's amenity.</li> </ul>                                        |
| Sirens & Public Address (PA) Systems | x | ✓ | Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.                                                                                                                                               |
| Solar Powered Units                  | x | ✓ | <p>Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning permit requirements</p> <p>If successful Clubs will then contribute 100% to the installation and maintenance of solar energy systems.</p> |
| Irrigation and Drainage              | ✓ | x | Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.                                                                                                                                                                                                                      |

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Appendix 5: Sport Specific Infrastructure Summary

| SPORT                         | COUNCIL CONTRIBUTION<br>100% | CLUB CONTRIBUTION<br>100% | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Athletics</b>              | -                            | -                         | Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.                                                                                           |
| <b>Baseball/<br/>Softball</b> | x                            | ✓                         | Clubs must fund 100% of the cost and maintenance of dugouts. Clubs must provide 100% of the cost for the construction and maintenance of batting cages and the synthetic/ decomposed granite (en tout cas) infield (including pitcher's mound).<br><br>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields. |
| <b>Cricket</b>                | ✓                            | ✓                         | Clubs are responsible 100% for turf wicket construction and maintenance costs.<br><br>Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan                                                                                                                                      |

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|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <p>and/or Junior Association fixtures.</p> <p>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches in which this is consistent with the Infrastructure Policy. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</p> <p>Council will provide 100% of the replacement cost of:</p> <ul style="list-style-type: none"> <li>Centre wicket synthetic pitch when it is at the end of its useful life.</li> </ul> <p>Clubs must contribute 100% of the cost of construction and maintenance of cricket nets and associated infrastructure. Clubs should ensure that any associated planning permits and building permits are secured for these projects prior to construction</p> <p>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</p> |
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|------------------------------------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equestrian</b>                  | <b>x</b> | <b>✓</b> | <p>Clubs must contribute 100% to covered arenas, holding pens, cross country courses and components, round yards.</p> <p>Council will only fund local level core components that directly impact participation.</p>                                                                                                                                                                                                                                             |
| <b>Football (Australian Rules)</b> | <b>x</b> | <b>✓</b> | <p>Clubs will provide 100% of the cost and maintenance of the football goal post instalment and removal.</p> <p>Clubs must contribute 100% of the cost and maintenance of the following:</p> <ul style="list-style-type: none"> <li>• Interchange box.</li> <li>• Goal Posts and Pads</li> <li>• Posts and nets behind goals</li> <li>• Construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</li> </ul> |
| <b>Football (Soccer)</b>           | <b>x</b> | <b>✓</b> | <ul style="list-style-type: none"> <li>• Clubs must provide 100% of the cost and maintenance of the player's race and portable goals.</li> <li>• Clubs will provide 100% of the cost and maintenance of goals and nets and back nets.</li> </ul>                                                                                                                                                                                                                |

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|-------------------|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hockey</b>     | <b>x</b> | <b>✓</b> | Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Lawn Bowls</b> | <b>x</b> | <b>✓</b> | Clubs must provide 100% of the cost of constructing and maintaining bowling greens, pavilions and any ancillary infrastructure.                                                                                                                                                                                                                                                                                                                                      |
| <b>Netball</b>    | <b>✓</b> | <b>✓</b> | <p>Council will provide 100% of the cost of the construction of netball court/s.</p> <ul style="list-style-type: none"> <li>• Surface replacement, as per State Sporting Organisation requirements</li> <li>• Line Marking as part of overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Netball Goal Posts, nets and padding.</li> </ul>                                                                 |
| <b>Tennis</b>     | <b>✓</b> | <b>✓</b> | <p>Council will provide 100% of the cost of tennis court:</p> <ul style="list-style-type: none"> <li>• Surface reconstruction or replacement, once a surface has reached the end of its useful life, this will include net posts as part of the overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Tennis Nets</li> <li>• Tennis Net Handles</li> <li>• Poles and any other similar structures</li> </ul> |

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| <b>Gridiron</b> | <b>x</b> | <b>✓</b> | Clubs will 100% fund and maintain: <ul style="list-style-type: none"><li>• Gridiron Goal Posts and netting.</li></ul> |
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Appendix 6: Definitions

| TITLE                       | DEFINITION                                                                                                                                                                                                                                                                                               |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ancillary features          | Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)                                                                                                                                                                                                         |
| Core component              | Features that are essential for the sport/recreation activity to occur                                                                                                                                                                                                                                   |
| Club                        | A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity                                                                                                                                                                                                |
| Club contribution           | A financial contribution from the club towards the proposed development                                                                                                                                                                                                                                  |
| In-kind contribution        | The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies                                                                                                                 |
| Club contribution agreement | Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement                                                                                                                                  |
| Council contribution        | The maximum percentage of the total project cost that Council will contribute                                                                                                                                                                                                                            |
| Council owned or managed    | Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land                                                                                                                         |
| Lux                         | The unit of measure of illuminance, applied to sports field lighting                                                                                                                                                                                                                                     |
| Local Level Facility        | A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one town." |
| Main venue                  | The registered home base of the club                                                                                                                                                                                                                                                                     |
| Optional component          | Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations                                                                                                                                               |

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|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regional Level Facility | A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams. |
| Secondary venue         | Additional facility to the club's Main Venue that allows the club to provide increased activities to the community                                                                                                                                                                                                                                                                                                                                                                               |

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**Netball Victoria Associations and Leagues**  
[www.vic.netball.com.au](http://www.vic.netball.com.au)

**Sport and Recreation Victoria**  
[www.sport.vic.gov.au](http://www.sport.vic.gov.au)

**Victorian Local Government Authorities**  
[www.mav.asn.au](http://www.mav.asn.au)

*April 2017 Version 1*

Note: The NV Facilities Manual will be periodically reviewed and amended to respond to changing circumstances and advancement in standards, design or equipment.

|     |                  |                                           |
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| p4  | <b><u>01</u></b> | <b>About this Manual</b>                  |
| p6  | <b><u>02</u></b> | <b>Facility Planning</b>                  |
| p10 | <b><u>03</u></b> | <b>Netball activities in Victoria</b>     |
| p12 | <b><u>04</u></b> | <b>Facility Components</b>                |
| p14 | <b><u>05</u></b> | <b>Netball Facility Hierarchy</b>         |
| p16 | <b><u>06</u></b> | <b>Technical Data and Information</b>     |
| p18 | <b><u>07</u></b> | <b>Court Specifications</b>               |
| p20 | <b><u>08</u></b> | <b>Universal Design and Accessibility</b> |

**APPENDICES**

|     |                  |                                                     |
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| p24 | <b><u>A</u></b>  | <b>Netball Activities</b>                           |
| p26 | <b><u>B1</u></b> | <b>Netball facility hierarchy and standards</b>     |
| p30 | <b><u>B2</u></b> | <b>Summary of requirements for built structures</b> |
| p32 | <b><u>B3</u></b> | <b>Pavilion: Concept Plans</b>                      |

# **01**

## **About this Manual**



## The Facilities Manual

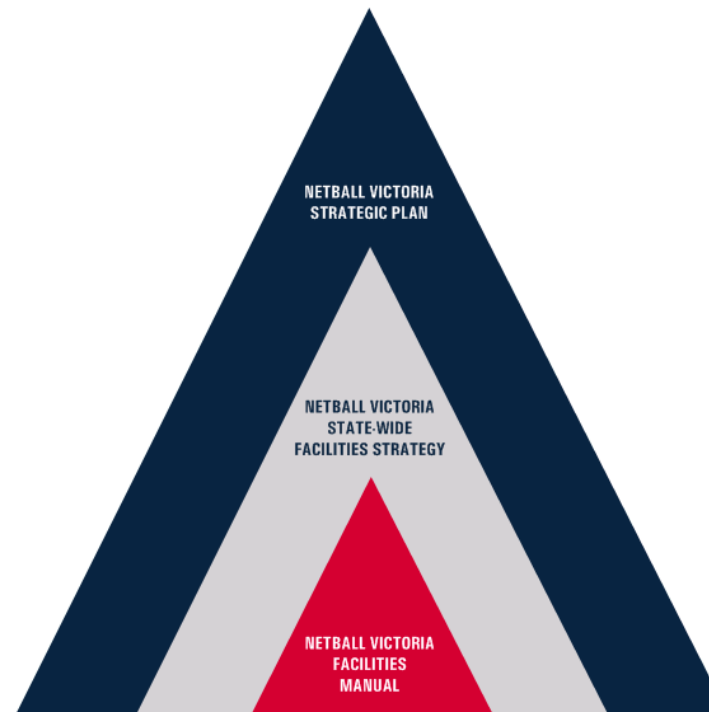
The Facilities Manual has been produced by Netball Victoria (NV) for use by organisations that are planning to redevelop an existing netball venue, or construct a replacement or new netball venue.

The NV Facilities Manual should be read in conjunction with Netball Australia's (NA) National Facilities Policy. The NA National Facilities Policy contains technical information on netball courts and associated court infrastructure such as court orientation, goal posts, lighting, fencing, seating, shelter and storage.

**It is NV's expectation that all new and redeveloped netball facilities be constructed to meet the National Netball standards outlined in the NV Facilities Manual and the National Facilities Policy.**

Copies of all facility planning documents and resources are available on the [NV website](#).

The NV website can be found at:  
<http://vic.netball.com.au/support/facility-development/>





# 02

## Facility Planning



## Planning Process

The NV Facilities Manual is one of the tools used in the planning process for new, redeveloped or upgraded netball facilities. It will inform the facility, site assessment and design stages of the planning process. The following case study outlines the recommended process put into practice.

It is recommended that any organisation intending to redevelop an existing netball venue, or construct a new venue, liaises closely with NV during the planning and construction phases.



## Jubilee Park, Frankston: Netball Court Redevelopment Case Study

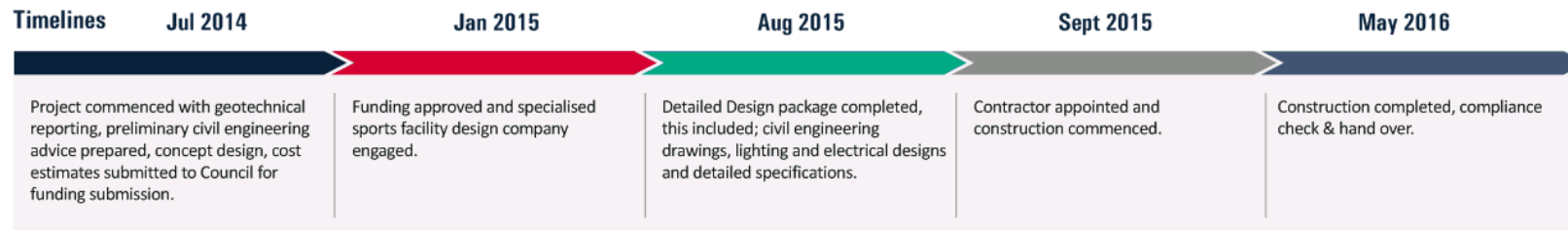
The 2013 Jubilee Park Master Plan identified the 14-netball court facility as non-compliant and in a poor condition. The Frankston City Council engaged NV's Technical Advisors 2MH Consulting to identify the facility's issues and explore opportunities to develop a fully compliant netball facility to be utilised by both the local netball association and the football/netball club.

The courts had major issues regarding court run-offs, surface levels, pavement condition and accessibility. The investigative works were undertaken to produce a sound package for Council's funding application.

The existing power supply was assessed, a full feature survey and geotechnical reporting was undertaken to determine the workable footprint and extent of works required to achieve a long term successful outcome.

The 2MH design team, Key user groups and Council workshopped design ideas and explored court redevelopment opportunities through the preparation of a Functional Layout Plan (FLP). After the FLP was adopted, accurate cost estimates were prepared and a budget for full design, construction and delivery of the new 13 court facility was determined. Once fully funded, the detailed engineering design could commence.

A Project Control Group (PCG) which comprised of representatives from the user groups, Council and NV was formed. This was a crucial component of the project where all stakeholders were encouraged to provide input into the desired outcomes of the new facility. The PCG was always informed of updates as the project progressed.





The final design plans saw the new site being constructed to the highest recommended standards. The proposed plans included 13 compliant courts on an asphalt base with a slip resistant acrylic surface, competition standard lights to 10 of the courts, PA system, large shelters, heel proof grated drainage system, water bubblers, additional circulation space for spectators outside of the court run-off areas and ramped access.

The approved design package including extensive technical specifications was put out to public tender and a suitable contractor was engaged after consultation with the technical advisors. While Council managed the “day to day” project management in-house, select Hold Points were identified where 2MH inspected and approved the works at key areas and provided a court compliance assessment report at the completion of the project.

The end product is exceptional. The facility is in line with Netball Australia and Netball Victoria’s netball facility recommendations and compliance requirements and is fully accessible to all members of the community. The user groups now enjoy a user-friendly netball venue with sustainable future participation outcomes for the Frankston region.

### Key to positive Outcomes

- Council adopted a sound process where independent technical experts were engaged to deliver an end to end design service where industry specific advice and ongoing project supervision proved invaluable.
- NV & key user groups were consulted early and kept informed every step of the way.
- The design team considered Netball Australia’s National Facilities Policy and adopted the key compliance, access, circulation and associated infrastructure recommendations.
- Positive relationship between Council, Users Groups and design team were forged.
- Final quality and compliance inspections before project handover provided all stakeholders with confirmation of a quality outcome.

### Project Outcomes

- Fully compliant netball facility to NV recommendations.
- Practical user friendly facility with optimal participant and spectator provisions.
- Accessible facility due to the implementation of universal design principles.
- Increased opportunities for participation and use due to lights and upgraded playing surface.
- Exceptional stakeholder satisfaction.



### Works

Complete reconstruction of 13 netball courts. Works include; Competition standard lighting to 10 courts, shelters and associated infrastructure.



### Key User Groups

Frankston and District Netball Association and YCW Football Netball Club.



### Cost

\$2.19 million.  
5% design & external project management cost.

# 03

## Netball activities in Victoria



State Netball Hockey Centre, Parkville

## Netball activities

Netball facilities are provided to accommodate a range of netball activities from junior participation programs through to elite level training and competitions.

For the purposes of this Manual, these netball activities have been assembled into four (4) categories:

1. Training and Competition
2. Modified games and programs
3. Training courses and
4. Junior participation and skill development.



### 1. Training and Competition

Football Netball Leagues, Association training and competition, Association championships, Schools championships, Zone Academy, State Team training, State Titles, National Titles, Regional Victorian Netball League, Victorian Netball League, Australian Netball League, National Netball League, International Events

### 2. Modified games and programs

Fast5, Rock Up Netball, Beach Netball, Netacise

### 3. Training courses

Coaches, Umpires, Bench Officials

### 4. Junior participation and skill development

Net4Kids, NetSetGO



# 04

## Facility Components



Mossfiel Reserve Netball Courts, Hoppers Crossing

## Facility Components

Appendix A lists the netball activities offered across Victoria and identifies the facility components that must be provided, or should be considered for provision to cater for these activities.

The facilities listed against each netball activity are nominated as Essential (E) or Desirable (D). An Essential facility is a minimum requirement and a Desirable facility is recommended if circumstances permit. Desirable facilities will sufficiently enhance the functionality of the netball venue.





# 05

## Netball Facility Hierarchy



Hisense Arena, Melbourne

## Netball Facility Hierarchy

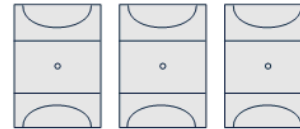
Appendix B1 presents the facility hierarchy and standards for netball venues. It nominates a four (4) level hierarchy – Local, Sub Regional, Regional and Elite – and describes the facility components that should be considered for provision at each level of the hierarchy.

Appendix B2 provides a summary of requirements for built structures: minimum floor areas and dimensions for changerooms, shelters and other built structures at each level of the hierarchy.

Appendix B3 provides concept plans for Local, Sub Regional and Regional level pavilions at outdoor netball facilities. These plans are to be used as a guide and NV understands that pavilions will need to be designed to suit specific site conditions and circumstances.

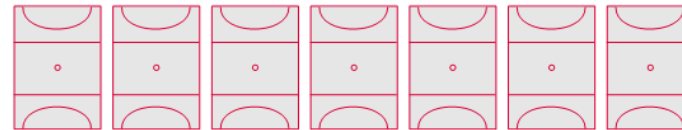
### Local

1-3 courts



### Sub-Regional

4-7 courts



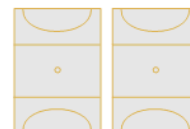
### Regional

8 + courts



### Elite

2 + courts





# 06

## Technical Data and Information



Jells Park, Waverley



## Technical Documents

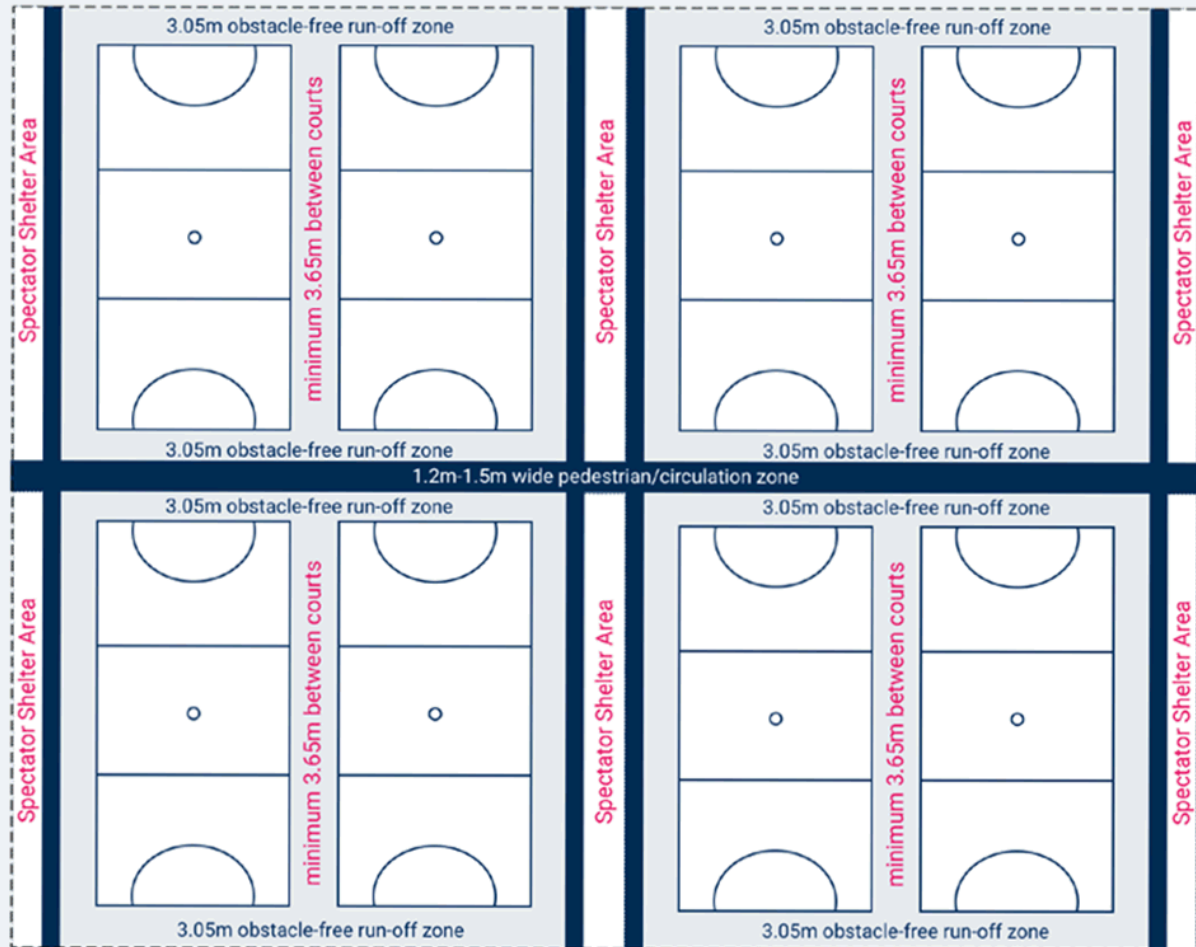
The NA National Facilities Policy and Compliance Fact Sheet contains detailed technical information about:

- court dimensions and layout
- accessibility and movement
- court lighting
- fencing
- storage
- shelter
- seating



# 07

## Court Specifications

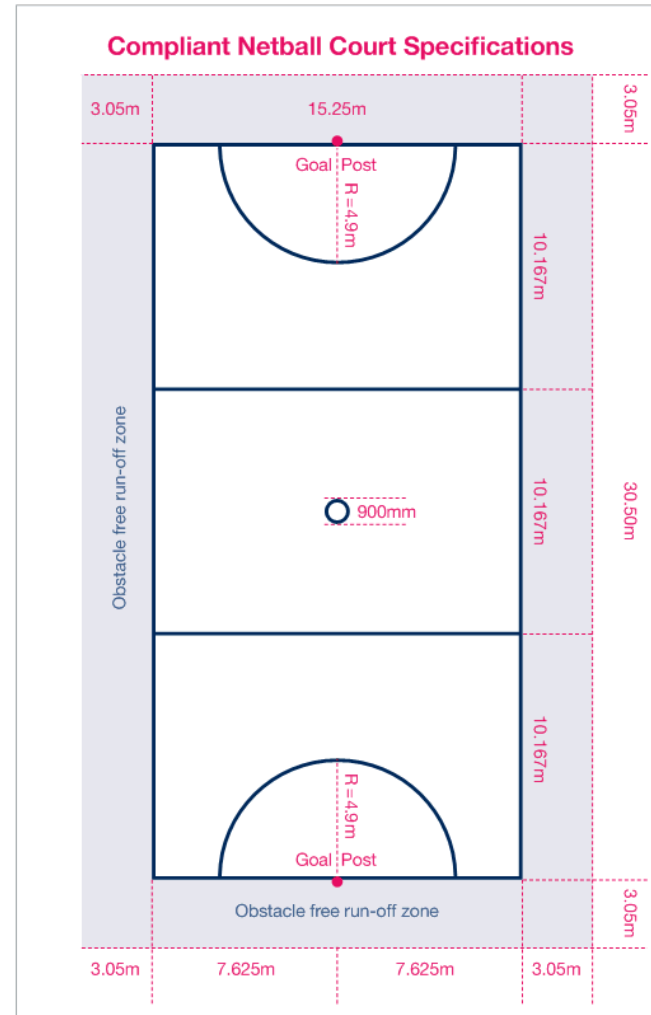


National Facilities Policy – Multiple Court Facility Diagram

## Court Specifications

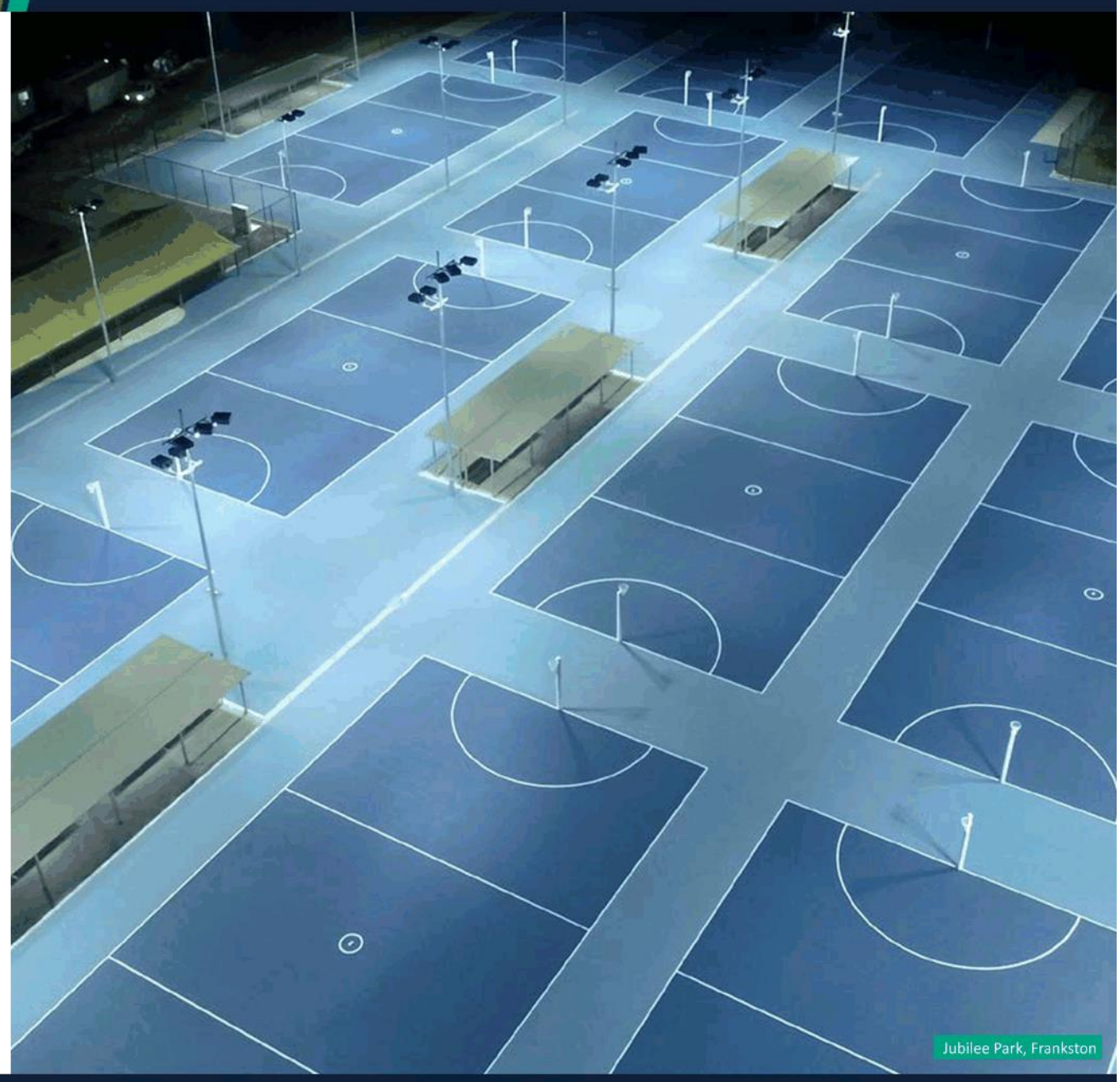
The [NV Compliance Fact Sheet](#) outlines the compliance for each court. This is to ensure a safe and playable netball facility for players, umpires and spectators. NV encourages all facility owners and managers to bring their existing courts into line with the national netball standards as soon as practicable. All new netball courts must be designed and constructed to these standards.

The NV Compliance Fact Sheet can be found at:  
<http://vic.netball.com.au/support/facility-development/>



# 08

## Universal Design and Accessibility



Jubilee Park, Frankston

## Universal Design

Netball facilities should be accessible and inclusive to all members of the community. NV recommends that all netball facilities be brought up to current DDA standards as soon as practicable.

NV's [Inclusive Facilities Fact Sheet](#) and the NA National Facilities Policy outlines the actions that can be taken from a design perspective to make netball facilities more welcoming and physically accessible. The NV Inclusive Facilities Fact Sheet contains information about car parking, paths, surfaces, signage, ramps and stairs, amenities, movement, circulation space and fencing.

Note: This Manual primarily focusses on the physical accessibility of netball courts, pavilions and other built infrastructure. It is also important that other aspects of accessibility be considered, such as communication and information systems.

The Inclusive Facilities Fact sheet can be found at:  
<http://vic.netball.com.au/support/facility-development/>









# A

## Appendices

**A**

**Netball Activities:  
Essential and  
Desirable facilities**

**Legend:**

- E** Essential
- D** Desirable
- AR** Acrylic Resin
- A** Asphalt
- G** Grass
- T** Sprung Timber
- I/O** Indoor/Outdoor
- IR** If Required
- Not required or not applicable
- \*** Requires a warm up area or additional court
- \*\*** Requires flooring to be double sprung
- \*\*\*** Based on individual associations and Leagues rules and regulations
- #** Must have at least 2 indoor courts
- ##** Modified lines or equipment

|                                                   |                                      | Playing area      |                            |                    |                              |                            |                      |        |                     |              |                                     |                   |                                         |            |
|---------------------------------------------------|--------------------------------------|-------------------|----------------------------|--------------------|------------------------------|----------------------------|----------------------|--------|---------------------|--------------|-------------------------------------|-------------------|-----------------------------------------|------------|
|                                                   |                                      | Compliant court/s | Number of courts (minimum) | Court surface      | Court type – indoor, outdoor | Court/s can be multi-lined | Compliant goal posts | Lights | Fence around courts | Team benches | Team shelters (outdoor courts only) | Officials benches | Officials shelter (outdoor courts only) | Scoreboard |
| <b>Training and Competition</b>                   |                                      |                   |                            |                    |                              |                            |                      |        |                     |              |                                     |                   |                                         |            |
| 1                                                 | Football/Netball League              | E                 | 2                          | AR, A, T           | I/O***                       | ✓                          | E                    | E      | IR                  | E            | D                                   | E                 | E                                       | D          |
| 2                                                 | Association training and competition | E                 | 2                          | AR, A, T           | I/O                          | ✓                          | E                    | E      | IR                  | E            | D                                   | E                 | E                                       | D          |
| 3                                                 | Association Championships            | E                 | 8                          | AR, A, T           | I/O                          | ✓                          | E                    | D      | IR                  | E            | D                                   | E                 | E                                       | -          |
| 4                                                 | Schools Championships                | E                 | 4                          | AR, A, T           | I/O                          | ✓                          | E                    | D      | IR                  | E            | D                                   | E                 | E                                       | -          |
| 5                                                 | Zone Academy / state team training   | E                 | 2                          | AR, A, T           | Indoor only                  | ✓                          | E                    | E      | IR                  | -            | -                                   | -                 | -                                       | -          |
| 6                                                 | State Titles                         | E                 | 9                          | AR, A, T           | I/O #                        | ✓                          | E                    | D      | IR                  | E            | D                                   | E                 | E                                       | -          |
| 7                                                 | National Titles                      | E                 | 4                          | T**                | Indoor only                  | ✓                          | E                    | E      | -                   | E            | -                                   | E                 | -                                       | E          |
| 8                                                 | Regional Victorian Netball League    | E                 | 3                          | T                  | Indoor only                  | ✓                          | E                    | E      | -                   | E            | -                                   | E                 | -                                       | E          |
| 9                                                 | Victorian Netball League             | E                 | 2                          | T                  | Indoor only                  | ✓                          | E                    | E      | -                   | E            | -                                   | E                 | -                                       | E          |
| 10                                                | Australian Netball League            | E                 | 1*                         | T**                | Indoor only                  | X                          | E                    | E      | -                   | E            | -                                   | E                 | -                                       | E          |
| 11                                                | National Netball League              | E                 | 1*                         | T**                | Indoor only                  | X                          | E                    | E      | -                   | E            | -                                   | E                 | -                                       | E          |
| 12                                                | International Events                 | E                 | 1*                         | T**                | Indoor only                  | X                          | E                    | E      | -                   | E            | -                                   | E                 | -                                       | E          |
| <b>Modified games and programs</b>                |                                      |                   |                            |                    |                              |                            |                      |        |                     |              |                                     |                   |                                         |            |
| 13                                                | Fast5                                | E ##              | 1                          | AR, A, T           | I/O                          | ✓                          | E                    | D      | IR                  | E            | D                                   | E                 | D                                       | D          |
| 14                                                | Rock Up Netball                      | E                 | 1                          | AR, A, T           | I/O                          | ✓                          | E                    | D      | IR                  | D            | -                                   | -                 | -                                       | -          |
| 15                                                | Beach Netball                        | E ##              | 1                          | Sand               | Outdoor only                 | -                          | E                    | -      | -                   | E            | D                                   | E                 | D                                       | D          |
| 16                                                | Netacise                             | -                 | 0                          | Even, safe surface | I/O                          | -                          | -                    | D      | -                   | -            | -                                   | -                 | -                                       | -          |
| <b>Training courses</b>                           |                                      |                   |                            |                    |                              |                            |                      |        |                     |              |                                     |                   |                                         |            |
| 17                                                | Coaches                              | E                 | 1                          | AR, A, T           | I/O                          | ✓                          | E                    | D      | -                   | -            | -                                   | -                 | -                                       | -          |
| 18                                                | Umpires                              | E                 | 1                          | AR, A, T           | I/O                          | ✓                          | E                    | D      | -                   | -            | -                                   | -                 | -                                       | -          |
| 19                                                | Bench Officials                      | E                 | 1                          | AR, A, T           | I/O                          | ✓                          | E                    | D      | -                   | D            | -                                   | E                 | D                                       | E          |
| <b>Junior participation and skill development</b> |                                      |                   |                            |                    |                              |                            |                      |        |                     |              |                                     |                   |                                         |            |
| 20                                                | Net4Kids                             | -                 | 0                          | Even, safe surface | I/O                          | -                          | -                    | D      | IR                  | -            | -                                   | -                 | -                                       | -          |
| 21                                                | NetSetGO                             | E                 | 1                          | AR, A, T           | I/O                          | ✓                          | E ##                 | D      | IR                  | -            | -                                   | -                 | -                                       | -          |





|    | Player facilities |             |                | Umpire facilities         |           | Spectator facilities |                                    |         |         | Association/League facilities |                   |                 |                       |                                   | Other facilities |            |              |         |
|----|-------------------|-------------|----------------|---------------------------|-----------|----------------------|------------------------------------|---------|---------|-------------------------------|-------------------|-----------------|-----------------------|-----------------------------------|------------------|------------|--------------|---------|
|    | Amenities         | Changerooms | First aid room | Changerooms and amenities | Duty room | Public toilets       | Accessible toilet/baby change area | Shelter | Seating | Administration office         | Tournament office | Ticket facility | Canteen/kiosk/kitchen | Multipurpose/social/function room | Storage          | Media room | Sound system | Carpark |
| 1  | E                 | E           | E              | E                         | IR        | E                    | E                                  | D       | D       | E                             | -                 | -               | D                     | D                                 | E                | -          | D            | E       |
| 2  | E                 | E           | E              | E                         | D         | E                    | E                                  | D       | D       | E                             | D                 | -               | E                     | D                                 | E                | -          | E            | E       |
| 3  | E                 | E           | E              | E                         | E         | E                    | E                                  | E       | E       | E                             | E                 | -               | E                     | D                                 | E                | -          | E            | E       |
| 4  | E                 | E           | E              | E                         | E         | E                    | E                                  | E       | E       | E                             | E                 | -               | E                     | D                                 | E                | -          | E            | E       |
| 5  | E                 | E           | E              | -                         | -         | -                    | E                                  | -       | -       | -                             | -                 | -               | D                     | -                                 | E                | -          | -            | E       |
| 6  | E                 | E           | E              | E                         | E         | E                    | E                                  | E       | E       | E                             | E                 | -               | E                     | D                                 | E                | -          | E            | E       |
| 7  | E                 | E           | E              | E                         | E         | E                    | E                                  | -       | E       | E                             | E                 | E               | E                     | E                                 | E                | E          | E            | E       |
| 8  | E                 | E           | E              | E                         | E         | E                    | E                                  | -       | E       | E                             | D                 | -               | E                     | E                                 | E                | -          | E            | E       |
| 9  | E                 | E           | E              | E                         | E         | E                    | E                                  | -       | E       | E                             | D                 | E               | E                     | E                                 | E                | -          | E            | E       |
| 10 | E                 | E           | E              | E                         | E         | E                    | E                                  | -       | E       | E                             | D                 | E               | E                     | E                                 | E                | E          | E            | E       |
| 11 | E                 | E           | E              | E                         | E         | E                    | E                                  | -       | E       | E                             | E                 | E               | E                     | E                                 | E                | E          | E            | E       |
| 12 | E                 | E           | E              | E                         | E         | E                    | E                                  | -       | E       | E                             | E                 | E               | E                     | E                                 | E                | E          | E            | E       |
| 13 | E                 | E           | E              | E                         | D         | E                    | E                                  | D       | D       | E                             | D                 | -               | E                     | D                                 | E                | -          | E            | E       |
| 14 | E                 | D           | D              | -                         | -         | D                    | D                                  | D       | D       | -                             | -                 | -               | D                     | -                                 | D                | -          | -            | E       |
| 15 | E                 | E           | D              | -                         | -         | E                    | E                                  | D       | D       | D                             | -                 | -               | D                     | D                                 | D                | -          | E            | E       |
| 16 | E                 | D           | D              | -                         | -         | -                    | -                                  | -       | -       | -                             | -                 | -               | D                     | -                                 | D                | -          | D            | E       |
| 17 | E                 | -           | -              | -                         | -         | -                    | -                                  | -       | -       | -                             | -                 | -               | D                     | E                                 | -                | -          | -            | E       |
| 18 | E                 | -           | -              | -                         | -         | -                    | -                                  | -       | -       | -                             | -                 | -               | D                     | E                                 | -                | -          | -            | E       |
| 19 | E                 | -           | -              | -                         | -         | -                    | -                                  | -       | -       | -                             | -                 | -               | D                     | E                                 | -                | -          | -            | E       |
| 20 | E                 | D           | -              | -                         | -         | D                    | D                                  | D       | D       | -                             | -                 | -               | D                     | -                                 | -                | -          | D            | E       |
| 21 | E                 | D           | D              | -                         | -         | D                    | D                                  | D       | D       | -                             | -                 | -               | D                     | -                                 | E                | -          | -            | E       |

**B1****Netball facility hierarchy and standards****STANDARD REQUIREMENTS**

| ITEM                         | LOCAL                                                                                                                                                                                                                                           | SUB REGIONAL                                                                                                                          | REGIONAL                                                                                                                                                | ELITE                                                                                                                                                                                                       | COMMENTS                                                                                                                                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number of courts</b>      | 1-3 courts                                                                                                                                                                                                                                      | 4-7 courts                                                                                                                            | 8+ courts                                                                                                                                               | Minimum 2 indoor courts                                                                                                                                                                                     | -                                                                                                                                                                                                                                                |
| <b>Activities</b>            | <ul style="list-style-type: none"> <li>- Modified games and programs</li> <li>- Junior participation and skill development</li> <li>- Training and Competition</li> <li>- Community use</li> <li>- Regional Victorian Netball League</li> </ul> | <ul style="list-style-type: none"> <li>- As per Local facility</li> <li>- Schools Championships</li> <li>- National Titles</li> </ul> | <ul style="list-style-type: none"> <li>- As per Local and Sub Regional facility</li> <li>- Association Championships</li> <li>- State Titles</li> </ul> | <ul style="list-style-type: none"> <li>- Victorian Netball League (VNL)</li> <li>- Australian Netball League (ANL)</li> <li>- National Netball League (NNL)</li> <li>- International Tournaments</li> </ul> | -                                                                                                                                                                                                                                                |
| <b>Court specifications</b>  | Compliant courts                                                                                                                                                                                                                                | Compliant courts                                                                                                                      | Compliant courts                                                                                                                                        | Compliant courts                                                                                                                                                                                            | Ensure you provide an additional 1.2m-1.8m circulation space between all seating and shelters and the court run-off zones for spectator movement wherever possible.                                                                              |
| <b>Surface type</b>          | Acrylic, asphalt (outdoor), sprung timber (indoor)                                                                                                                                                                                              | Acrylic, asphalt (outdoor), sprung timber (indoor)                                                                                    | Acrylic, asphalt (outdoor), sprung timber (indoor)                                                                                                      | Sprung timber                                                                                                                                                                                               | Double sprung timber floors for National Titles, ANL, NNL and International Events.                                                                                                                                                              |
| <b>Multi-lined</b>           | Yes                                                                                                                                                                                                                                             | Yes                                                                                                                                   | Yes                                                                                                                                                     | No                                                                                                                                                                                                          | Certain competitions have specific rules which restrict the use of multi-line courts. Multi-lined exceptions apply for VNL.                                                                                                                      |
| <b>Goal posts</b>            | 3.05m height<br>60mm-100mm diameter<br>NetSetGO adjusted to 2.4m height                                                                                                                                                                         | 3.05m height<br>60mm-100mm diameter<br>NetSetGO adjusted to 2.4m height                                                               | 3.05m height<br>60mm-100mm diameter<br>NetSetGO adjusted to 2.4m height                                                                                 | 3.05m height<br>60mm-100mm diameter                                                                                                                                                                         | See NV Compliance Fact Sheet for information on goal posts.<br>Goal ring connection is to be strengthened for courts that are available for unmanaged community/public use.                                                                      |
| <b>Goal post padding</b>     | 3m high to full length and diameter of post.<br>2.4m length for NetSetGO                                                                                                                                                                        | 3m high to full length and diameter of post.<br>2.4m length for NetSetGO                                                              | 3m high to full length and diameter of post.<br>2.4m length for NetSetGO                                                                                | 3m high to full length and diameter of post.                                                                                                                                                                | Maximum 50mm thick high density foam core.                                                                                                                                                                                                       |
| <b>Lights</b>                | Indoor Lux: 300 training, 500 competition<br>Outdoor Lux: 100 training, 200 competition                                                                                                                                                         | Indoor Lux: 300 training, 500 competition<br>Outdoor Lux: 100 training, 200 competition                                               | Indoor Lux: 300 training, 500 competition<br>Outdoor Lux: 100 training, 200 competition                                                                 | Indoor Lux: 750                                                                                                                                                                                             | See NA National Facilities Policy, Section 9 for information on lighting design and standards.<br>Facilities catering for colour television broadcast will require a higher lux average, therefore, specialist lighting advice should be sought. |
| <b>Fencing around courts</b> | If required                                                                                                                                                                                                                                     | If required                                                                                                                           | If required                                                                                                                                             | N/A                                                                                                                                                                                                         | See NA NFP for information on fencing recommendations.                                                                                                                                                                                           |

## COURT AREAS

| ITEM                                    | LOCAL                                                                                                                                                                                                                 | SUB REGIONAL                                                                                                | REGIONAL                                                                                                    | ELITE                                                                                                                                                               | COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Team bench</b>                       | 2 team benches per court to accommodate min. of 10 people each.<br><br>Recommend 6m length bench or tiered seating with 2 x 3m length benches, plus space for a wheelchair/standing area required (0.915m width min.) | As per Local Facility                                                                                       | As per Local Facility                                                                                       | 2 team benches per court to accommodate min. of 15 people.<br><br>Recommend 9m length plus space for a wheelchair/standing area (0.915m width x *1.525m depth min.) | See NA National Facilities Policy for technical data on team benches and shelters.<br><br>For outdoor courts at Local, Sub Regional and Regional facilities, team shelters can be combined with officials and spectator shelters to provide one large multipurpose shelter.                                                                                                                                                                                                                                                                                                       |
| <b>Team shelter (outdoor only)</b>      | For outdoor courts only:<br>2 shelters per court<br><br>Prefer 4.5m length x 2m depth (assumes tiered seating and includes space for a wheelchair/standing area min. 0.915m width x 1.525m* depth area).              | As per Local Facility                                                                                       | As per Local Facility                                                                                       | N/A                                                                                                                                                                 | Ideally locate benches and shelters to western sideline area. Benches and shelters must be positioned outside of required run-off zones.<br><br>Benches and shelters at Regional venues may need to be larger for State and National titles to accommodate min. 15 people per bench plus space for wheelchairs.<br><br>Note:<br>– Nominal 0.6m allocated per person when calculating bench length recommendations.<br>– *1.525m deep area required for a wheelchair if entering from the side. If entering from the front or rear is possible this can be reduced to 1.22m depth. |
| <b>Officials bench</b>                  | 1 bench per court to accommodate min. of 2 people.<br><br>Recommend min. 1.2m length bench plus 0.915m for a wheelchair/standing area.                                                                                | As per Local Facility                                                                                       | As per Local Facility                                                                                       | 1 bench per court to accommodate min of 5 people.<br><br>Recommend min. 3m length plus space for a wheelchair/standing area (0.915m width x *1.525m depth min.)     | See NA National Facilities Policy for technical data on official's benches and shelters.<br><br>For outdoor courts at Local, Sub-Regional and Regional facilities official's shelters can be combined with team and spectator shelters to provide one large multipurpose shelter.                                                                                                                                                                                                                                                                                                 |
| <b>Officials shelter (outdoor only)</b> | For outdoor courts only:<br>1 shelter per court<br><br>Prefer min. 2.5m length x 1.6m depth (includes space for seating plus a wheelchair/standing area min. 0.915m width x 1.525m* depth area).                      | As per Local Facility                                                                                       | As per Local Facility                                                                                       | N/A                                                                                                                                                                 | Note:<br>– Nominal 0.6m allocated per person when calculating bench length recommendations.<br>– *1.525m deep area required for a wheelchair if entering from the side. If entering from the front or rear is possible this can be reduced to 1.22m depth.                                                                                                                                                                                                                                                                                                                        |
| <b>Player amenities</b>                 | Min 2 areas, min 14m <sup>2</sup> each area<br><br>Unisex facility – min 1 shower, 2WCs and 2HBs in each area                                                                                                         | Min 2 areas, min 20m <sup>2</sup> each area<br><br>Unisex facility – min 2 showers, 3WCs, 3HBs in each area | Min 2 areas, min 20m <sup>2</sup> each area<br><br>Unisex facility – min 2 showers, 3WCs, 3HBs in each area | 2 areas, min 20m <sup>2</sup> each area<br><br>Unisex facility – min 2 showers, 3 WCs and 2HBs in each area                                                         | Amenities should be within 50m of the playing court/s.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## B1

## SUPPORTING INFRASTRUCTURE &amp; AMENITIES

| ITEM                                              | LOCAL                                                                                                                                                  | SUB REGIONAL                                                                                                                                              | REGIONAL                                                                                                                                                   | ELITE                                                                                                                                                            | COMMENTS                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Player change rooms</b>                        | Min 2 rooms, min 20m <sup>2</sup> each room<br>The 20m <sup>2</sup> floor area is a minimum size and based on 14 players using a room at the one time. | Min 2 rooms, min 25m <sup>2</sup> each room<br>The 25m <sup>2</sup> floor area is a minimum size and is based on 20 players using a room at the one time. | Min 2 rooms – min 25m <sup>2</sup> each room<br>The 25m <sup>2</sup> floor area is a minimum size and is based on 20 players using a room at the one time. | 2 rooms – min 30m <sup>2</sup> each room                                                                                                                         | If more than 14 players (Local) or 20 players (Sub Regional or Regional) will be regularly using a room at the one time, the floor area may need to be increased or an additional room(s) provided.                                                                                                                                                   |
| <b>First aid room</b>                             | 1 room, min 10m <sup>2</sup>                                                                                                                           | 1 room, min 15m <sup>2</sup>                                                                                                                              | 1 room, min 20m <sup>2</sup>                                                                                                                               | 2 rooms, min 15m <sup>2</sup> each room                                                                                                                          | –                                                                                                                                                                                                                                                                                                                                                     |
| <b>Umpires changerooms and amenities</b>          | Min 3 unisex rooms.<br>Min 2 changerooms: min 5m <sup>2</sup> each (1WC, 1HB in each)<br>Min 1 changeroom: min 5m <sup>2</sup> each (1 shower)         | Min 2 unisex rooms<br>Min 10m <sup>2</sup> each (min 1 shower, 1WC, 1HB in each).                                                                         | Min 2 unisex rooms<br>Min 12m <sup>2</sup> each (min 1 shower, 2WCs, 1HB in each)                                                                          | 2 unisex rooms<br>Min 15m <sup>2</sup> each (min 1 shower, 2WCs, 1HB in each)                                                                                    | –                                                                                                                                                                                                                                                                                                                                                     |
| <b>Umpire duty room</b>                           | 1 room, min 10m <sup>2</sup>                                                                                                                           | 1 room, min 20m <sup>2</sup>                                                                                                                              | 1 room, min 25m <sup>2</sup>                                                                                                                               | 1 room, min 15m <sup>2</sup>                                                                                                                                     | –                                                                                                                                                                                                                                                                                                                                                     |
| <b>Public toilets in pavilion/stadium</b>         | Guide: 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room                                                                          | Guide: 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room                                                                             | Guide: 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room                                                                              | Guide: min 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room.<br>More rooms and larger areas required for NNL and International Tournaments | Final floor area and number of fixtures to be determined by reference to the building code and consideration of the activities that will take place at the facility.<br>Floor areas shown in this table and in Appendices B2 and B3 are based on size and capacity of the social room (refer to the Australian Building Code for site specific info). |
| <b>Accessible toilet/shower/ baby change area</b> | 1 area – unisex, min 8m <sup>2</sup><br>1WC, 1HB, 1 shower, 1 baby change table                                                                        | 1 area – unisex, min 8m <sup>2</sup><br>1WC, 1HB, 1 shower, 1 baby change table                                                                           | Min 1 area – unisex, min 8m <sup>2</sup><br>1WC, 1HB, 1 shower, 1 baby change table                                                                        | Min 1 area – unisex, min 8m <sup>2</sup><br>1WC, 1HB, 1 shower, 1 baby change table                                                                              | DDA compliant                                                                                                                                                                                                                                                                                                                                         |
| <b>Spectator shelter (outdoor courts only)</b>    | Min 20m <sup>2</sup> per court                                                                                                                         | Min 20m <sup>2</sup> per court                                                                                                                            | Min 20m <sup>2</sup> per court                                                                                                                             | N/A                                                                                                                                                              | See NA National Facilities Policy for technical data on shelters and seating<br>At Local, Sub Regional and Regional facilities, shelters can be combined with coaches and scorers shelters to provide one large multipurpose shelter.                                                                                                                 |
| <b>Spectator seating</b>                          | Bench seating or suitable spaces to accommodate approx. 30 – 50 people per court.                                                                      | As per Local Facility                                                                                                                                     | As per Local Facility                                                                                                                                      | VNL – min 300 seats<br>ANL – min 500 seats<br>NNL and International tournaments – min 3,000 seats                                                                | For Local, Sub Regional and Regional facilities, spectator seating allowances will vary depending on standard of competition, anticipated crowd and site constraints.<br>Finals and tournament venues may require additional permanent seating or the provision of sufficient space to accommodate portable event/grandstand seating.                 |

## PAVILION &amp; CAR PARKING

| ITEM                                     | LOCAL                                                                                                                                                                                                                | SUB REGIONAL                                 | REGIONAL                                     | ELITE                                                                                               | COMMENTS                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administration office</b>             | Min 1 office, min 12m <sup>2</sup>                                                                                                                                                                                   | Min 1 office, min 20m <sup>2</sup>           | Min 1 office, min 25m <sup>2</sup>           | Min 1 office, min 20m <sup>2</sup>                                                                  | –                                                                                                                                                                                                                                                                                                                           |
| <b>Tournament office</b>                 | –                                                                                                                                                                                                                    | Min 1 office, min 15m <sup>2</sup>           | Min 1 office, min 20m <sup>2</sup>           | –                                                                                                   | –                                                                                                                                                                                                                                                                                                                           |
| <b>Canteen/kiosk/kitchen</b>             | Min 1 area, min 14m <sup>2</sup>                                                                                                                                                                                     | Min 1 area, min 20m <sup>2</sup>             | Min 1 area, min 30m <sup>2</sup>             | Min 1 area, min 30m <sup>2</sup><br>More than one area required for NNL and International venues.   | If serving outdoor courts, can be part of another pavilion or a detached building. Should be within 150m of the netball playing court/s                                                                                                                                                                                     |
| <b>Multipurpose/social/function room</b> | Min 25m <sup>2</sup><br>Kitchenette/bar                                                                                                                                                                              | Min 40m <sup>2</sup><br>Kitchenette/bar      | Min 100m <sup>2</sup><br>Kitchen/bar         | Min 100m <sup>2</sup><br>Kitchen/bar                                                                | If serving outdoor courts, can be part of another pavilion or a detached building. Should be within 150m of the playing court/s.                                                                                                                                                                                            |
| <b>Storage</b>                           | Indoor and/or outdoor – min 20m <sup>2</sup>                                                                                                                                                                         | Indoor and/or outdoor – min 25m <sup>2</sup> | Indoor and/or outdoor – min 40m <sup>2</sup> | Indoor – min 20m <sup>2</sup> for VNL and ANL venues. Much larger for NNL and International venues. | Must have suitable dimensions to store goal posts which are min. 3.40m long (3.05m above ground and 0.35m extension into the ground).                                                                                                                                                                                       |
| <b>Media room</b>                        | –                                                                                                                                                                                                                    | –                                            | –                                            | Min 1 room, min 20m <sup>2</sup>                                                                    | –                                                                                                                                                                                                                                                                                                                           |
| <b>Car parking</b>                       | Type and number of spaces to be determined by a traffic/parking assessment.<br>Pick up/drop off point provided within the car parking area.<br>Bus facilities required.<br>Accessible parking spaces to be provided. | As per Local Facility                        | As per Local Facility                        | As per Local Facility                                                                               | Guide: 20 spaces per court. In addition, 0.35 spaces for every person in excess of 30 people per court that may concurrently watch games.<br><br>Local, Sub-Regional and Regional facilities: consideration should be given to the netball activities held at the venue and their popularity in terms of spectator numbers. |

## NOTE: Additional facilities for large crowds:

Additional facilities may be required if the venue is to be used occasionally for activities that attract larger than normal player numbers and crowds. Determinations will need to be made about the demand these activities will generate for parking, seating and amenities. Provision may need to be made for overflow car parking, additional seating, additional amenities and casual food vendors. The seating and amenities could be portable.

**B2****Summary of requirements for built structures:  
Pavilion and other structures (not courts)****STANDARD REQUIREMENTS**

| COMPONENT ELEMENT                        | LOCAL                                                                                                                                                                                   | SUB REGIONAL                                                                                            | REGIONAL FACILITY                                                                                       | ELITE                                                                                                   |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Team bench</b>                        | 2 team benches per court to accommodate min. of 10 people each.                                                                                                                         | As per Local Facility                                                                                   | As per Local Facility                                                                                   | 2 team benches per court to accommodate min. of 15 people.                                              |
| <b>Team shelter (outdoor only)</b>       | 2 shelters, min 4.5m x 2m each (assumes tiered seating and space for wheelchair)                                                                                                        | As per Local Facility                                                                                   | As per Local Facility                                                                                   | -                                                                                                       |
| <b>Officials bench</b>                   | 1 bench per court to accommodate min. of 2 people.                                                                                                                                      | As per Local Facility                                                                                   | As per Local Facility                                                                                   | 1 bench per court to accommodate min of 5 people.                                                       |
| <b>Officials shelter (outdoor only)</b>  | 1 shelter per court                                                                                                                                                                     | As per Local Facility                                                                                   | As per Local Facility                                                                                   | -                                                                                                       |
| <b>Player amenities</b>                  | Min 2 areas, min 14m <sup>2</sup> each area<br>Unisex facility – min 1 shower, 2WCs and 2HBs in each area                                                                               | Min 2 areas, min 20m <sup>2</sup> each area<br>Unisex facility – min 2 showers, 3WCs, 3HBs in each area | Min 2 areas, min 20m <sup>2</sup> each area<br>Unisex facility – min 2 showers, 3WCs, 3HBs in each area | 2 areas, min 20m <sup>2</sup> each area<br>Unisex facility – min 2 showers, 3 WCs and 2HBs in each area |
| <b>Player changerooms</b>                | Min 2 rooms, min 20m <sup>2</sup> each room                                                                                                                                             | Min 2 rooms, min 25m <sup>2</sup> each room                                                             | Min 2 rooms, min 25m <sup>2</sup> each room                                                             | 2 rooms, min 30m <sup>2</sup> each room                                                                 |
| <b>First aid room</b>                    | 1 room, min 10m <sup>2</sup>                                                                                                                                                            | 1 room, min 15m <sup>2</sup>                                                                            | 1 room, min 20m <sup>2</sup>                                                                            | 2 rooms, min 15m <sup>2</sup> each                                                                      |
| <b>Umpires changerooms and amenities</b> | Min 3 unisex rooms (min 15m <sup>2</sup> in total)<br>Includes: Min 2 changerooms: min 5m <sup>2</sup> each (1WC, 1HB in each)<br>Min 1 changeroom: min 5m <sup>2</sup> each (1 shower) | Min 2 rooms, min 10m <sup>2</sup> each room<br>Unisex facility: min 1 shower, 1WC, 1HB in each room     | Min 2 rooms, min 12m <sup>2</sup> each room<br>Unisex facility: min 1 shower, 2WCs, 1HB in each room    | 2 rooms, min 15m <sup>2</sup> each room<br>Unisex facility – min 1 shower, 2WCs, 1HB in each room       |
| <b>Umpire duty room</b>                  | 1 room, min 10m <sup>2</sup>                                                                                                                                                            | 1 room, min 20m <sup>2</sup>                                                                            | 1 room, min 25m <sup>2</sup>                                                                            | 1 room, min 15m <sup>2</sup>                                                                            |

B2

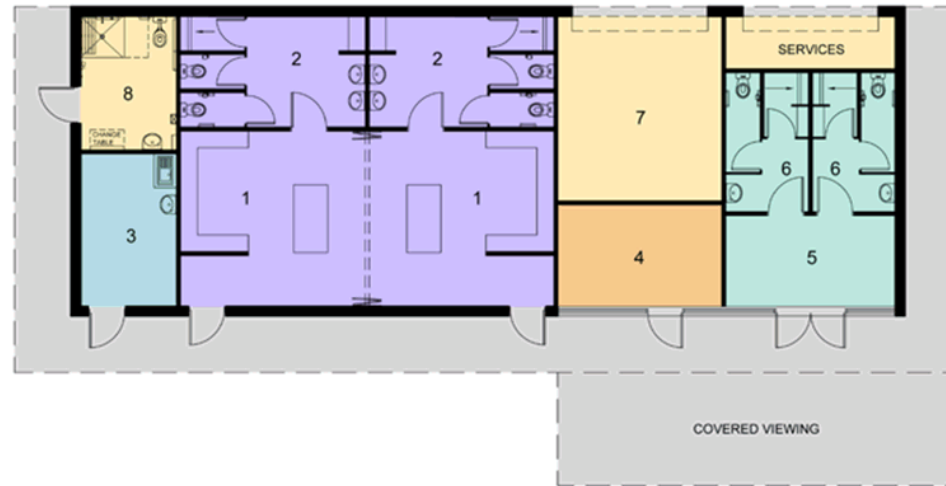
| COMPONENT ELEMENT                                  | LOCAL                                                                                    | SUB REGIONAL                                                                             | REGIONAL                                                                                     | ELITE                                                                                        |
|----------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Public toilets in pavilion/stadium</b>          | Guide: 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room            | Guide: 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room            | Guide: 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room                | Guide: 2 rooms, min 12m <sup>2</sup> each room<br>Min 2WCs, 2HBs in each room                |
| <b>Accessible toilet/shower/family change area</b> | 1 room – unisex, min 8m <sup>2</sup><br>Min 1 toilet, 1HB, 1 shower, 1 baby change table | 1 room – unisex, min 8m <sup>2</sup><br>Min 1 toilet, 1HB, 1 shower, 1 baby change table | Min 1 room – unisex, min 8m <sup>2</sup><br>Min 1 toilet, 1HB, 1 shower, 1 baby change table | Min 1 room – unisex, min 8m <sup>2</sup><br>Min 1 toilet, 1HB, 1 shower, 1 baby change table |
| <b>Spectator shelter (outdoor only)</b>            | Min of 1 shelter, 20m <sup>2</sup> per court                                             | Min of 1 shelter, 20m <sup>2</sup> per court                                             | Min of 1 shelter, 20m <sup>2</sup> per court                                                 | –                                                                                            |
| <b>Spectator seating</b>                           | Sufficient seating or spaces to accommodate approx. 30 – 50 people per court             | Sufficient seating or spaces to accommodate approx. 30 – 50 people per court             | Sufficient seating or spaces to accommodate approx. 30 – 50 people per court                 | Min requirements for VNL, ANL and NNL apply                                                  |
| <b>Administration office</b>                       | Min 1 office, min 12m <sup>2</sup>                                                       | Min 1 office, min 20m <sup>2</sup>                                                       | Min 1 office, min 25m <sup>2</sup>                                                           | Min 1 office, min 20m <sup>2</sup>                                                           |
| <b>Tournament office</b>                           | –                                                                                        | Min 1 office, min 15m <sup>2</sup>                                                       | Min 1 office, min 20m <sup>2</sup>                                                           | See competitions rules for event specific information.                                       |
| <b>Canteen/kiosk/kitchen</b>                       | Min 1 area, min 14m <sup>2</sup>                                                         | Min 1 area, min 20m <sup>2</sup>                                                         | Min 1 area, min 30m <sup>2</sup>                                                             | Min 1 area, min 30m <sup>2</sup>                                                             |
| <b>Media room</b>                                  | –                                                                                        | –                                                                                        | –                                                                                            | Min 1 room, min of 20m <sup>2</sup>                                                          |
| <b>Multipurpose/social/function room</b>           | Min 1 room, min 25m <sup>2</sup>                                                         | Min 1 room, min 40m <sup>2</sup>                                                         | Min 1 room, min 100m <sup>2</sup>                                                            | Min 1 room, min 100m <sup>2</sup>                                                            |
| <b>Storage</b>                                     | Indoor and/or outdoor, min 20m <sup>2</sup>                                              | Indoor and/or outdoor, min 25m <sup>2</sup>                                              | Indoor and/or outdoor, min 40m <sup>2</sup>                                                  | Indoor, min 20m <sup>2</sup>                                                                 |

# B3

## Pavilion: Concept plans

### LOCAL FACILITY – FOOTBALL/NETBALL

| NO. | NAME                              | AREA / m <sup>2</sup> |
|-----|-----------------------------------|-----------------------|
| 1   | Player change rooms               | Min 20                |
| 2   | Player amenities                  | Min 14                |
| 3   | First aid room                    | Min 10                |
| 4   | Administration office             | Min 12                |
| 5   | Umpires duty room                 | Min 10                |
| 6   | Umpire change rooms & amenities   | Min 16                |
| 7   | Storage                           | Min 20                |
| 8   | Accessible toilet / family change | Min 8                 |



**NOTE:**

The plan is based on the following assumptions:

- A social/function room and canteen/kiosk are provided in a football/cricket pavilion or like facility within easy walking distance of the netball facility (<150m)
- Public toilet facilities are located within easy walking distance of the netball facility (<150m).

A functional design should always be designed considering the existing overall site facilities on a case by case basis.





**LOCAL FACILITY – ASSOCIATION**

| NO. | NAME                                    | AREA / m <sup>2</sup> |
|-----|-----------------------------------------|-----------------------|
| 1   | Player change rooms                     | Min 20                |
| 2   | Player amenities                        | Min 14                |
| 3   | Umpire change rooms and amenities total | Min 15                |
| 3a  | Toilet / change area                    | Min 5                 |
| 3b  | Toilet / change area                    | Min 5                 |
| 3c  | Shower / change area                    | Min 5                 |
| 4   | First aid room                          | Min 10                |
| 5   | Canteen / kiosk / kitchen               | Min 14                |
| 6   | Administration office                   | Min 12                |
| 7   | Multipurpose / social / function room   | Min 25                |
| 8   | Storage                                 | Min 20                |
| 9   | Public toilets                          | Min 12                |
| 10  | Accessible toilet / family change       | Min 8                 |

**NOTE:**

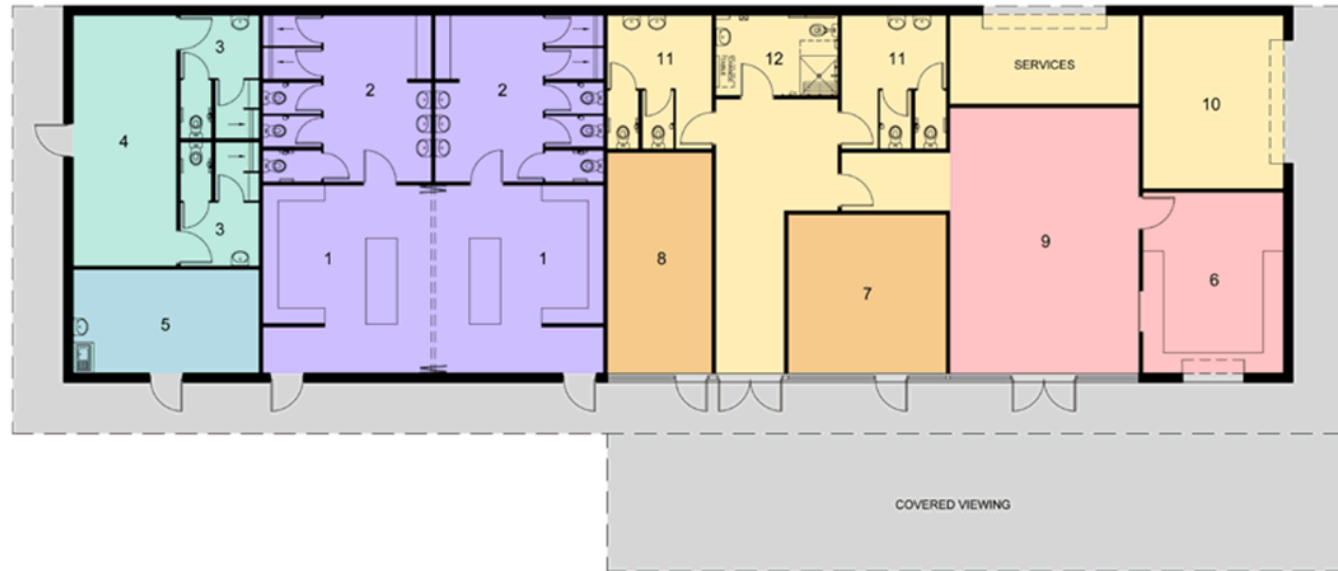
The public toilets in the pavilion are not designed to cater for moderate to large numbers of players, officials and spectators. The floor area for the toilets is based on the assumption that there will be other public toilet facilities (permanent or temporary) located within easy walking distance (< 150m) of the netball facility.

A functional design should always be designed considering the existing overall site facilities on a case by case basis.

**B3**

**SUB REGIONAL FACILITY**

| NO. | NAME                                  | AREA / m <sup>2</sup> |
|-----|---------------------------------------|-----------------------|
| 1   | Player change rooms                   | Min 25                |
| 2   | Player amenities                      | Min 20                |
| 3   | Umpire change rooms and amenities     | Min 10                |
| 4   | Umpires duty room                     | Min 20                |
| 5   | First aid room                        | Min 15                |
| 6   | Canteen / kiosk / kitchen             | Min 20                |
| 7   | Administration office                 | Min 20                |
| 8   | Tournament office                     | Min 15                |
| 9   | Multipurpose / social / function room | Min 40                |
| 10  | Storage                               | Min 25                |
| 11  | Public toilets                        | Min 12                |
| 12  | Accessible toilet / family change     | Min 8                 |



**NOTE:**

The public toilets in the pavilion are not designed to cater for moderate to large numbers of players, officials and spectators. The floor area for the toilets is based on the assumption that there will be other public toilet facilities (permanent or temporary) located within easy walking distance (< 150m) of the netball facility.

A functional design should always be designed considering the existing overall site facilities on a case by case basis.



**REGIONAL FACILITY**

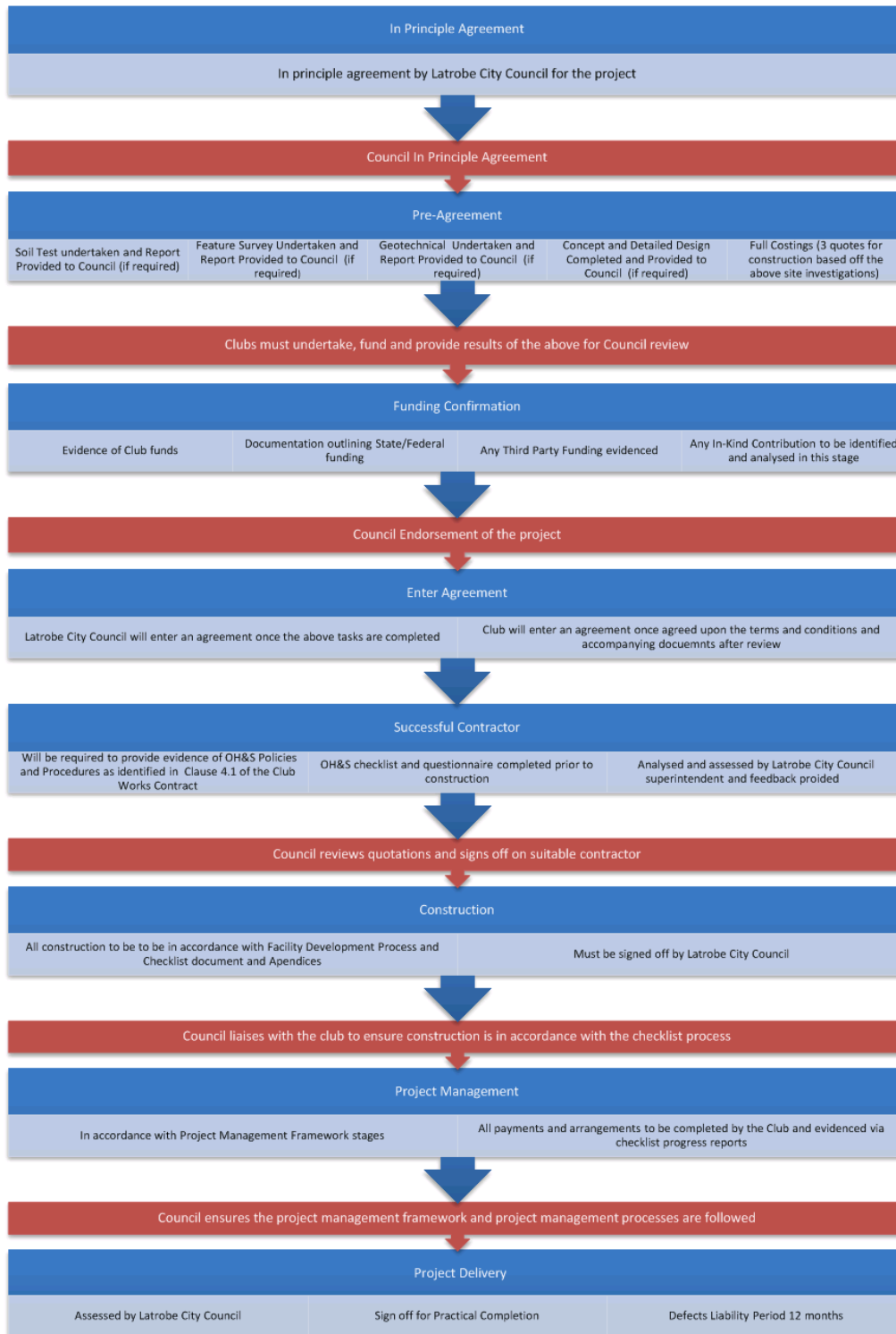
| NO. | NAME                                  | AREA / m <sup>2</sup> |
|-----|---------------------------------------|-----------------------|
| 1   | Player change rooms                   | Min 25                |
| 2   | Player amenities                      | Min 20                |
| 3   | Umpire change rooms and amenities     | Min 12                |
| 4   | Umpires duty room                     | Min 25                |
| 5   | First aid room                        | Min 20                |
| 6   | Canteen / kiosk / kitchen             | Min 30                |
| 7   | Administration office                 | Min 25                |
| 8   | Tournament office                     | Min 20                |
| 9   | Multipurpose / social / function room | Min 100               |
| 10  | Storage                               | Min 40                |
| 11  | Public toilets                        | Min 12                |
| 12  | Accessible toilet / family change     | Min 8                 |

**NOTE:**

The public toilets in the pavilion are not designed to cater for moderate to large numbers of players, officials and spectators. The floor area for the toilets is based on the assumption that there will be other public toilet facilities (permanent or temporary) located within easy walking distance (< 150m) of the netball facility.

A functional design should always be designed considering the existing overall site facilities on a case by case basis.







## Club Works Contract

Latrobe City Council

&

Newborough Football Netball Club

Version (No 1)

Approval Date: (insert date)

Review Date: (insert date)



## Club Works Contract

### DOCUMENT CONTROL

| Responsible GM            | Steven Piasente                         |                                     |
|---------------------------|-----------------------------------------|-------------------------------------|
| Division                  | Infrastructure and Recreation           |                                     |
| Last Updated (who & when) | Manager Recreation, Gail Gatt           | 2018                                |
| DOCUMENT HISTORY          |                                         |                                     |
| Authority                 | Date                                    | Description of change               |
| Council                   | (day, month & year)                     | (Insert detail of change to policy) |
|                           |                                         |                                     |
|                           |                                         |                                     |
| References                | Refer to Section 8 and 9 of this policy |                                     |
| Next Review Date          | (Month & Year)                          |                                     |
| Published on website      | (Yes or No)                             |                                     |
| Document Reference No     |                                         |                                     |

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| Responsible Division | Infrastructure & Recreation | Approved Date | (day, month, Year) | Review Date | (month & year) |
|----------------------|-----------------------------|---------------|--------------------|-------------|----------------|



## Club Works Contract

Date:

Parties **Latrobe City Council** of 141 Commercial Rd, Morwell, Vic, 3840  
(Council)

**Newborough Football Club (Club)**

Recitals Latrobe City Council has agreed to allow the Newborough Football Club to undertake works to its assets as stipulated on the terms and conditions set out in this deed and Item 10 of the reference schedule.

The parties agree, in consideration of, among other things, the mutual promises contained in this deed as follows:

### 1. Conditions to Works Agreement

Latrobe City Council will enter a project agreement provided that all of the following condition precedents are satisfied:

- (a) All works identified in Section 1.1 of the Facility Development Process & Works Checklist has been confirmed and assessed by Latrobe City Council to proceed.
  - (i) A confirmation receipt written by Latrobe City Council from each relevant department stipulating unanimous agreeance of support to the project.
  - (ii) Works to be in accordance with Facility Development Process & Checklist and Item 10 of the reference schedule.
  - (iii) A confirmation of funding to cover the project cost plus 10% contingency
- (b) Where Item six (6) of schedule one (1) is "Yes"
  - (i) Written agreement between Latrobe City Council and Newborough Football Club that the club will provide 100% of the funding for the project.

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## Club Works Contract

- (ii) Bank statements or other documentation, to the reasonable satisfaction of Latrobe City Council, evidencing that the club has obtained 100% the cost of the project.
  - (iii) A 10% contingency amount and that the funds are able to be called upon within three (3) days of a written request must be made available to Latrobe City Council, throughout the construction period and Defects Liability Period, under the Facility Development Process & Checklist.
  - (iv) Project will strictly be completed in accordance with the Facility Development Process and Checklist, and Item 10 of the reference schedule.
  - (v) Is in agreeance with the Facility Development Process and Checklist and Appendices
  - (vi) Is in agreeance that all works to be in accordance with Australian Standards and Technical Specification Document (Appendix 3) as part of the Facility Development Process and Checklist
- (c) Where Item Two (2) of schedule one (1) is "Yes":
- (i) Written receipt from relevant State Government funding source and their funding commitment to the project to the satisfaction of Latrobe City Council.
  - (ii) Bank statements or other documentation, to the reasonable satisfaction of Latrobe City Council, evidencing that the club has entered an agreement with the State Government

## 2. Funding Management

### 2.1. Funding Amount

The project will be 100% funded by the Newborough Football Netball Club. Any extra sources of funding will be obtained by the Newborough Football Netball Club and evidenced to Latrobe City Council.

### 2.2. Club Contribution

The Club must source and fund 100% the total overall cost of the project. Contributions from external funding bodies such as State Government, third party contributions as per items two (2), seven (7) and six (6) from Reference Schedule One (1).

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## Club Works Contract

### 2.3. Maximum Amount

- (a) If the total costs of the project exceed the total available funds for the Newborough Football Netball Club;
  - (i) The Club must provide to Latrobe City Council:
    - (A) a written commitment that the Club will access the contingency funds to an amount equal to the amount that the total costs exceed the total project costs.
    - (B) if the project exceeds total project costs including the 10% contingency, Council will require a written commitment that the Club will source and provide funds to the amount that has been exceeded.
    - (C) bank statements or other documentation, to the reasonable satisfaction of Latrobe City Council, evidencing funds held by the Club to the value of the Additional Amount and that the funds are able to be called upon within three (3) days of a written request by the Club throughout the construction period under the Facility Development Process & Checklist.
  - (ii) Latrobe City Council has the ability to cease further construction and development
- (b) the Club is liable, and Latrobe City Council will invoice the Club, for the Additional Amount.

### 2.4. How payments are made

- (a) The Newborough Football Netball Club will be responsible for payments to contractors, site investigations and for all services required to construct the court. Council will require proof of this, in which may be done through the progress reporting requirements of the agreement.
- (b) Council will not be making any payments to contractors on behalf of the Newborough Football Netball Club.
- (c) Any cost inherited from works not in accordance with the Facility Development Process & Checklist, will be paid by the club to rectify.

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|----------------------|-----------------------------|---------------|--------------------|-------------|----------------|



## Club Works Contract

### 3. In-Kind Contributions by the Club

#### 3.1. Application for approval

The Club may apply to Latrobe City Council to approve a proposed In-Kind Contribution, but must be prior to making any such contribution or work, by providing to Council:

- (a) the written approval of the Contractor (who may provide such approval in the Contractor's absolute discretion) to undertake the proposed In-Kind Contribution; and
- (b) details of the proposed In-Kind Contribution, including:
  - (i) the value of such works or contributions with reference to the schedule of rates (as a GST inclusive amount) as set out in the Facility Development Process & Checklist;
  - (ii) any milestones and timeframes agreed with the Contractor, to the reasonable satisfaction of Council; and
  - (iii) arrangements for OH&S compliance by the Club while undertaking the In-Kind Contribution must be in accordance with Latrobe City Council's Policies and Procedures.

#### 3.2. Council's decision

Latrobe City Council must, acting reasonably, within 20 Business Days of receipt of an application under clause 3.2

- (a) approve the In-Kind Contribution
- (b) refuse the In-Kind Contribution, giving reasons.

#### 3.3. Failure to undertake Approved In-Kind Contribution

If the Club fails to undertake any Approved In-Kind Contribution, either wholly or in part, or fails to undertake any Approved In-Kind Contribution in accordance with any milestones and timeframes agreed, Council may inhibit any further construction or proceedings of the project.

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## Club Works Contract

### 4. Project Management and Quotes

#### 4.1. Contractor requirements

Before Latrobe City Council enters an agreement with the Newborough Football Netball Club, the Club is required to obtain a minimum of three quotations from separate entities/contractors for the construction of the netball court, based on the site investigations. These quotes require submission to Latrobe City Council for review and assessment, prior to any construction beginning. Council will deem if the proposed contractor is suitable for the project.

Upon appointment of a successful contractor, they must provide the Club and Latrobe City Council with the following: documentation:

|                                                                                                                                                                                                |                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Documents                                                                                                                                                                                      |                                                                                                                                                                                                                                                              |
| OH&S Policies/Procedures                                                                                                                                                                       | Insurances                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>- Copy of current OH&amp;S Policy</li> <li>- Copy of OH&amp;S management system</li> <li>- Evidence of any formal certification (ie. AS4801)</li> </ul> | <ul style="list-style-type: none"> <li>- Public Liability Insurance minimum \$10M</li> <li>- Professional Indemnity Insurance minimum \$5M</li> <li>- Plant and Equipment Insurance</li> <li>- Work Cover Insurance</li> <li>- Products Liability</li> </ul> |

#### 4.2. Latrobe City Council

- (a) The Council Representative:
- (i) Will act as the superintendent and liaise with the project manager for the Project; and
  - (ii) Supervise under the Facility Development Process & Checklist;
  - (iii) Sign off on each stage of the Facility Development Process & Checklist;
  - (iv) Ensure that the project meets relevant guidelines and standards set by the Peak Sporting Bodies. From the commencement of the project until the end of the project under the Facility Development Process & Checklist.

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|-------------------------|--------------------------------|------------------|-----------------------|----------------|----------------|



## Club Works Contract

### 4.3. Club Representative

- (a) Will be the project manager for the Project
- (b) Before entering into an agreement, Latrobe City Council will require minuted evidence or alternative documentation that the Committee has come to an agreement on the allocation of a Club representative (Item 12, Reference Schedule One)
- (c) The sign off needs to be completed by a representative that isn't the Club Representative.
- (d) A decision of the club Representative will bind the club.
- (e) The club must notify Latrobe City Council of a change in the club representative which Council may accept or reject in its absolute discretion.
- (f) Will be responsible for making all payments to contractors
- (g) Will inherit all legal responsibilities after signing agreement until the end of the Defects Liability Period. This will be covered by the contractors requirements identified in section 4.1
- (h) Be responsible for ensuring that the construction is in full compliance of Australian Standards
- (i) Any construction not in line with the Facility Development Process & Checklist and Australian Standards will need to be rectified at the cost of the Club

### 4.4. Project Plan

Latrobe City Council has developed a development process/ works checklist in accordance with Netball Australia and Netball Victoria Guidelines; the plan clearly articulates:

- (a) how the Project will be delivered and managed;
- (b) guidelines that must be adhered to;
- (c) milestones and timeframe requirements for the Project; and
- (d) where Item Two (2) of Reference Schedule One (1) is "Yes", be endorsed by that party

### 4.5. Monthly reports and meetings

- (a) The Club must ensure that they provide Latrobe City Council with progress reports at the end of each stage of the Works Checklist (Section 4.1 of the Facility Development Process). These reports must include a detailed expenditure breakdown and report against the milestones specified in the Project Plan.

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## Club Works Contract

- (b) Latrobe City Council and the Club will form a Project Management Team consisting of:
  - (i) the Council Representative; and
  - (ii) the Club Representative.
- (c) The Contractor and the Project Management Team will meet monthly and document progress of the Project noting:
  - (i) expenditure;
  - (ii) works actual progress compared to the Project Management Framework; and
  - (iii) any items in relation to OHS issues.

### 5. Confidentiality and Communication

- (a) The Club Representative must sign Confidentiality Agreements on behalf of the Club to protect information not in the public domain on such terms as required by Council. Latrobe City Council may require additional persons associated with the Club to sign Confidential Agreements.
- (b) The Club must not make any statement to the media relating to the Project, on behalf of Latrobe City Council.
- (c) The Club must, as soon as reasonably practicable, refer to Latrobe City Council Representative any enquiries from the media.
- (d) The Club must notify Council Representative immediately of any event arising in the course of the Contract which may receive media attention.
- (e) The Club must not canvass or attempt to canvass Councillors or persons engaged by Council under the Contract, either directly or indirectly.
- (f) Latrobe City Council will have direct access the project site at any stage of the project including the Defects Liability Period, to undertake any necessary inspections and observations.
- (g) The Club will therefore be required to notify Latrobe City Council of any works that are required during the Defects Liability Period (if necessary).

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## Club Works Contract

### 6. Insurance

The Club is responsible for insuring the project from start to finish, through the required documentation identified in Section 4.1 of this document. Post completion, Council will inherit the asset and be covered by Latrobe City Council insurance.

### 7. Notices

#### 7.1. Notice requirements

Any notice, demand, approval, consent or other communication under this deed (**Notice**) must be in writing and must be delivered:

- (a) personally;
- (b) by email; or
- (c) by prepaid registered post,  
to a party at:
  - (d) the address of the party set out in Item 14 of the Schedule; or
  - (e) such other contact details as the party may from time to time notify to the other party for the purposes of, and in accordance with, this clause.

#### 7.2. When Notices considered given and received

A Notice given in accordance with clause seven (7) takes effect when received (or such later time as specified in it), and is taken to be received:

- (a) if hand delivered, on delivery;
- (b) if sent by prepaid post, two Business Days after the date of posting (or five Business Days after the date of posting if posted to or from outside Australia); or
- (c) if sent by email to the email address set out in the Notified Contact Details, when the email (including any attachment) is sent to the receiving party at that email address, unless the sending party receives a notification of delivery failure within 24 hours of the email being sent,

but if the delivery, receipt or transmission is not on a Business Day or is after 5.00 pm on a Business Day, the Notice is taken to be received at 9.00 am on the Business Day after that delivery, receipt or transmission.

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## Club Works Contract

### 8. General

#### 8.1. Variation

A variation of any term of this deed will be of no force or effect unless it is in writing and signed by each of the parties.

#### 8.2. Costs and expenses

Each party must pay its own costs (including legal costs) and expenses in connection with the negotiation, preparation, execution and delivery of this deed.

#### 8.3. Severance

If a provision in this deed is wholly or partly void, illegal or unenforceable in any relevant jurisdiction that provision or part must, to that extent, be treated as deleted from this deed for the purposes of that jurisdiction. This does not affect the validity or enforceability of the remainder of the provision or any other provision of this deed.

#### 8.4. Governing law and jurisdiction

- (a) This deed is governed by and is to be construed under the laws in force in Victoria.
- (b) Each party submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Victoria and courts of appeal from them in respect of any proceedings arising out of or in connection with this deed. Each party irrevocably waives any objection to the venue of any legal process in these courts on the basis that the process has been brought in an inconvenient forum.

#### 8.5. Further assurances

Each party must, at its own expense, do all things and execute all further documents necessary to give full effect to this deed and the transactions contemplated by it.

#### 8.6. Entire agreement

This deed states all of the express terms of the agreement between the parties in respect of its subject matter. It supersedes all prior discussions, negotiations, understandings and agreements in respect of its subject matter.

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## Club Works Contract

### 8.7. Counterparts

This deed may be executed in any number of counterparts, each signed by one or more parties. Each counterpart when so executed is deemed to be an original and all such counterparts taken together constitute one document.

### 8.8. Relationship of parties

- (a) The parties are not and are not to be taken to be in a partnership, joint venture, employment or fiduciary relationship.
- (b) Nothing in this deed gives a party authority to bind any other party in any way.

### 8.9. Clauses that survive termination

Without limiting or impacting upon the continued operation of any clause which as a matter of construction is intended to survive the termination or expiry of this deed, clauses 5 and 6 survive the termination or expiry of this deed.

## 9. Definitions and interpretation clauses

### 9.1. Definitions

In this deed:

|                                           |                                                                                                                                 |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Additional Amount</b>                  | has the meaning given in clause 2.3.(a) (i) (A)                                                                                 |
| <b>Approved In-Kind Contribution</b>      | has the meaning given in clause 3.3                                                                                             |
| <b>Business Day</b>                       | means a day on which banks are open for business in Melbourne excluding a Saturday, Sunday or public holiday in that city.      |
| <b>Contractor</b>                         | means the contractor that is contracted by the Club to undertake the Project under the Facility Development Process & Checklist |
| <b>Facility Development Process &amp;</b> | means the outline of works between the Club, Council and the Contractor for the Project.                                        |

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## Club Works Contract

|                                  |                                                                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Checklist.</b>                |                                                                                                                                                                                                                        |
| <b>Council Representative</b>    | means the person specified in Item 11 of the Schedule, being the superintendent of the project                                                                                                                         |
| <b>Defects Liability Period</b>  | 12 months after construction of the project has been completed, the contractor can be required to return to the site to remedy defects. This commences from the date noted on the Certificate of Practical Completion. |
| <b>Funding Amount</b>            | means the amount specified in Item 5) of the Schedule, being the amount of Council's contribution to the Project.                                                                                                      |
| <b>Club</b>                      | includes the Club, its employees, members, representatives (including the Club Representative), volunteers, agents, or sub-contractors.                                                                                |
| <b>Club Contribution</b>         | means the amount specified in Item 6) of the Schedule, being the amount of the Clubs contribution to the Project.                                                                                                      |
| <b>Club Representative</b>       | means the person specified in Item 12 of the Schedule.                                                                                                                                                                 |
| <b>In-Kind Contribution</b>      | means work or contribution to the Project by or on behalf of the Club, specified in Item 13 of the schedule                                                                                                            |
| <b>Maximum Amount</b>            | means the amount specified in Item 9) of the Schedule total, being the maximum amount of the Project.                                                                                                                  |
| <b>Nominated Contact Details</b> | means the matters set out in Item 14 of the Schedule in respect of each of the parties.                                                                                                                                |
| <b>Practical Completion</b>      | means practical completion under the Facility Development Process & Checklist                                                                                                                                          |
| <b>Project</b>                   | means the project described in Item 10 of the Schedule.                                                                                                                                                                |

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## Club Works Contract

|                                 |                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------|
| <b>Project Management Team</b>  | has the meaning given in Clause Four                                                         |
| <b>Project Savings</b>          | means the difference between the Maximum Amount and the actual total costs of the Project.   |
| <b>Third Party Contribution</b> | means the amount to be contributed by a third party as specified in Item 8) of the Schedule. |

### 9.2. Interpretation

In this deed unless a contrary intention is expressed:

- (a) headings and italicised, highlighted or bold type do not affect the interpretation of this deed;
- (b) the singular includes the plural and the plural includes the singular;
- (c) a gender includes all other genders;
- (d) other parts of speech and grammatical forms of a word or phrase defined in this deed have a corresponding meaning;
- (e) a reference to a 'person' includes any individual, firm, company, partnership, joint venture, an unincorporated body or association, trust, corporation or other body corporate and any government agency (whether or not having a separate legal personality);
- (f) a reference to any thing (including any right) includes a part of that thing, but nothing in this clause 9.2(f) implies that performance of part of an obligation constitutes performance of the obligation;
- (g) a reference to a clause, party, annexure, exhibit or schedule is a reference to a clause of, and a party, annexure, exhibit and schedule to, this deed and a reference to this deed includes any clause, annexure, exhibit and schedule;
- (h) a reference to a document (including this deed) includes all amendments or supplements to, or replacements or novation's of, that document;
- (i) a reference to a party to any document includes that party's successors and permitted assigns;
- (j) in this deed a reference to any legislation includes all delegated legislation made under it and includes all amendments, consolidations, replacements or re-enactments of any of them, from time to time;

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## Club Works Contract

- (k) a reference to an agreement other than this deed includes an undertaking, deed, agreement or legally enforceable arrangement or understanding whether or not in writing;
- (l) a reference to a document includes any agreement or contract in writing, or any certificate, notice, deed, instrument or other document of any kind;
- (m) a promise, agreement, representation or warranty by two or more persons binds them jointly and severally;
- (n) a reference to a body, other than a party to this deed (including an institute, association or authority), whether statutory or not, which ceases to exist or whose powers or functions are transferred to another body, is a reference to the body which replaces it or which substantially succeeds to its powers or functions;
- (o) if a period of time is specified and dates from a day or the day of an act, event or circumstance, that period is to be determined exclusive of that day;
- (p) if an act or event must occur or be performed on or by a specified day and occurs or is performed after 5.00 pm on that day, it is taken to have occurred or been done on the next day; and
- (q) a reference to '\$', 'A\$', 'AUD', 'dollars' or 'Dollars' is a reference to the lawful currency of the Commonwealth of Australia.

### 9.3. Business Day

If anything under this deed is required to be done by or on a day that is not a Business Day that thing must be done by or on the next Business Day.

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## Club Works Contract

### Reference Schedule 1

|        |                                              |                                                                                                                                                                                               |
|--------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item 1 | Club                                         | Newborough Football Club, Southwell Avenue, Newborough, 3825                                                                                                                                  |
| Item 2 | Federal and/or State Government funded       | Yes – Latrobe Valley Authority                                                                                                                                                                |
| Item 3 | Federal and/or State Government contribution | \$( ) <i>[Insert amount of required Federal or State Government contribution]</i>                                                                                                             |
| Item 4 | Department Contribution                      | N/A                                                                                                                                                                                           |
| Item 5 | Latrobe City Council Funding Amount          | \$NIL                                                                                                                                                                                         |
| Item 6 | Club Contribution                            | Yes - \$( ) <i>[Insert amount of required Club contribution. Note: if the Club is receiving sponsorship or funding from other sources, add this amount to the third party funding items.]</i> |
| Item 7 | Third Party funding                          | <i>[Include name of third party providing the funding]</i>                                                                                                                                    |
| Item 8 | Third Party                                  | \$( ) <i>[Insert amount of third party funding]</i>                                                                                                                                           |

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## Club Works Contract

|              |                        |                                                                                                                                                                                                                               |
|--------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contribution |                        |                                                                                                                                                                                                                               |
| Item 9       | Maximum Amount         | [\$ ] <i>[Insert amount of the total expected Project costs - this should be plus 10% contingency]</i>                                                                                                                        |
| Item 10      | Project                | Construction of new netball court at Newborough Football Club. Allowance of works will be for the construction of the netball court only and does not include any surrounding infrastructure such as lighting, shelters, etc. |
| Item 11      | Council Representative | Karen Tsebelis, Coordinator, Recreation and Open Space Planning                                                                                                                                                               |
| Item 12      | Club Representative    | [ ], Newborough Football Netball Club                                                                                                                                                                                         |
| Item 13      | In Kind Contribution   | [\$ ] <i>[Insert amount of the total In-Kind Contribution value]</i>                                                                                                                                                          |

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## Club Works Contract

Item 14 Nominated  
Contact Details

### Council details

Name: Latrobe City Council Council

Address: 141 Commercial Road, Morwell, Vic, 3840

Contact name: Karen Tsebelis

Telephone: (03) 5128 5483

Email: [Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)

### Club details

Name: Newborough Football Netball Club

Address: [insert address]

Contact name: [insert name]

Telephone: [insert number]

Email: [insert email]

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## Club Works Contract

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### Signing page

Executed as a deed

*Note: Council execution clause to be confirmed*

**The Common Seal of Latrobe City Council** is  
fixed to this document in the presence of:

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Full name (print)

*[Insert correct execution clause for Club]*

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## Club Works Contract

*Example execution clause where execution by Incorporated Association: Note execution must be by 2 members of the committee, or if the secretary of the association is not a member of the committee, by a member of the committee and the secretary, unless anything more restrictive is provided in the Association's rules. The Association can, by deed, authorise an individual to execute a deed on its behalf.*

**Executed by Newborough Football Netball Club**

\_\_\_\_\_  
Signature of Committee member

\_\_\_\_\_  
Signature of Committee member/Secretary

\_\_\_\_\_  
Full name (print)

\_\_\_\_\_  
Full name (print)

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## Club Works Contract

*Example execution clause where execution by authorised representative of the Club. Note that if executed by a representative, that person must be authorised to execute a deed.*

Signed, sealed and delivered for **[Insert name of body]**, by its duly authorised officer, in the presence of:

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature of **[Insert name of officer]**

\_\_\_\_\_  
Full name of witness (print)

\_\_\_\_\_  
Address of witness (print)

*Example execution clause where execution by company*

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## Club Works Contract

Executed by **[Insert company name]**  
ACN **[Insert ACN]** in accordance with  
section 127 of the *Corporations Act 2001* (Cth)  
by:

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Signature of Director/Company Secretary

\_\_\_\_\_  
Full name (print)

\_\_\_\_\_  
Full name (print)

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## Club Works Contract

*Example execution clause where execution by individual*

Signed, sealed and delivered by **[Insert name of signatory]** in the presence of:

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature of **[Insert name of signatory]**

\_\_\_\_\_  
Full name of witness (print)

\_\_\_\_\_  
Address of witness (print)

*Execution by Committee of Management - the execution clause will depend on the type of Committee of Management (e.g. incorporated or not) and further information should be requested from the Committee of Management. Commonly, an authorised representative will sign and an example execution clause for this is provided below. Note that this person must be authorised to execute a deed.*

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## Club Works Contract

Signed, sealed and delivered for **[Insert name of body]**, by its duly authorised officer, in the presence of:

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature of **[Insert name of officer]**

\_\_\_\_\_  
Full name of witness (print)

\_\_\_\_\_  
Address of witness (print)

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## Club Works Contract

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## FACILITY DEVELOPMENT PROCESS & WORKS CHECKLIST

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## OVERVIEW

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The development of a new netball court requires careful planning and due diligence to ensure that the project is completed successfully. This checklist and accompanying document must be fully satisfied by the club and signed off by Latrobe City Council and the Newborough Football Netball Club. The following process and checklist has been developed in accordance with Netball Australia's National Facility's Policy and Netball Victoria's Facility Manual.

There are five key stages to be satisfied, in which each stage needs to be confirmed and agreed upon by Latrobe City Council before proceeding to the next stage. There are a number of tasks within each stage so a checklist has been developed to assist with meeting the requirements and standards of Netball Australia and Victoria. This contract of works and checklist is to be used in direct conjunction with the Club Works Contract.

A summary of each stage is as follows:



## 1. FLOW CHART PROCESS



## 2. CONCEPT AND FEASIBILITY

Prior to any contracting of works and entering an agreement with Latrobe City Council, confirmation of total project total cost will be required (Section 1 – Club Works Contract Agreement). This will require a full facility/site investigation from inspection, as detailed below). Investigation of the soil and drainage conditions of the existing site is crucial to the successful delivery of this project.

This will determine whether the land is suitable for the construction of the netball court and what type of action is required. This stage will also require an accurate cost estimate from a minimum of three relevant contractors. This process will incur a cost and should be factored into the total project cost.

### 2.1 Feasibility/Concept Requirements Pre- Agreement Phase

A full facility/site brief from inspection, including relevant soil and drainage testing and detailed scope of works (to be included in overall cost/budget) is required before Latrobe City Council enters an agreement to proceed with the project. The following checklist must be fully satisfied before Latrobe

City Council enters an agreement, as identified in the Club Works Contract. All results from the Items listed below need to be submitted to Latrobe City Council for review and assessment. These works need to be evidenced as identified in Appendix 3.

| Pre-Agreement Checklist |                                                                                                                                                                                                                                                   |     |    |         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
|                         | Item                                                                                                                                                                                                                                              | Yes | No | Comment |
| a.                      | Soil test and results classification as identified in Compliance section                                                                                                                                                                          |     |    |         |
| b.                      | Feature survey to include: Existing levels over the site, Existing location of any features such as trees, fences, power supply, water etc. Extent of earthworks, identify need for retaining wall additions, Tree root barriers and tree removal |     |    |         |
| c.                      | Geotechnical Engineer design which includes subbase, base and Concrete or asphalt layers                                                                                                                                                          |     |    |         |
|                         | Detailed design to reflect relevant compliance as per Stage Three (3) i.e.: run offs, court dimensions and to reflect initial site surveys, soil tests etc.                                                                                       |     |    |         |
|                         | Concrete design is to specify Slab thickness, Mpa, details of reinforcing, type and location of joints/sawcuts and surface finish of concrete (if required)                                                                                       |     |    |         |
|                         | Jointing/Sawcuts shall be positioned to minimise joints within the playing area. Positioning of reinforcement layer shall ensure sufficient cover over reinforcing to minimise (if required).                                                     |     |    |         |
|                         | The levels/grades of the courts shall ensure that there is minimal ponding on the courts and also, that the stormwater flow off from the courts is able to be drained away from the courts.                                                       |     |    |         |

|    |                                                                                                                                              |  |  |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|    | Surrounding area shaping and drainage works. Spoon drains to support the entire area. Agi drains and drain pits (as part of detailed design) |  |  |  |
| d. | Full Costing with the above                                                                                                                  |  |  |  |
| e. | Decision on court base construction including subgrade, crushed rock and pavement layers                                                     |  |  |  |
|    | Pyrites Testing of asphalt (club responsibility) if required                                                                                 |  |  |  |
| f. | General landscaping to be included in final costing                                                                                          |  |  |  |

### 3. FUNDING CONFIRMATION

Once it is determined that the proposal is feasible and stage one checklist is completed and reviewed by Latrobe City Council, funding confirmation will be required as stage two.

As identified with the Club Works Agreement, confirmation of funding must occur prior to any construction. The confirmation must be of the total project cost plus 10% and evidenced

by bank statements and other relevant documentation from the club by the club, with the breakdown of funding in Section 2.1.

The funding contribution should be inclusive of the factors identified in section 1.1 and must be considered when applying for funding and in the final confirmation of funding sources.

#### 3.1 Funding Table

| Funding Body           | Contribution | Evidenced with relevant documentation Yes/No |
|------------------------|--------------|----------------------------------------------|
| Club                   | \$           |                                              |
| State Government (LVA) | \$           |                                              |
| Third Party            | \$           |                                              |
| In-Kind (if approved)  | \$           |                                              |
| <b>Total</b>           | \$           |                                              |

Once Latrobe City Council is satisfied that the Newborough Football Netball Club has ascertained and evidenced the budget to reflect the scope of works, the Club will be able to proceed to stage three.

## 4. COMPLIANCE

The following is a summary in which Appendix 3 will provide a more in depth and technical requirement for the project. All compliance components required for this project have been developed directly from Netball Australia's National Facilities Policy and Netball Victoria's Facilities Manual and must

be adhered to. Australian Standards must also be adhered to for the development of the netball court as identified in Appendix 3.

### 4.1 Pre-Construction Compliance

#### 4.1.1 Geotechnical Report/Soil Report Compliance

Upon soil test completion, one of the following classifications must be identified to Latrobe City Council within the soil test report. This will be one component to the projects ability to proceed to construction phase.

construction phase. For further requirements go to Appendix 3.

|                |                              |
|----------------|------------------------------|
| <b>CLASS A</b> | Little or no ground movement |
| <b>CLASS S</b> | Slightly reactive site       |
| <b>CLASS M</b> | Moderately reactive site     |
| <b>CLASS H</b> | Highly reactive site         |
| <b>CLASS E</b> | Extremely reactive site      |
| <b>CLASS P</b> | Problem Site                 |

Once Latrobe City Council reviews the preliminary requirements and the appropriate surface to be developed (i.e.: concrete or asphalt), the project can move to the court

### 4.2 Court Construction – Pavement

If the site is on uneven or sloping ground, the high areas will need to be cut and the low areas filled to create a level platform. The fill used must be compactable. It is imperative that 'cut and fill' sites are compacted well, as per the engineers recommendations and in layers with no more than **150 mm maximum thickness from the cut location or using imported fill or granular materials. Stormwater must be channelled away from the filled slope via a spoon drain or kerb outside the runoff area to avoid erosion.**

Where retaining walls are required, appropriate drainage both behind and in front of the wall will be required to achieve a long lasting pavement. There are many types of retaining walls available and each individual site & budget will determine the type used. Retaining walls may require a building permit (need to factor in budget). It is important to seek advice from a civil or structural engineer for retaining wall detail specific to the individual netball court project.

#### 4.2.1 Pavement Platform

The platform created should be longer and wider than the total area of the courts (including runoffs) where it should slope away from the intended pavement area in all

directions. The court platform will need to be cut to remove all top soil and provide a firm base. The depth and level of the cut will be dependent on the depth of the pavement

structure the civil engineer has designed so that the finished court levels required are achieved. **The court platform should also reflect the drainage fall required, being; either a 1% cross fall in both directions or 1% fall diagonally on a single plane.**

To achieve the right plane a laser leveller is used to create the desired falls once the platform has been cut. Firstly the site must be cleared of all vegetation, topsoil and any saturated foundation materials to establish a firm court platform on which to construct the pavement. The sub-grade depth is dependent on the final excavation depth required to locate the firm base layer in which to build up from. The subgrade will need to reflect the fall required in the finished pavement, be free of

#### 4.2.2 Sub-base preparation and compaction

Compaction of the sub-base material is essential. It involves the process whereby imported crushed rock materials, as specified by the civil engineer, are placed in compacted layers to a **maximum 150 mm per layer depth.**

#### 4.2.3 Drainage

**Outdoor netball courts should have the recommended fall of 1:100 which is 1%.** This can either be (a) 1% fall in both directions (which gives you 1.4% or 1:70 falls diagonally) or (b) 1% diagonally on a single plane (which gives you 7% on all sides. The spoon drains will need to fall to a large grated inlet pit where the stormwater is collected and directed well away from the pavement areas.

Surface water should not be allowed to drain across more than two courts as it will delay the drying time and will affect play on the lower courts. To alleviate this problem the courts can fall 1% diagonally and have spoon drains and pits installed so that stormwater does not empty over more than two courts before being collected. **It is important to note that drainage infrastructure such as this**

tree roots, foreign objects such as old drainage pipe, uncompactable material and the like (identified in reports and factored into budget).

It should be trimmed and rolled ready for proof rolling. **In situations where trees need to be cleared, the roots must also be removed.** In these situations the earth placed in the void must be compacted to ensure filled areas match the condition of the natural ground. The void area to be filled must be built up in layers with each layer compacted as it is placed. The thickness of each layer depends on the type of machinery used. **The layers can vary from 100 mm to a maximum 150 mm depth depending on the compaction equipment being used.**

This is done with a static or vibrating roller to achieve a hard, dense finish that achieves a 98% modified compaction or better.

**cannot be positioned within the required 3050 mm clear run-off zones surrounding each court, therefore additional pavement space will be required to accommodate this drainage infrastructure.**

In conclusion, correct drainage systems include the combination of:

- Platform raised above the surrounding land
- Swale / Batter drains around the perimeter of the courts
- Sub-soil trenches around the perimeter of the courts
- with an agi-drain bedded in crushed rock, wrapped in a
- geotextile fabric (sock)

- Spoon drains along all lower pavement boundaries
- Large grated inlet pits to collect and drain water away
- from the pavement areas efficiently
- A 1% gradient fall across the pavement on a single plane

#### 4.2.4 Asphalt Base Requirements

**7 mm Type L consolidated asphalt to a depth of approx. 30 mm**, provides a firm and tight surface that binds well for light trafficked asphalt sports pavements. It is important that a Civil Engineer stipulates the type and depth of asphalt pavement required for each project and if a certain standard is required i.e.: Council standard drawing, traffic authority standard.

If the asphalt is to be coated with an acrylic sports surface it is especially important that the aggregate material in the asphalt mix is free from ferrous materials such as mineral Pyrites and Marcasite. Should pyrites become

#### 4.2.5 Concrete Base Requirements

The concrete required for a netball court is likely to have a recommended strength of 25MPa, 32MPa or 35MPa (depending on the civil engineers advice) with a slump

present, it is the club responsibility to fully fund and rectify the issue with the contractor during the Defects Liability Period. It should also be free of wood particles, clay or other deleterious materials which may cause staining/discoloration or interfere with the planarity, structural stability or aesthetics of the netball court and/or an acrylic sports playing surface installation and expected lifespan.

**The asphalt layer must be compacted to industry standards of minimum 95% density.**

specification of 80%. The most common concrete base is between 100-150 mm depth reinforced concrete base (must be advised by a civil engineer).

### 4.3 Court Construction – Dimensions

The following dimensions are in accordance with Netball Australia and Netball Victoria Guidelines.  
The following dimensions must be noted and adhered to for detailed designs and construction.

#### 4.3.1 Court Dimensions Summary Checklist

|                           |                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------|
| <b>Length</b>             | 30.50 m                                                                                       |
| <b>Width</b>              | 15.25 m                                                                                       |
| <b>Court Thirds</b>       | 10.167 m                                                                                      |
| <b>Goal Circle Radius</b> | 4.9 m                                                                                         |
| <b>Centre Circle</b>      | 900 mm                                                                                        |
| <b>Line Widths</b>        | 50 mm                                                                                         |
| <b>Gradient</b>           | 1% cross fall in both directions or<br>1% fall diagonally on one single constant plane.       |
| <b>Lines</b>              | Must be a textured water based<br>Acrylic, straight and have clean, crisp edges.              |
| <b>*Note</b>              | All above measurements are to the outside edge of lines. All lines<br>form part of the court. |

#### 4.3.2 Court Run-Off Dimensions Summary Checklist

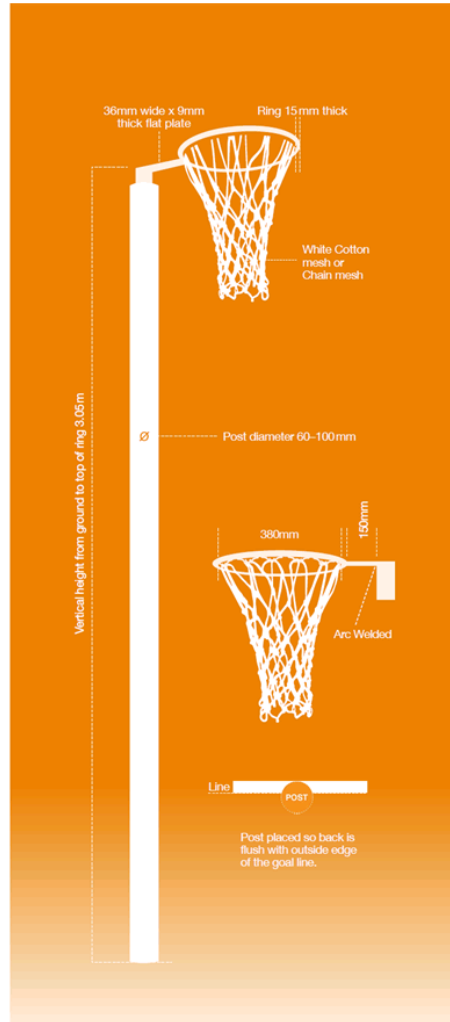
|                                             |                                                                                                                                                                                                                                                                  |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum obstacle free space required</b> | All sidelines and baselines: 3.05 m<br>Between multiple courts: 3.65 m<br>It is advisable for future infrastructure such as lighting or fencing, that extra room is accounted for as things such as fence poles, lighting footings cannot be in the 3.05 m space |
| <b>Run-Off zones</b>                        | Must be free of all obstacles and be of the same surface type and consistent level as the court.                                                                                                                                                                 |
| <b>*Note</b>                                | This is an International Netball Federation rule introduced to ensure the safety of players & umpires.                                                                                                                                                           |

#### 4.3.3 Goal Post Compliance

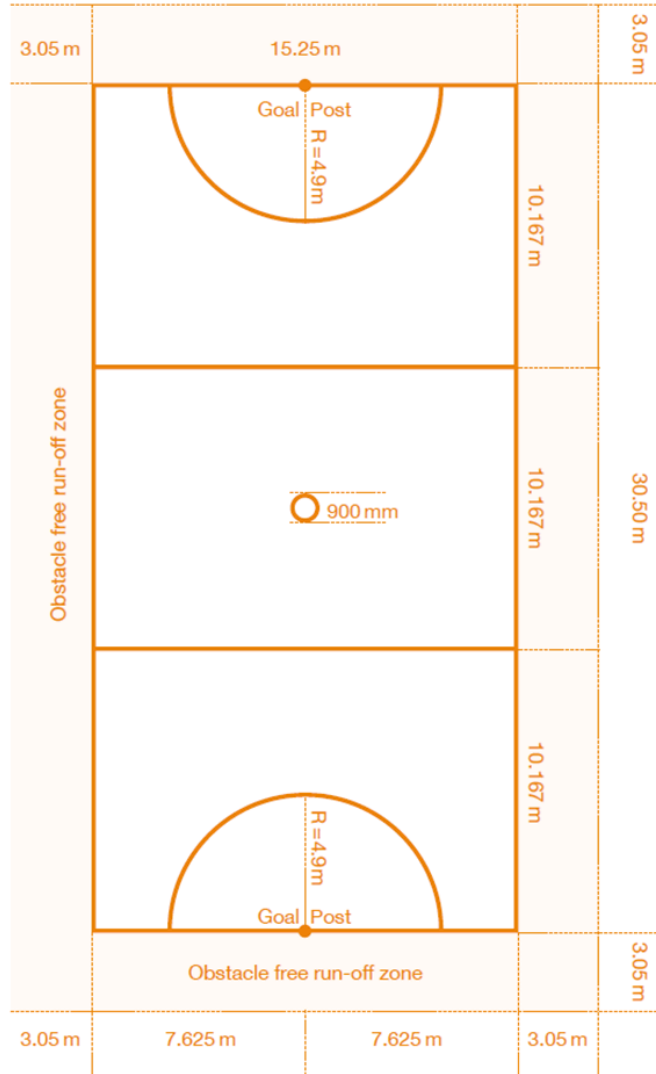
|                          |                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vertical Height</b>   | 3.05 m (Full Size). Can be adjusted to 2.4 m for modified netball (NetSetGO)                                                                                                                                                                                                                                                    |
| <b>Post Diameter</b>     | 60 mm min. to 100 mm max.<br>Round post preferred.                                                                                                                                                                                                                                                                              |
| <b>Post Colour</b>       | Painted white preferred                                                                                                                                                                                                                                                                                                         |
| <b>Rings</b>             | 380 mm (internal diameter)<br>15 mm ring thickness<br>150 mm length connection to post<br>No arms from ring to post to allow for full post length 3 m padding<br>Net: White Cotton mesh or Chain mesh, to be open at both ends<br>Steel loops/eyelets arc welded to the underside of the ring to allow net attachment preferred |
| <b>Goal Post Padding</b> | 3 m high to full Length of post. Can be 2.4 m high for modified netball (NetSetGO)<br>Maximum 50 mm thick high-density foam core.                                                                                                                                                                                               |



#### 4.3.4 Goal Post Dimensions Summary



4.3.5 Court Dimensions Summary



## 5. PROJECT DELIVERY

The delivery of this project must be in accordance with this entire document and the Club Works Agreement. Latrobe City Council will be using these documents and checklist in order to ensure that the Netball Australia and Netball Victoria standards are upheld.

A project management framework plan is to be completed to ensure the project is

delivered in accordance with the correct specifications and provides Latrobe City Council with direction in terms of time frame delivery, budgets, progress etc. The project checklist is a summary checklist that relates to each section of the document. Each section must be carefully read, planned and accounted for and then checked off by the Club and Latrobe City Council.

### 5.1 Project Checklist

| No.       | Item                                                               | Yes | No | Comment |
|-----------|--------------------------------------------------------------------|-----|----|---------|
| <b>1.</b> | <b>Concept/Feasibility</b>                                         |     |    |         |
| 1.1.      | Facility Site Inspection i.e.: Geotechnical/Soil Test              |     |    |         |
| 1.2.      | Feature Survey                                                     |     |    |         |
| 1.3.      | Concept and Detailed Design                                        |     |    |         |
| 1.4.      | Full costing of the project                                        |     |    |         |
| 1.5.      | Latrobe City Council Assessment of stage one                       |     |    |         |
| <b>2.</b> | <b>Funding Confirmation</b>                                        |     |    |         |
| 2.1.      | Club Contribution Confirmed/Evidenced                              |     |    |         |
| 2.2.      | State Funding Confirmed/Evidenced                                  |     |    |         |
| 2.3.      | Funding breakdown table completed (section 3.1)                    |     |    |         |
| 2.4.      | Available funds reflect total project cost plus 10%                |     |    |         |
| <b>3.</b> | <b>Compliance (Appendix 3)</b>                                     |     |    |         |
| 3.1.      | Pre-Construction Soil Test Report Classification (4.1.1)           |     |    |         |
| 3.2.      | Cut and Fill (if required) (4.2.1)                                 |     |    |         |
| 3.3.      | Pavement Platform Compliance (4.2.2)                               |     |    |         |
| 3.4.      | Sub-Base Preparation and Compaction (4.2.3)                        |     |    |         |
| 3.5.      | Asphalt Compliance constructed (if chosen) (4.2.5)                 |     |    |         |
| 3.6.      | Concrete Compliance constructed (if chosen) (4.2.6)                |     |    |         |
| 3.7.      | Court Dimensions (including poles) constructed as per sections 4.3 |     |    |         |
| <b>4.</b> | <b>Project Delivery</b>                                            |     |    |         |
| 4.1.      | Project Management Framework Completed                             |     |    |         |
| 4.2.      | Checklist Completion                                               |     |    |         |
| <b>5.</b> | <b>Management and Operations</b>                                   |     |    |         |
| 5.1.      | Progress Reports in accordance with this checklist                 |     |    |         |
| 5.2.      | Compliance and sign off final certificate                          |     |    |         |

## 6. MANAGEMENT AND OPERATIONS

Latrobe City Council and the Newborough Football Netball Club shall form a group **(Project Management Team)** which shall be responsible for monitoring the progress of works. The Club will nominate and unanimously agree upon one (1) representative as per nomination on Item 12 of the reference schedule (Club Works Agreement) to form part of the Project Management Team. The document will need to be signed by someone alternative to the project manager representative (as per section 4.3 of the Club Works Contract Agreement).

Throughout the duration of the project, monthly progress reports in accordance with the checklist are required. A progress report template will be provided to the Club and will be required 24 hours prior to the end of each month. Final sign off for completion will be required from both parties. Final sign off will require final inspection and compliance check.

Post completion of the works, Council will maintain the netball court in accordance with the Recreation Infrastructure Policy.

The following outlines the responsibilities for both Council and the Club:

| <b>Council</b>                                                                        | <b>Club</b>                                                                                                                    |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Acts as the superintendent                                                            | Supervising the works; in accordance with Latrobe City Council's checklist agreement document and Club Works Contract document |
| Assessing and certifying compliance                                                   | Responsible for providing progress reports at the completion of each stage before proceeding to the following stage            |
| Assessing and certifying practical completion                                         | Responsible for tendering contractors (minimum three quotes post)                                                              |
| Assessing the works in accordance with the Club Works Agreement and Contract of Works | Responsible for managing payments to contractors                                                                               |

## 7. Appendices

### Appendix 1

|                                   |                      |                          |  |
|-----------------------------------|----------------------|--------------------------|--|
| <b>Council/Organisation Name:</b> | Latrobe City Council | <b>PMF version date:</b> |  |
|-----------------------------------|----------------------|--------------------------|--|

#### Project Manager Details:

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| <b>Name:</b>         |  | <b>Address:</b>      |  |
| <b>Position:</b>     |  | <b>Phone Number:</b> |  |
| <b>Organisation:</b> |  | <b>Email:</b>        |  |

| <b>Project task</b><br>(Examples can be found on following page) | <b>Start date</b> | <b>End date</b> | <b>Task responsibility</b> | <b>Responsible organisation</b> | <b>Task Completed (Y/N)</b> |
|------------------------------------------------------------------|-------------------|-----------------|----------------------------|---------------------------------|-----------------------------|
| <b>Stage 1</b>                                                   |                   |                 |                            |                                 |                             |
| Facility Site Inspection i.e.: Geotechnical/Soil Test            |                   |                 |                            |                                 |                             |
| Feature Survey                                                   |                   |                 |                            |                                 |                             |
| Concept and Detailed Design                                      |                   |                 |                            |                                 |                             |
| Full costing of the project                                      |                   |                 |                            |                                 |                             |
| Latrobe City Council Assessment of stage one                     |                   |                 |                            |                                 |                             |
| <b>Stage 2</b>                                                   |                   |                 |                            |                                 |                             |
| Club Contribution Confirmed/Evidenced                            |                   |                 |                            |                                 |                             |
| State Funding Confirmed/Evidenced                                |                   |                 |                            |                                 |                             |

|                                                          |  |  |  |  |  |
|----------------------------------------------------------|--|--|--|--|--|
| Funding breakdown table completed (section 2.1)          |  |  |  |  |  |
| Available funds reflect total project cost plus 10%      |  |  |  |  |  |
| <b><u>Stage 3</u></b>                                    |  |  |  |  |  |
| Pre-Construction Soil Test Report Classification (3.1.1) |  |  |  |  |  |
| Cut and Fill (if required) (3.2.1)                       |  |  |  |  |  |
| Pavement Platform Compliance (3.2.2)                     |  |  |  |  |  |
| Sub-Base Preparation and Compaction (3.2.3)              |  |  |  |  |  |
| Asphalt Compliance constructed (if chosen) (3.2.5)       |  |  |  |  |  |
| Concrete Compliance constructed (if chosen) (3.2.6)      |  |  |  |  |  |
| Court Dimensions constructed as per sections 3.3         |  |  |  |  |  |
| <b><u>Stage 4</u></b>                                    |  |  |  |  |  |
| Project Management Framework Completed                   |  |  |  |  |  |
| Checklist Completion                                     |  |  |  |  |  |
| <b><u>Stage 5</u></b>                                    |  |  |  |  |  |
| Progress Reports in accordance with this checklist       |  |  |  |  |  |
| Compliance and sign off final certificate                |  |  |  |  |  |

**Note:** All minutes and agendas of project meetings should be forwarded to the LCC representative.

Please add tasks as appropriate.

**Summation of project issues and challenges :**

Appendix 2

OCCUPATIONAL HEALTH AND SAFETY  
MANAGEMENT SYSTEM QUESTIONNAIRE

This questionnaire will need to be completed by the contractors and evidenced to Latrobe City Council as outlined and in accordance with Section 4.1 of the Club Works Contract Agreement, prior to any successful appointment of the contractor.

|                                                                                                                         | Yes                      | No                       |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>1 OH&amp;S Policy and Management</b>                                                                                 |                          |                          |
| 1.1 Is there a written company OH&S policy?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide a copy of policy.                                                                                       |                          |                          |
| Comments: .....                                                                                                         |                          |                          |
| .....                                                                                                                   |                          |                          |
| 1.2 Does the company have an OH&S Management System certified by a recognised independent authority (e.g.: Safety MAP)? | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                                          |                          |                          |
| .....                                                                                                                   |                          |                          |
| 1.3 Is there a company OH&S Management System manual or plan?                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide a copy of contents page(s).                                                                             |                          |                          |
| Comments: .....                                                                                                         |                          |                          |
| .....                                                                                                                   |                          |                          |
| 1.4 Are Occupational Health and Safety responsibilities clearly identified for all levels of staff?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                                          |                          |                          |
| .....                                                                                                                   |                          |                          |
| <b>2 Safe Work Practices and Procedures</b>                                                                             |                          |                          |
| 2.1 Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?      | <input type="checkbox"/> | <input type="checkbox"/> |



|                                                                                                                          | Yes                      | No                       |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| If Yes, provide a summary listing of procedures or instructions:<br>.....<br>.....                                       |                          |                          |
| 2.2 Does the company have any permit to work systems?                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide a summary listing or permits.<br>.....<br>.....                                                          |                          |                          |
| 2.3 Is there a documented incident investigation procedure?                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide a copy of a standard incident report form.<br><br>Comments: .....                                        |                          |                          |
| 2.4 Are there procedures for maintaining, inspecting and assessing the hazards of plant operated / owned by the company? | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                                           |                          |                          |
| 2.5 Are there procedures for storing and handling hazardous substances?                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                                           |                          |                          |
| 2.6 Are there procedures for identifying, assessing and controlling risks associated with manual handling?               | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                                           |                          |                          |
| <b>3 OHS Training</b>                                                                                                    |                          |                          |
| 3.1 Describe how Occupational Health and Safety training is conducted in your company:<br>.....<br>.....                 |                          |                          |

|                                                                                                             | Yes                      | No                       |
|-------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 3.2 Is a record maintained of all training and induction programs undertaken for employees in your company? | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide examples of safety training records.                                                        |                          |                          |
| Comments: .....                                                                                             |                          |                          |
| .....                                                                                                       |                          |                          |
| <b>4 Health and Safety Workplace Inspection</b>                                                             |                          |                          |
| 4.1 Are regular Occupational Health and Safety inspections at work-sites undertaken?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                              |                          |                          |
| .....                                                                                                       |                          |                          |
| 4.2 Is standard workplace inspection checklists used to conduct Occupational Health and Safety inspections? | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details or examples: .....                                                                  |                          |                          |
| .....                                                                                                       |                          |                          |
| 4.3 Is there a procedure by which employees can report hazards at workplaces?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                              |                          |                          |
| .....                                                                                                       |                          |                          |
| <b>5 Health and Safety Consultation</b>                                                                     |                          |                          |
| 5.1 Is there a workplace OH&S committee?                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                              |                          |                          |
| .....                                                                                                       |                          |                          |
| 5.2 Are employees involved in decision making over OH&S matters?                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                              |                          |                          |
| .....                                                                                                       |                          |                          |
| 5.3 Are there employee-elected Occupational Health and Safety representatives?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: .....                                                                                             |                          |                          |
| .....                                                                                                       |                          |                          |
| <b>6 OH&amp;S Performance Monitoring</b>                                                                    |                          |                          |

|                                                                                                              | Yes                      | No                       |
|--------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 6.1 Is there a system for recording and analysing Occupational Health and Safety performance statistics?     | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                               |                          |                          |
| .....                                                                                                        |                          |                          |
| 6.2 Are employees regularly provided with information on company Occupational Health and Safety performance? | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                               |                          |                          |
| .....                                                                                                        |                          |                          |
| 6.3 Has the company ever been convicted of an Occupational Health and Safety offence?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, provide details: .....                                                                               |                          |                          |
| .....                                                                                                        |                          |                          |

**INSURANCE DETAILS**

Provide a Certificate of Currency for WorkCover insurance or a letter of exemption, whichever is applicable

\_\_\_\_\_

Provide details of Public Liability and Professional Indemnity insurance

**Public Liability**

Insurance Provider: \_\_\_\_\_

Policy No: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Sum Insured: \_\_\_\_\_

**Professional Indemnity**

Insurance Provider: \_\_\_\_\_

Policy No: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Limit of Indemnity: \_\_\_\_\_

### Appendix 3

Attachment 1: Technical Specification Document

**Agenda Item: 15.5**

**Agenda Item: Illegally Dumped Rubbish on HVP Plantations Land.**

**Sponsor: General Manager, Infrastructure and Recreation**

**Council Plan Objective: Improve the amenity and accessibility of Council services.**

**Status: For Information**

#### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

**That Council extends the illegal dumping subsidy to Hancock Victoria Plantations until 28 February 2019.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

The purpose of this report is to inform Council on the progress of the subsidy provided to Hancock Victoria Plantations for the disposal of illegally dumped rubbish on HVP plantation land and to recommend extending the subsidy until the end of February 2019.

- Hancock Victoria Plantations (HVP) accepted Council's offer of providing \$15,000 support to help reduce Landfill disposal charges. This was accepted by email on the 14 June 2017.
- Correspondence was initiated with the Environment Protection Authority to seek assistance on behalf of HVP in dealing with illegal dumping enforcement.
- Due to competing priorities within HVP they have not progressed significantly with the removal of dumped rubbish or disposal at Council's landfill.
- Despite formally finishing in October 2017, Latrobe City Council Local Laws Officers are continuing to investigate illegal dumping incidences as part of the agreement between Council and HVP.
- HVP contacted Council on the 23 January 2018 to arrange a meeting to begin the progression of the financial assistance for the disposal of illegally dumped rubbish from HVP land.
- Due to the length of time it has taken for HVP to commence removal of dumped rubbish on HVP land it is proposed that the trial subsidy be extended for a further twelve months. This will allow for the collection of rubbish to take place and to also allow for accurate data to be collected.

**Declaration of Interests:**

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

**Background:**

Hancock Victoria Plantations (HVP) contacted Council in August 2016 to highlight the issues relating to illegal dumping within their plantations and the costs associated with disposing of this rubbish at the Landfill. HVP were seeking Council support in providing free or heavily subsidised disposal fees to assist them in keeping the plantations free from rubbish. Council resolved at the Council meeting dated 27 March 2017 to provide HVP with a \$15,000 subsidy to cover Landfill charges. This equates to around 100 tonne of waste being deposited for free at the Landfill.

There was a resolution from the original report that required HVP to remove and dispose of a large stockpile of rubbish that was located in a plantation in Morwell North before the subsidy would take effect. This stockpiled material was to be sorted to separate recyclables from general waste to lessen the impact on the Landfill as the stockpiled rubbish was large and estimated at over 50 tonnes of material.

HVP are working in partnership with Local Laws under a Memorandum of Understanding for a one year trial period to provide \$37,155 funding for a litter enforcement officer to work 19 hours per week on patrolling plantations and investigating incidences of illegal dumping. The trial period was from the 3 October 2016 to the 2 October 2017. During this period Local Laws investigated 830 incidences of illegal dumping in HVP plantations with 733 unresolved or no further action being taken. There were a total of 75 infringements issued over the one year period with 17 offenders cleaning up their own rubbish. A full table of recorded data relating to Local Laws investigations is included as Attachment 1.

**Reasons for Proposed Resolution:**

Due to the length of time it has taken for HVP to engage with Council there is nothing that has transpired in relation to the removal of any illegal dumping on HVP land. It is proposed that the trial subsidy be extended for a further twelve months to allow for the collection of rubbish to take place and to also allow for accurate data to be collected.

**Issues:**

*Strategy Implications*

There are no implications to the Council Plan.

*Communication*

Engagement with HVP has occurred but only since 23 January 2018. HVP had not responded to communication attempts from Latrobe City Council officers until the date listed above.

Communication with the EPA has been established. They are prepared to offer assistance to HVP but are more concerned with industrial waste enforcement. The EPA are in the process of employing more staff in litter prevention and enforcement roles and are seeking to enter into engagement meetings with Council and key stakeholders around illegal dumping issues.

EPA is still to decide on waiving the Landfill Levy for illegally dumped rubbish disposal.

#### *Financial Implications*

The financial implications to Council are the \$15,000 in free waste disposal at the Landfill. This is unbudgeted for but the only implication is lost revenue from the disposal charge up to \$15,000.

#### *Risk Analysis*

The risk to Council is purely financial in terms of lost revenue from disposal charges. There are no risks to Council if HVP refused to take up the offer of financial assistance.

#### *Legal and Compliance*

There are no legal or compliance issues with the proposed resolution.

#### *Community Implications*

The possibility of negative community feedback around illegal dumping could be raised with Council as illegal dumping is an unsightly blight on the landscape. Although this is happening on private land the community generally don't differentiate between private and public land. Exposure through social media may affect Council's image in the community.

#### *Environmental Implications*

Environmental impacts are generally related to the unsightliness of waste left on the ground. There could be a minor cause for decaying waste to enter a waterway in the right set of circumstances although there is no discernible data that identifies the types of rubbish being dumped. It would be expected that asbestos, cooking oil and motor oil is being dumped within the plantations as they are current items being collected from Council land.

#### *Consultation*

No engagement.

#### *Other*

#### **Attachments**

1   Local Laws - HVP illegal dumping report

## **15.5**

### **Illegally Dumped Rubbish on HVP Plantations Land.**

- 1 Local Laws - HVP illegal dumping report ..... 487**





**Agenda Item: 15.6**

**Agenda Item: Moe Bus Routes and Parking review**

**Sponsor: General Manager, Infrastructure and Recreation**

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

**Status: For Information**

**MOTION**

**Moved: Cr Law**

**Seconded: Cr Gibson**

**That Council**

- 1. Notes the report on the Moe Bus Routes and Car Parking Working Party; and**
- 2. Receives a further report on the matter by June 2018.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report responds to the Council resolution of 23 October 2017 that required that a further report be presented to Council in March 2018 on proposed actions arising from the Working Group established following the 31 July 2017 Council resolution. The 31 July 2018 resolution required a review and consideration of the various issues arising from the implementation of new bus routes in Moe in early 2017.

This report summarises the actions identified, provides a short status update, and notes that further consultation will be undertaken with the members of the Working Group once further work is undertaken on the actions.

**Declaration of Interests:**

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

**Background:**

At the 31 July 2017 Council meeting Council resolved as follows.

That Council:

1. *Coordinates a working party consisting of Council representatives and a Councillor, Public Transport Victoria representatives, Committee of Moe representatives, Moe Traders Association representatives and a representative of the Moe Taxis to examine concerns and propose solutions in relation to issues with the bus routes and bus stops in Moe & Newborough, parking in the CBD and the George St Taxi Rank in Moe;*
2. *Reports the outcomes of this working party to the Moe and Newborough Community on or before the 23 October 2017;*
3. *Reports the outcomes of this working party to Council on or before the 23 October 2017; and*
4. *Commits to no further reduction in car parking until the working party examines the current issues with car parking within the CBD.*

A report was prepared for the 23 October 2017 Ordinary Council meeting and Council resolved as follows.

*That Council*

1. *Acknowledges the contribution from the Moe Bus Routes and Car Parking Working Party to investigate the bus route changes impacting on routes, bus stops and car parking,*
2. *Endorses further liaison with the relevant agencies and community representatives to identify potential solutions to resolve the community concerns, and*
3. *Requests a report be presented by March 2018 summarising the proposed actions to address the concerns raised through the Moe Bus Routes and Car Parking Working Party.*

This report summarises the results of the Working Party meetings and the actions arising and particularly, responds to Item 3 of the 23 October 2017 Council meeting resolution.

The parking aspect of this report relates to specific issues arising from the bus route changes and is not related to the broader investigation and actions of the Latrobe City Car Parking Action Plan, nor the physical asset management aspect of the Carpark Asset Management Plan.

The Working Party was formed consisting of representatives from Transport for Victoria (TfV) (being an overarching planning and coordinating authority for the various state transport bodies), Public Transport Victoria (PTV), and four local business people or business group representatives. A report (see supporting documents) was presented to the 23 October 2017 Ordinary Council Meeting

summarising the discussions, and through the minutes of the meetings, outlining actions that would be investigated.

The actions that are primarily the responsibility of Latrobe City Council to deliver are summarised in Table 1.

Table 2 lists the actions that are directly related to the bus route selection; Latrobe City Council has less influence over these issues. Council officers will continue to advocate and support addressing the concerns to the benefit of the broad community but are supportive of the Latrobe Valley Local Community Connectivity Forum (LVLCCF) concept that is in place for Moe and Newborough.

Local Transport Forums are an initiative identified within the TfV's Regional Network Development Plan. They bring together transport providers, other service providers and local communities. The forum is being organised by TfV however the Latrobe City Council mayor is a key member.

The Forums consider innovative and flexible local transport solutions including how existing transport assets and resources are used.

Table 1 - Latrobe City Council key actions

|    | <b>Action</b>                                                                                                                                                                  | <b>Response</b> | <b>Status</b>                                                              |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------|
| 1. | Update shelter at bus interchange to be double sided                                                                                                                           | PTV & LCC       | Agreed. Outstanding                                                        |
| 2. | Review exit onto Albert from Skeltons Lane (opposite Hungry Jacks) to improve safety                                                                                           | LCC             | Outstanding                                                                |
| 3. | Investigate whether a zebra crossing (or the like) could be constructed on Albert Street to assist with pedestrian safety                                                      | LCC             | Outstanding                                                                |
| 4. | Investigate an interim measure at the George Street Taxi Rank to address public safety – potentially adjust line marking to create a buffer between the taxi rank and the road | LCC             | Agreed. Line marking will be requested February 2018                       |
| 5. | No shelter at taxi rank. Can a four to six seat shelter be provided at this location? Can the old shelter be utilised?                                                         | LCC             | Agreed, however funding is required                                        |
| 6. | Explore increasing the wattage of existing lights at the George Street Taxi Rank                                                                                               | LCC             | Agreed. The lights ability to be upgraded will be undertaken in March 2018 |

|    | <b>Action</b>                                                                       | <b>Response</b> | <b>Status</b>                                                                                            |
|----|-------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------|
| 7. | Take down signs at the Kirk Street stop                                             | PTV             | Agreed. Request is with PTV.                                                                             |
| 8. | Contact St Pauls School about relocating their school bus stop from Kirk Street     | LCC             | Agreed. Contact will be made when options are identified                                                 |
| 9. | Explore the option for a designated stop for all charter bus services               | LCC             | Agreed. Contact will be made when options are identified                                                 |
| 1  | Undertake review of parking times – George Street area                              | LCC             | Agreed. This project will be combined with the outstanding resolution to review/adjust parking generally |
| 1  | Concerns regarding the reduction in angle parking on opposite side of George Street | LCC             | Noted. No action practical without major works.                                                          |

Some of the concerns in respect of parking and the taxi rank location can be considered as part of future developments proposed for the area as part of the Moe Activity Centre Plan. Key amongst those are the development of the intersection of George Street and Moore Street as a shared zone that can incorporate a taxi zone and a shelter for taxi patrons and drivers, review and enhance lighting as required, and perhaps combine the youth precinct with a dedicated area for school bus pickup and drop-off activity.

Table 2 – TfV and PTV key actions

|   | <b>Action</b>                                                                                                                                                                 | <b>Response</b> | <b>Status</b>                                                 |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------|
| 1 | Major route change from Newborough. Travellers now have to come to Moe CBD in order to access Traralgon. This has led to longer travel times and waiting times have increased | TFV             | Routes have been reviewed by PTV. Consultation part of LVLCCF |
| 1 | Can the community be provided with detail regarding how the buses are performing? Are there statistics available that can be provided on use of stops                         | PTV             | With PTV. May not release the information                     |



|   | <b>Action</b>                                                                                                                                                       | <b>Response</b> | <b>Status</b>                                                   |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------|
| 1 | Concerns regarding not having a stop at the Post Office                                                                                                             | TFV             | Reviewed by PTV. Concerns were noted but changes not considered |
| 1 | Concern regarding lack of later services in Moe. Two nights a week the service does not allow for people to travel to Newborough.                                   | TFV             | Reviewed by PTV. Consultation is part of LVLCCF                 |
| 1 | Two bus stops in George Street. Are two stops required and some drivers have advised that it is not a pick up stop. Can the gap between the two stops be shortened? | PTV             | Concerns were noted but changes not considered                  |
| 1 | Major concerns regarding having to wait at Moe CBD interchange for half an hour. Noting the elderly needing to go to the hospital                                   | PTV             | Reviewed by PTV. Consultation is part of LVLCCF                 |
| 1 | Concern regarding location of the bus stop on Waterloo Road. Preferred location to the east that would not affect parking.                                          | PTV and LCC     | Reviewed by PTV. Concerns were noted but changes not considered |

Officers will be directing available resources to progress the actions and re-engage with the community groups in the coming months.

**Issues:**

*Strategy Implications*

While public transport is not a specific responsibility of local government, advocating and supporting it is aligned with Council's strategic vision.

*Communication*

There are no communication or public relations arising from the recommendation. Delivering on the actions is a result of communications and will benefit public relations.

*Financial Implications*

Part of delivering the actions will be sourcing funding for any changes. The greater wattage lamps would be replaced as part of routine maintenance and the additional electricity costs would be in the order of \$10 per year. There are frequent

opportunities for external funding for the proposed improved shelters. TfV and PTV are supportive of improvements and would view favourably an application to deliver on the actions.

*Risk Analysis*

There are the normal routine risks associated with delivering the minor infrastructure noted. Council is not responsible for PTV and TfV route changes and the associated risks.

*Legal and Compliance*

There are no legal or compliance issues associated with the recommendation or actions.

*Community Implications*

There are no negative community implications associated with the recommendation as generally the actions improve the service.

*Environmental Implications*

There are no notable environmental implications associated with the recommendation. The added electricity usage is minimal.

*Consultation*

Consultation requirements are specific to each action, and further consultation with the community groups is planned.

*Other*

Nil

**Attachments**

Nil

**Agenda Item: 15.7**

**Agenda Item: Traralgon Bypass Consultation Response**

**Sponsor: General Manager, Infrastructure and Recreation**

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

**Status: For Information**

**Proposed Resolution:**

**That Council:**

- 1. Endorses the “Traralgon Bypass Feedback Response” (attachment 1) as a formal response to the VicRoads consultation in respect of the proposed Traralgon Freeway bypass; and**
- 2. Restates its 05 July 2004 resolution preferring the Traralgon Freeway bypass Options W4B and E3D and requests the Minister for Planning review the decision that supports the current proposed routes W1C and E2D.**

#### **MOTION**

**Moved: Cr Middlemiss**

**Seconded: Cr Gibson**

**That Council:**

- 1. Endorses the “Traralgon Bypass Feedback Response” (attachment 1) as a formal response to the VicRoads consultation in respect of the proposed Traralgon Freeway bypass;**
- 2. Restates its 05 July 2004 resolution preferring the Traralgon Freeway bypass Options W4B and E3D; and**
- 3. Advises VicRoads that Council opposes any Traralgon Freeway bypass that relocates the current alignment toward the Traralgon Township.**

**CARRIED UNANIMOUSLY**



**Executive Summary:**

Council has been requested to provide feedback to VicRoads' consultation process associated with development of a business case for the Traralgon Freeway bypass, proposed to route the M1 freeway around Traralgon on a route approved in 2008 by the Minister for Planning. The key elements of the response are as follows.

- That the Minister for Planning revise the route to be Option W4B and Option E3D as these alignments will reduce the negative impact on the development of Traralgon
- That VicRoads review the following analyses and address issues arising from:
  - Local Road Traffic Impact Analysis
  - Regional Economic Impact Analysis
  - Township Economic Impact Analysis
- That the ultimate design include additional grade separated freeway crossings to ensure reasonable access to areas isolated by the freeway

Council would also note its support for the expected improved traffic performance on Princes Highway East through Traralgon, and including flood mitigation of Traralgon Creek into the bypass.

**Declaration of Interests:**

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

**Background:**

Councillors may be aware of the Traralgon Freeway Bypass project that proposes to locate the freeway south of Traralgon along a route set in 2008 by the Minister for Planning.

VicRoads have received funding to develop a business case and are seeking stakeholder and public feedback on the proposal. This report requests Council endorse the proposed formal response to the VicRoads consultation.

The proposed bypass is supported by the Committee for Gippsland (C4G), and the South East Australia Transport Strategy Inc. (a regional transport committee advocacy group).

The Minister for Planning selected the route shown in Figure 1 after consideration of input from Council and the then Department for Primary Industries who submitted on behalf of preserving coal reserves from overlaying development. A Councillor Briefing listed as a supporting document discusses this aspect more completely.



Figure 1 – Minister of Planning approved alignment (2008)

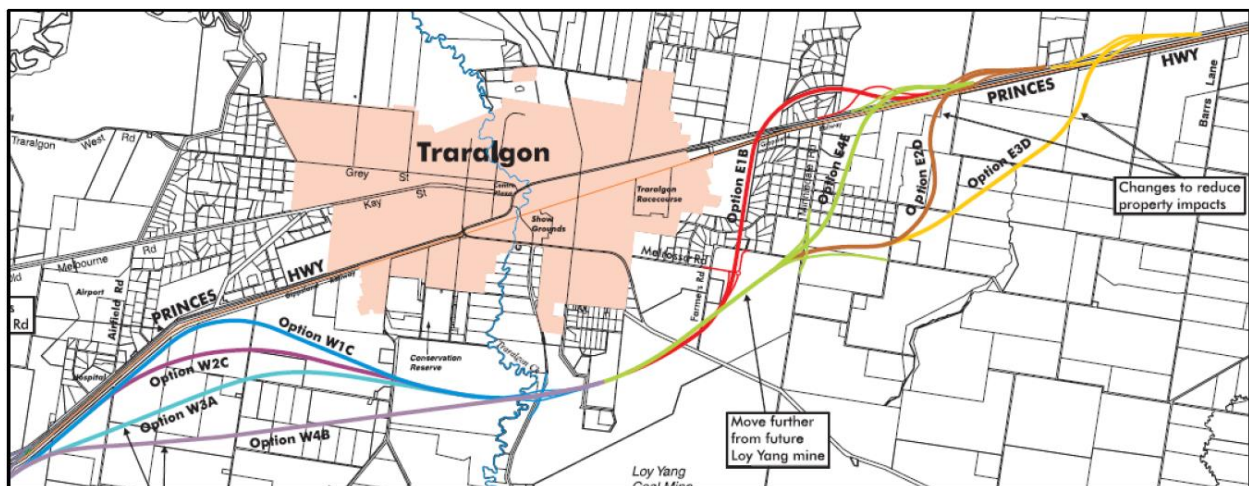


Figure 2 – Original suite of alternatives considered (See also Attachment 2)

Council's official position is to support Option W4B as opposed to the adopted Option W1C noted on Figure 1, and Council supported Option E3D, objecting to Options E1B and E4E on Figure 2.

This current consultation is not technically on the route options but it is an opportunity for Council to restate its position. This is proposed to be as per item 1 in the list below, that includes a short discussion on the proposed request to review the bypass alignment.

Points/issues identified by Council Officers and proposed to be submitted are as follows, and Attachment 1 is the proposed response. As Council is a key stakeholder, VicRoads will accept a response outside their online public consultation format, and so a letter is proposed that contains the following points.

- 1. Council does not support the proposed bypass alignment and requests that the Minister for Planning revise the route to use Option W4B and Option E3D as these alignments will reduce the impact on the development of Traralgon.**

Council's Morwell Traralgon Corridor Plan (2007) plans for future residential development of land within the precinct occupied by the current route alignment. The alignment W4B has the effect of eliminating approximately 508 hectares from a future urban growth corridor that was planned by Latrobe City Council to accommodate growth.

Further, following the 2008 route option decision by the Minister, the bypass alignment was subsequently placed in the Latrobe Planning Scheme by a ministerial amendment through a Public Acquisition Overlay and Design and Development Overlays. Latrobe City Council received State Government Funding as a result of the bypass alignment decision to produce the Traralgon Growth Areas Review to look at alternate growth opportunities within the Traralgon Township. The findings of this project were implemented into the Latrobe Planning Scheme.

Developers and landowners along the routes may have acted on this advice and should the route be changed again, may be disadvantaged.

It should also be noted that should this request to review the route be supported by the Minister, this may significantly delay the proposed bypass construction.

- 2. Council supports the expected improved traffic performance on Princes Highway East through Traralgon arising from the projected reduced traffic volumes.**

It is acknowledged that the Princes Highway East through Traralgon is currently working at or near capacity during peak periods and that as traffic grows this will become more of an issue. The bypass would reduce the current traffic volumes within Traralgon, and would delay the need to address the congestion and performance issues. In addition, the reduced volumes would reduce the likelihood of crashes.

- 3. Council requests that VicRoads undertake a detailed Local Road Traffic Impact assessment to ensure that impacts to the surrounding local roads are identified, mitigated, and addressed as part of the project generally.**

Although there will be reduced volumes generally on Princes Highway East, and significantly reduced numbers of large trucks, the on and off ramps will attract or deliver traffic to the local road network in a fashion that is substantially different to the current traffic flow. This should be modelled to determine the impact and upgrades to the local network etc. identified and built into the project.

For example there are conceptual ramps shown on the alignment connecting to roads at or near Hyland Highway and McNairn Road/Shakespeare Road. This would significantly impact the traffic volumes on the surrounding roads. The Latrobe City community should not bear the cost to modify the roads to address the increased volumes or reduced safety.

- 4. Council requests that the ultimate design include additional grade separated freeway crossings to ensure reasonable access to areas isolated by the freeway to enable Traralgon growth.**

The new freeway would significantly isolate the area south of the proposed alignment from the rest of Traralgon. A reasonable level of “porosity” across the freeway should be maintained for the current residents south of the alignment, and to allow appropriate development of the areas surrounding the new freeway alignment.

A good example already considered, and tentatively included, is the proposed new access to the Traralgon landfill transfer station from Hyland Highway.

- 5. Council requests that VicRoads undertake a Township Economic Impact Analysis to quantify the impact on the Traralgon economy to confirm that the anecdotally suggested positive effects, would occur and would in fact, offset expected negative effects.**

It was suggested in a VicRoads Briefing note provided to Latrobe City Council that 32% of the vehicles currently travelling on Princes Highway East within Traralgon is “through traffic”, and that the bypass would attract 10,000 vehicles per day (vpd).

The analysis does not indicate what percentage of this 32% also visited Traralgon when passing through and what that would do to the local economy in the short and longer term.

It has been anecdotally suggested that the reduced traffic volumes would improve the pedestrian amenity of the area and thus, attract more local visitors. Officers believe that this premise needs to be supported with some analysis before recommending that Council supports the proposed bypass.

The anecdotal amenity improvement would mostly be to that portion of Princes Highway East from Breed Street to Grey Street that is currently the fringe of the CBD. This area is likely to benefit as noted, however that is a small portion of the Traralgon CBD. There are fast food outlets and petrol stations along much of Princes Highway East within Traralgon that rely on “passing trade”.

- 6. Council suggests that VicRoads undertake a Regional Economic Impact Analysis to confirm the anticipated regional benefits such as increased freight transport efficiency.**

Assuming half of the 7% commercial vehicles in the projected 10,000 vpd would bypass Traralgon, up to 350 commercial vehicles would reduce their journey by an perhaps 10 minutes per day. The 2004 Transport and Economic Assessment report indicated that the bypass was estimated to become economically viable based on a construction period of 2020 to 2035. Revisiting this assessment is considered appropriate for such a large scale project.

- 7. Council supports taking the opportunity to introduce flood mitigation as part of the construction of the bypass.**

There is the potential to incorporate Traralgon Creek flood water detention as part of the bypass construction to protect approximately 200 residences from property



flooding, and importantly 90 residences and 13 businesses from above floor flooding in the event of a flood event that could be expected on average every 100 years (1% AEP). A detention basin would be able to cost-effectively reduce large flood event damage, improving the capital value and developability of the properties at risk, and potentially eliminating the need for alternative mitigation measures such as levee banks within the town.

**Reasons for Proposed Resolution:**

The proposed resolution supports providing Council's comments to VicRoads on the proposed Traralgon Freeway bypass. Due to the nature and visibility of the project Council endorsement is considered important.

**Issues:**

*Strategy Implications*

A short analysis of the strategic alignment and impact of each of the proposed comments follows.

- 1) Council requests that the Minister for Planning (it is not alone a VicRoads decision) review and change their decision for the Option W4B and Option E3D route.
  - a) The request to reconsider the current route is consistent with the Morwell Traralgon Corridor Plan (2007) and with Council Plan Strategy 9 – *Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.*
- 2) Council supports the expected improved traffic performance on Princes Highway East through Traralgon.
  - a) This is consistent with the strategy 11 – *Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces . . .*
- 3) Council requests that VicRoads undertake a detailed Local Road Traffic Impact assessment.
  - a) This is consistent with the strategy 11 – *Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces . . .*
- 4) Council requests that the ultimate design include sufficient grade separated freeway crossings to ensure reasonable access to areas isolated by the freeway.
  - a) This is consistent with Council Plan Strategy 9 – *Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.*

- 5) Council requests that VicRoads undertake a Township Economic Impact Analysis.
- a) This is consistent with the draft Traralgon Activity Centre Plan, and Council Plan Strategy 9 – *Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.*
- 6) Council requests that VicRoads undertake a Regional Economic Impact Analysis.
- a) This is consistent with Council Plan Strategy 3 – *Provide support for the established major industries in Latrobe . . .* and with Council Strategy 2 – *Deliver Council’s Economic Strategy . . .*
- 7) Council supports taking the opportunity to introduce flood mitigation as part of the construction of the bypass.
- a) While not part of a documented strategy, protecting Traralgon from potential flooding would support the liveability and amenity of the area, as well as make more land available for development.

#### *Communication*

Latrobe City Council will communicate the feedback to VicRoads.

#### *Financial Implications*

There are no budget implications associated with this recommendation.

#### *Risk Analysis*

There are no risk implications associated with this recommendation as the response seeks to manage the risks by identifying the impacts as part of the decision process.

#### *Legal and Compliance*

There are no legal or compliance implications associated with this recommendation.

#### *Community Implications*

Although there is a clear impact on the community of the project, the proposed response considers the impact and seeks to ensure the best outcome for the community.

#### *Environmental Implications*

There are no budget implications associated with this recommendation.

#### *Consultation*

There is no consultation required in responding to the survey.



*Other*

Nil

**Supporting Documents**

7 August 2017 – Councillor Briefing

**Attachments**

- 1 [↓](#).  Traralgon Bypass Consultation Feedback Response
- 2 [↓](#).  Alternative Bypass Routes

## **15.7**

### **Traralgon Bypass Consultation Response**

- 1 Traralgon Bypass Consultation Feedback Response ..... 503**
- 2 Alternative Bypass Routes ..... 507**



Our Ref: ECM Number  
KD:GVD

6 March 2018

Attn Ms Natalie Szabo  
Regional Engagement Adviser  
Eastern Region  
VicRoads  
120 Kay Street TRARALGON 3844

Dear Ms Szabo

**Traralgon Bypass Consultation Response**

Thank you for the invitation to provide feedback on to the public consultation process for the Traralgon Bypass business case development.

Attached is a summary of the Council comments.

If you require further information please contact Kevan Delaney, Manager Infrastructure Development via email [kevan.delaney@latrobe.vic.gov.au](mailto:kevan.delaney@latrobe.vic.gov.au) or on (03) 5128 6106.

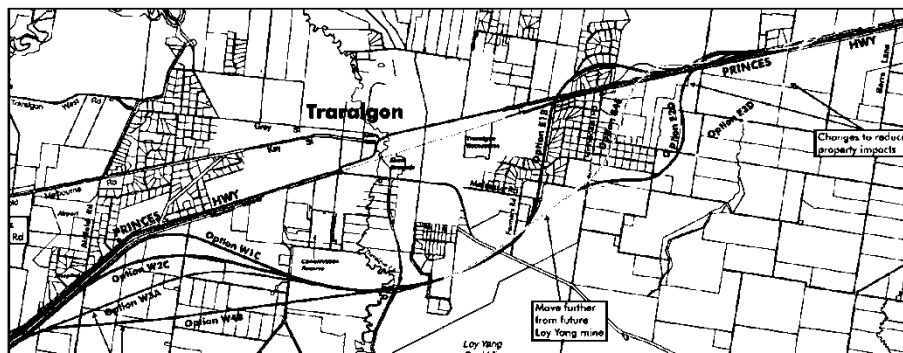
Yours sincerely

GARY VAN DRIEL  
**Chief Executive Officer**

**LATROBE CITY COUNCIL COMMENTS ON TRARALGON BYPASS  
PUBLIC CONSULTATION.**

Resolution

*Insert Resolution here*



- 1. Council does not support the proposed alignment and requests that the Minister for Planning revise the route to be Option W4B and Option E3D as these alignments will reduce the impact on the development of Traralgon.**

Council's Morwell Traralgon Corridor Plan (2007) plans for future residential development of land within the precinct occupied by the current and at the time of the plan (2007), land supply in Traralgon was low and estimated between 3 and 7 years. The alignment W4B has the effect of eliminating approximately 508 hectares from a future urban growth corridor that was planned by Latrobe City Council to accommodate growth into the future.

- 2. Council supports the expected improved traffic performance on Princes Highway East through Traralgon arising from the projected reduced traffic volumes.**

It is acknowledged that the Princes Highway East (PHE) is currently working at capacity during peak periods and that as traffic grows this will become more of an issue. The bypass would reduce the current traffic volumes within Traralgon, and would delay the need to address the congestion and performance issues. In addition the reduced volumes would reduce the likelihood of crashes.

- 3. Council requests that VicRoads undertake a detailed Local Road Traffic Impact Assessment to ensure that impacts to the surrounding local roads are identified, mitigated, and addressed as part of the project generally.**

Although there will be reduced volumes generally on Princes Highway East, and significantly reduced numbers of large trucks, the on and off ramps will attract or deliver traffic to the local road network in a fashion that is substantially different to the current traffic flow. This should be modelled to

determine the impact and upgrades to the local network etc. identified and upgrades as required built into the project.

For example there are conceptual ramps shown on the alignment connecting to roads at or near Hyland Highway and McNairn Road/Shakespeare Road. This would significantly impact the traffic volumes on the surrounding roads. The Latrobe City community should not bear the cost to modify the roads to address the increased volumes or reduced safety.

**4. Council requests that the ultimate design include additional grade separated freeway crossings to ensure reasonable access to areas isolated by the freeway to enable Traralgon growth.**

The new freeway would significantly isolate the area south of the proposed alignment from the rest of Traralgon. A reasonable level of "porosity" across the freeway should be maintained for the current residents south of the alignment, and to allow appropriate development of the areas surrounding the new freeway alignment.

A good example already considered and tentatively included is the proposed new access to the Traralgon landfill transfer station from Hyland Highway.

**5. Council requests that VicRoads undertake a Township Economic Impact Analysis to quantify the impact on the Traralgon economy to confirm the positive effects that have suggested would occur would offset expected negative effects.**

It was suggested in a VicRoads Briefing note provided to Latrobe City Council that 32% of the vehicles currently travelling on Princes Highway East within Traralgon is "through traffic", and that the bypass would attract 10,000 vehicles per day (vpd).

The analysis does not indicate what percentage of this 32% also visited Traralgon when passing through and what that would do to the local economy in the short and longer term.

It has been anecdotally suggested that the reduced traffic volumes would improve the pedestrian amenity of the area and thus, attract more local visitors. Officers believe that this premise needs to be supported with some analysis before recommending that Council supports the proposed bypass.

The anecdotal amenity improvement would mostly be to that portion of Princes Highway East (PHE) from Breed Street to Grey Street that is currently the fringe of the CBD. This area is likely to benefit as noted, however that is a small portion of the Traralgon CBD. There are fast food outlets and petrol stations along the whole PHE within Traralgon that benefit from "passing trade" business.

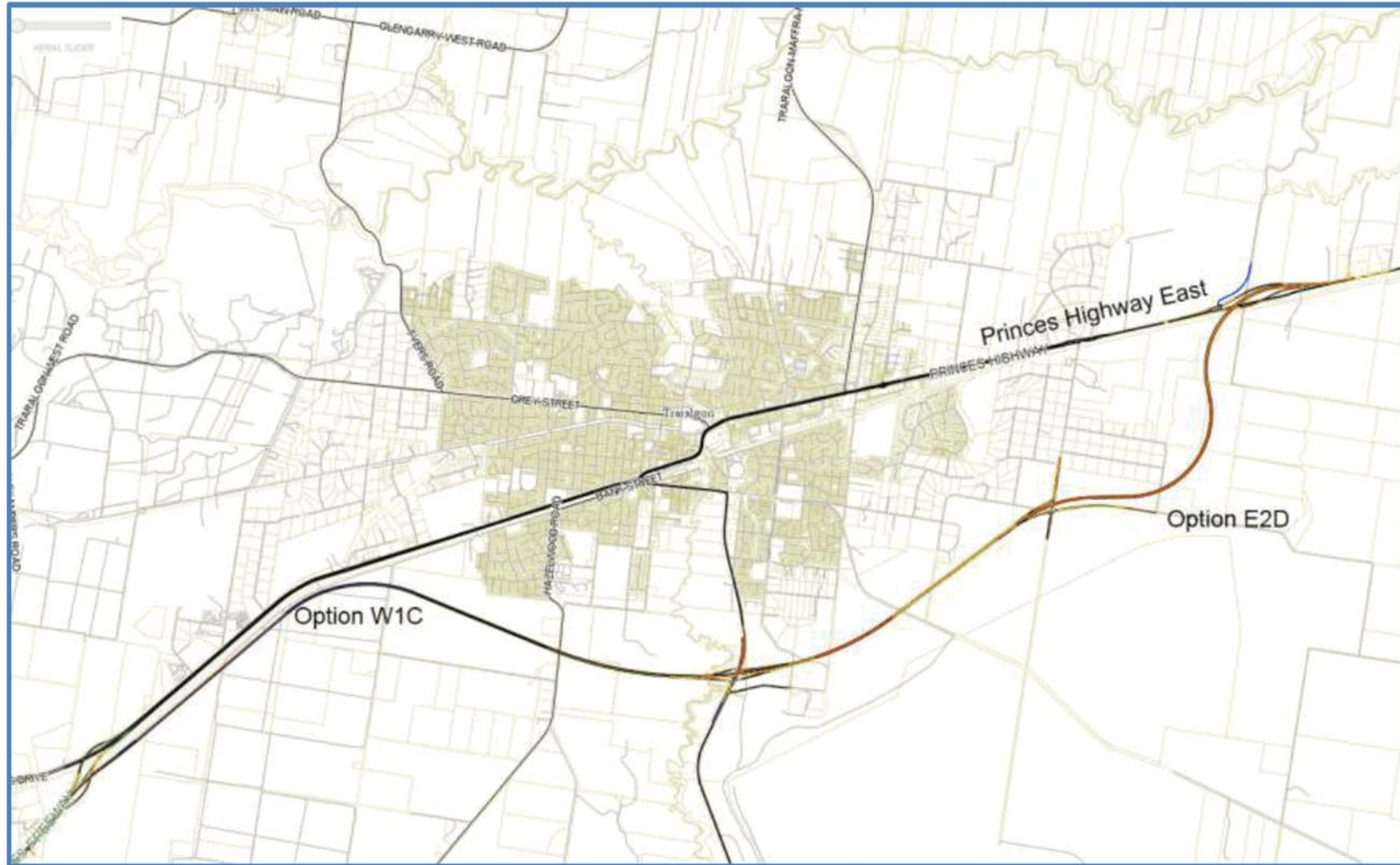
**6. Council suggests that VicRoads undertake a Regional Economic Impact Analysis to confirm the anticipated regional benefits such as increased freight transport efficiency.**

Assuming half of the 7% commercial vehicles in the projected 10,000 vpd would bypass Traralgon, up to 350 commercial vehicles would reduce their journey by an perhaps 10 minutes per day. The 2004 Transport and Economic Assessment report indicated that the bypass was estimated to become economically viable based on a construction period of 2020 to 2035. Revisiting this assessment is considered appropriate.

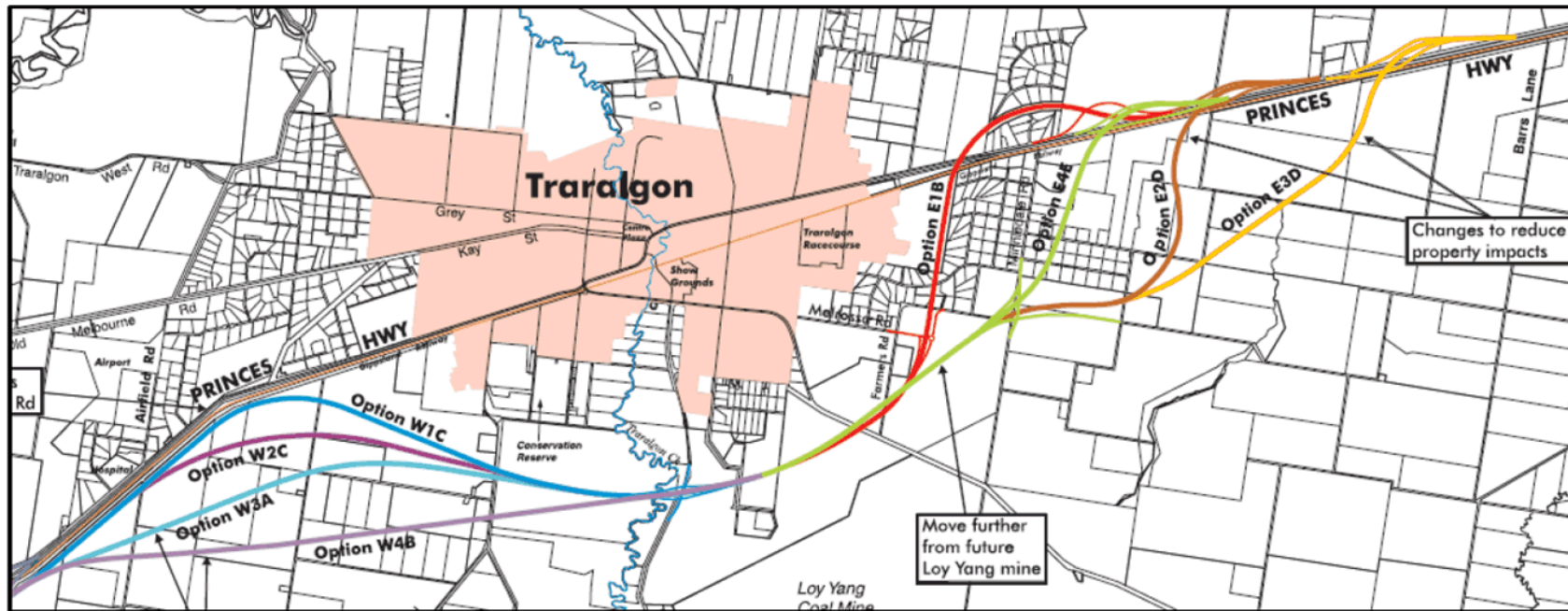
**7. Council supports taking the opportunity to introduce flood mitigation as part of the construction of the bypass.**

There is the potential to incorporate Traralgon Creek flood water detention as part of the bypass construction to protect approximately 90 residences and 13 businesses from above floor flooding, and further, some 200 residences from property flooding only in the event of a flood event that could be expected on average every 100 years. This detention basin would be able to cost-effectively reduce large flood event damage, improving the capital value and the ability to develop the properties at risk, and potentially eliminating the need for alternative mitigation measures such as levee banks within the town.

Proposed Traralgon Bypass Alignment



2007 suite of optional alignments



**Agenda Item: 15.8**

**Agenda Item: Suitable Street Tree Planting List 2018**

**Sponsor: General Manager, Infrastructure and Recreation**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Adopts the Suitable Tree Species List 2018; and**
- 2. Undertakes an annual review and public consultation of the Suitable Street Tree Species List during October to November, 2018.**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

**That Council:**

- 1. Adopts the Suitable Tree Species List 2018;**
- 2. Undertakes an annual review and public consultation of the Suitable Street Tree Species List during October to November, 2018.**
- 3. Receives a further report in relation to the development of Township Amenity Improvement Plans that would include actions to**
  - Investigate the development of iconic tree lined boulevards within each major town with the planting of exotic tree species**
  - Investigate the planting of suitable fruiting trees and edible landscapes in public places.**

**For** Crs White, O'Callaghan, Middlemiss, Harriman, Gibson, McFarlane, Howe and Clancey

**Against:** Cr Law

**CARRIED**

**Executive Summary:**

The purpose of this report is to inform Councillors of results from the annual public review of Council's Urban Suitable Street Tree Species Plantings List.

Council's Tree Management Strategy 2016-2021 is an overarching document that provides strategic direction for the efficient and effective management of trees on Council owned or managed land including street and open space trees. This strategy was formally adopted in August 2016, with the condition that the Suitable Street Tree Species list is reviewed and placed out for public consultation annually.

A document that forms part of the strategy is the Suitable Street Tree Species List. This document provides a reference to tree species that are acceptable in Latrobe City Council's future urban tree plantings.

Council's Recreational Open Space Planning Team and the Infrastructure Development Team have also contributed to the tree species list to create a master list for future planning, and a reference for developers to use when considering appropriate trees for new developments.

Public consultation occurred over a four week period, from the 27 October 2017 to the 21 November 2017, with newspaper and radio adverts, notices on Councils' Facebook page, and Councils website.

A total of three public submissions have been received. All submissions have been responded to, and further discussed with the customers involved in entering the submissions (submission summary attached).

Of the three submissions received:

- Two submissions relate to particular planting's residents wish to be assessed for removal and replacement. One relates to trees within the Traralgon CBD and one relates to the Willow Tree's situated in Narracan Drive, Moe. Discussions have been undertaken with customers, with Council re-assessing the mentioned areas in relation to possible future tree maintenance as per Councils tree maintenance procedures.
- One submission relates to the fruiting of some tree species. Discussions have taken place advising customer of Councils approach to selecting species/cultivars with minimal fruiting habits where possible.

As a result of the consultation process and feedback received no changes are proposed to the Suitable Tree Species List 2018.

The next review is forecasted to be undertaken in October/November 2018 to ensure the review is finalised prior to any plant stock purchasing for the following year.



**Declaration of Interests:**

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

**Background:**

Council's Tree Management Strategy 2016-2021 was formally adopted by Council in August 2016 this document provides strategic direction for the efficient and effective management of trees on Council owned or managed land including street and open space trees. Upon the adoption one condition was that the Suitable Street Tree Species list is reviewed and placed out for public consultation annually.

Council at its meeting of the 1 August, 2016 resolved:

*That Council adopts the Latrobe City Tree Management Strategy 2016-2021 subject to minor changes including:*

- *Conduct an annual review of the suitable tree species list and place it out for public consultation.*

The Suitable Street Tree Species List is a document that provides a reference to adequate tree species that are acceptable in Latrobe City Council's future urban tree plantings.

**Reasons for Proposed Resolution:**

An annual review is undertaken of the Suitable Street Tree Species List to ensure Council are maintaining an up to date arboriculture approach with tree species selection.

Council Officers will continue to conduct an annual review of the Suitable Street Tree Species List, with the report brought forward to Council for approval.

Public feedback will also be continually encouraged regarding appropriate tree species options.

**Issues:**

*Strategy Implications*

The annual consultation and review of the Suitable Street Tree Species List supports the following objectives within the Latrobe City Tree Management Strategy:

- Recognise the value of trees as an important community asset within the urban environment.
- Bring together any existing tree related documents together under the one umbrella.
- Enable consistent decision making on tree related issues.
- Manage risks associated with trees.

- Demonstrate a commitment to community engagement in relation to tree management.

#### *Communication*

Public consultation occurred over a four week period, from the 27 October 2017 to the 21 November 2017, with newspaper and radio adverts, Councils Facebook page, and Councils website.

A total of three public submissions have been received. All submissions have been responded to, and further discussed with the customers involved in entering the submissions (submission summary attached).

#### *Financial Implications*

The annual urban tree planting budget allocated for the 2017/2018 financial year is \$137,000. The trees that are planted as part of this budget allocation are selected from the Suitable Street Tree Species List.

No financial and/or resource implications are identified from the 2018 Suitable Street Tree Species List adjustment.

#### *Risk Analysis*

This review ensures that appropriately suited trees are applied during plantings, avoiding risks of inappropriate trees being introduced into a public area that may cause possible health or safety issues.

#### *Legal and Compliance*

No legal and compliance implications have been identified associated with the adjustments of the Suitable Street Tree Species List 2018

#### *Community Implications*

The introduction of the Suitable Street Tree Species List 2018 will create a positive community impact, enabling a broad range of tree species options available to be considered during urban tree planting programs. Promoting a safe and aesthetically appealing urban amenity tree environment.

#### *Environmental Implications*

No environmental implications have been identified associated with the adjustments of the Suitable Street Tree Species List 2018

#### *Consultation*

Community engagement occurred over a four week period, from the 27 October 2017 to the 21 November 2017, via newspaper and radio adverts, Councils Facebook page, and Councils website.

Council received three submissions from the external consultation.

Internal engagement also occurred with Council's Recreational Open Space Planning Team and the Infrastructure Development Team, contributing to the tree species list to create a master list for future planning.




*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#).  Latrobe City Council Tree Management Strategy 2016 - 2021
- 2 [↓](#).  Suitable Street Tree Species List 2018
- 3 [↓](#).  Public Feedback Summary 2017 - 2018

## **15.8**

### **Suitable Street Tree Planting List 2018**

|          |                                                                       |            |
|----------|-----------------------------------------------------------------------|------------|
| <b>1</b> | <b>Latrobe City Council Tree Management Strategy 2016 - 2021.....</b> | <b>515</b> |
| <b>2</b> | <b>Suitable Street Tree Species List 2018 .....</b>                   | <b>525</b> |
| <b>3</b> | <b>Public Feedback Summary 2017 - 2018.....</b>                       | <b>529</b> |

# Tree Management Strategy 2016-2021





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## **PURPOSE**

The Tree Management Strategy is an overarching document that is intended to provide strategic direction for the efficient and effective management of trees on Council owned or managed land including street and open space trees.

In addition to this Strategy, the management of Council's tree population must be carried out in accordance with the following related documents which provide more detailed information for use by staff and guides decision making when dealing with tree related issues.

- *Latrobe City Tree Management Framework (Draft) 2015*
- *Latrobe City Annual Electric Line Clearance Management Plan 2015*
- *Latrobe City Tree Root Management Procedure (Draft) 2015*
- *Latrobe City Road Management Plan 2013- 2017*
- *Latrobe City Suitable Street Tree Species List*
- *Latrobe City Significant Tree Register*
- *Council Policy 11 POL-4, Tree Work Notification Policy*

## **OBJECTIVES**

The objectives of this strategy are to:

- Recognise the value of trees as an important community asset within the urban environment.
- Bring together any existing tree related documents together under the one umbrella.
- Enable consistent decision making on tree related issues.
- Manage risks associated with trees.
- Demonstrate a commitment to community engagement in relation to tree management.
- Demonstrate the Council's commitment to the protection and retention of trees within Latrobe City

## **STRATEGIC DIRECTION**

The strategic is in line with the following Council policies and strategies:

- Latrobe 2026; Natural Environment – *In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect to ensure a lasting legacy for future generations.*
- Latrobe City Council Plan 2013 – 2017; Theme 2 Objective – *To enhance the visual attractiveness and liveability of Latrobe City.*
- Latrobe City Open Space Policy.
- Latrobe City Natural Environment Sustainability Strategy 2014-2019.



### **TREE MANAGEMENT**

Council is responsible for the care and management of all trees in public areas including streets, parklands, reserves and rural local roadsides. Street trees require intensive management due to their growing environment and community expectations for amenity, functionality and safety. According to Council's street tree inventory there are approximately 70,000 trees in public urban parks and streets. The inventory has not been updated since 1996 and therefore is of limited value today.

The following are some of the services provided in the management and maintenance of Council's trees:

- Annual risk inspections of trees at Council facilities.
- Periodic inspection of street and park trees.
- Powerline clearance.
- Canopy pruning to maintain height clearance over footpaths and roads.
- Formative and structural pruning
- Rural roadside pruning.
- Deadwood removal.
- Tree planting and watering.

Council's Supervisor Arborist, assisted by the Team Leader Tree Maintenance, deals with the day-to-day tree management activities. Annual tree maintenance programs are contracted out to experienced tree maintenance contractors, with the in-house maintenance team undertaking reactive works, other planned programs and rural roadside pruning.

Council acknowledges that trees require good planning and appropriate maintenance to provide aesthetic, environmental and ecological benefits to the community. This will be achieved through but not restricted to the following:

- Public areas including streets and roadsides to be planted with trees consistent with Council's Suitable Street Tree Species list.
- Providing adequate resources to ensure the tree population is maintained in a healthy and safe condition.
- Continue the inspection and maintenance of street trees under the annual Block Pruning Program.
- Continue performing the annual Tree Risk Inspection at Council facilities program.
- Continue the inspection and maintenance of rural roadside trees under the annual Rural Road Pruning Program.
- Submit the Latrobe City Annual Electric Line Clearance Management Plan to Energy Safe Victoria each year.





- Continue the inspection and pruning of trees under the Annual Powerline Pruning Program.

### **COMMUNITY CONSULTATION**

Most residents highly value street trees in their street, and also have an interest in street and parkland trees in their local area. This can present challenges for Council on issues relating to tree management when the focus is on an individual tree or a group of trees.

Council will place an emphasis toward informing, consulting and where appropriate involving the community in tree management. This will be achieved through but not restricted to the following:

- Ensure the community is informed about all major projects involving tree removal, tree planting and other major tree management programs. (except where emergency works are required).
- Provide advance information regarding tree maintenance works via letter box drops to affected local residents, interest groups and surrounding community.
- The Ward Councillors shall receive a copy of information distributed.
- Increase community knowledge about the benefits of street and parkland trees within the urban environment through the City's web page and the local media.
- Seek opportunities to encourage community involvement in tree management.

### **TREE PROTECTION**

Trees have the potential to live for many generations but are vulnerable to changes in their local environment. Trees need to be protected from the detrimental impact that new developments, construction works and other activities could have on their health.

Australian Standards 4970-2009, Protection of Trees on Development Sites provides land managers, arborists, builders, contractors and planners with tree management guidelines for the proper care and protection of trees retained and integrated into construction projects.

Council has a Significant Tree Register which identifies any trees of state or local importance growing within the municipality. Some of these trees are growing on private property. The purpose of Council's Significant Tree Register is to identify and recognise the importance of significant trees in the Latrobe City area, and ensure their protection for future generations.

Council acknowledges that trees are a valuable community asset requiring protection through a combination of planning controls, enforcement and education. This will be achieved through but not restricted to the following:

- Where Council trees could be affected by any works, Council's Supervisor Arborist is to be consulted during the planning or design stage.



- Council will use the Australian Standards AS 4970-2009, Protection of Trees on Development Sites as guidance for the protection and preservation of trees during all stages of a development or construction project.
- Conditions related to Development Applications will be used to ensure that, where appropriate, established trees are protected through all stages of a proposed development.
- Regular monitoring of development and construction sites to ensure adherence with approved tree protection plans.
- Promote community awareness of the Significant Tree Register and ensure it is easily available to the public, both in hard copy and on Council's web site.
- Develop individual protection plans for those trees on the Latrobe City Significant Tree Register.

### **TREE RISKS**

The risk associated with trees is a combination of the condition of the tree and the use around and in the vicinity of the tree. Council has a duty of care to reduce the level of risk to the public and property.

The response by Council to damage caused by trees will vary according to the nature and extent of the damage. The most commonly reported damage is those caused by tree roots.

Council trees need to be inspected and assessed to determine their potential for public risk; with trees in high risk or high use areas requiring more frequent inspections. Council currently undertakes tree risk inspections in accordance with the schedules contained in Latrobe City Tree Management Framework (Draft) 2015.

Council acknowledges that all trees have an inherent risk which must be managed effectively. This will be achieved through but not restricted to the following:

- All Council trees reported as being unsafe or hazardous by the public or identified as being of concern by staff are to be inspected by an appropriately qualified and experienced Arborist.
- All trees that are to come under the control of Council are to be assessed by a qualified and experienced arborist for their suitability for retention and to identify any remedial works required to bring them up to a good and safe condition prior to handover.
- Identify and manage potential tree risks to the satisfaction of Council's insurer.
- Tree maintenance generated through the tree risk inspection process will be recorded and scheduled for works.



### **TREE PRUNING**

Pruning is an essential component of the management of Council's tree asset. Once trees are established, pruning is the key maintenance process to keep individual trees in a safe and visually appealing condition. The pruning of trees should be minimised as trees look more appealing when left to form their natural shape.

Council acknowledges that trees should only be pruned to achieve specific goals. This will be achieved through but not restricted to the following:

- Council trees to be pruned in accordance with the Australian Standard for Tree Pruning, AS 4373 (2007).
- Continuing the urban street tree pruning program, with each tree being visited and pruned as necessary at least once every two years.
- Continuing the ten year cyclic rural roadside pruning program.
- Individual trees may be pruned as necessary in response to customer requests from residents, Council staff or other parties.
- Pruning of Council owned trees is not permitted by anyone other than Council staff or Council engaged contractors.
- Maintain public safety through the removal of structurally unsound limbs.
- Maintain tree health through the removal of dead or diseased material.
- Maintain prescribed clearances from services.
- Maintain prescribed clearances from roads, footpaths and driveways.
- Ensure traffic safety and visibility of road signs.
- Minimise future work requirements through the removal of potential problems at an early stage.

Where private trees overhang Council property, footpaths or roadways the tree is regarded as the owner's responsibility and therefore onus is on the owner to prune the branches when requested. An order for the pruning of overhanging branches can be issued under Council's by-laws.



### **TREE SELECTION AND PLANTING**

As most trees in the streets and parks of Latrobe City will occupy their planting sites for many years, a careful considered selection of site and tree species is vital.

Council's Suitable Street Tree Species List was developed to ensure trees are selected to suit the site conditions, including proximity to infrastructure like overhead power lines, drains, and footpaths.

Council acknowledges the selection of appropriate trees for urban street planting is critical for successful establishment and well managed streetscape. This will be achieved through but not restricted to the following actions:

- Prepare a masterplan to guide future planning for tree planting across Latrobe City after consultation with the community and a report being brought to Council.
- Develop a preferred species list after consultation with the community and a report being brought to Council.
- Conduct an annual review of the suitable tree species list and place it out for public consultation.
- Council's Supervisor Arborist shall be consulted on species suitability where there is any departure from preferred species selection.
- Continue to encourage community participation in tree planting programs to promote ongoing stewardship.
- All Council development projects incorporate planting of new trees in conformance with Council's Suitable Street Tree Species List.
- Tree planting by private developers and others in land that will become the responsibility of Council must be done in consultation with and to the satisfaction of Council.
- Where appropriate no more than two different tree species generally to be used in any one street.





### **PEST AND DISEASE MANAGEMENT**

Trees are subject to a range of pests and diseases.

When pests and diseases occur that could affect the immediate or long term survival of Council owned and managed trees, Latrobe City will react appropriately.

There is a significant population of Elm trees within Latrobe City that require special protection. Council is committed to saving the Elm tree population by maintaining an annual Elm Leaf Beetle control program. This consists of soil injection and bark banding treatments. This will ensure Elm trees within Latrobe City are maintained for future generations.

Council acknowledges the need to minimise the threat that pests and diseases can have on the tree population. This will be achieved through but not restricted to the following actions:

- Develop specific control programs where appropriate for major pests and diseases likely to affect trees under the control of Council.
- Monitor Council's tree population to enable timely and appropriate responses when pest and disease outbreaks compromise the immediate or long-term survival of the tree/s.
- Council will undertake to notify owners of privately owned trees of pest and disease outbreaks so that the owner may take action as required.

### **TREE REMOVAL**

Trees can take many years to develop fully and once removed cannot be quickly replaced.

Removal of any tree has the potential to create a great deal of conflict as trees often instil very emotive feelings, both for and against removal.

Trees are mainly removed for the following reasons:

- Tree threatening to cause significant property damage. (Either to private or Council owned property).
- Tree causing significant interference to services or mains i.e. Power lines, water and sewer pipes, kerb and pavements.
- Tree causing problems for pedestrians and/or motorists.
- Council or other public authorities require the removal of trees to facilitate the construction of new infrastructure.
- Tree being storm damaged or having failed in part due to shedding limbs.
- Tree is dying, diseased or dead.



The Latrobe City will seek to avoid tree removal wherever possible. This will be achieved through but not restricted to the following actions:

- Council will investigate all tree management options prior to the recommendation for tree removal.
- Council will only remove trees that are not suitable for their location and for which risk minimisation strategies will not be successful.
- Review insurance claims in accordance with advice from Council's insurer and assess the removal and replacement of trees that pose an unacceptable risk.

The strategy should be reviewed every five years in line with the review of the Latrobe City Tree Management Framework (Draft) 2015.

|                       |  |
|-----------------------|--|
| <b>Approved by:</b>   |  |
| <b>Date approved:</b> |  |
| <b>Review date:</b>   |  |

## Latrobe City Council Tree List

Updated October 2017

| Botanical Name             | Cultivar                   | Common Name                   | Streets | Reserves | Indigenous/<br>Native/ Exotic | Height<br>Metres | Width<br>Metres | *Min<br>Verge<br>Width | Evergreen or<br>Deciduous | Form                              | Comments                                                          |
|----------------------------|----------------------------|-------------------------------|---------|----------|-------------------------------|------------------|-----------------|------------------------|---------------------------|-----------------------------------|-------------------------------------------------------------------|
| Acacia dealbata            |                            | Silver Wattle                 |         | ✓        | Native                        | 10               | 4               | N/A                    | Evergreen                 | Narrow Domed                      | Short lived                                                       |
| Acacia implexa             |                            | Lightwood                     | ✓       | ✓        | Native                        | 10               | 4               | Narrow                 | Evergreen                 | Narrow Domed                      | Short lived                                                       |
| Acacia melanoxylon         |                            | Blackwood                     |         | ✓        | Native                        | 12               | 6               | N/A                    | Evergreen                 | Rounded                           | Prefers wider areas for root development                          |
| Acacia pycnantha           |                            | Golden Wattle                 |         | ✓        | Native                        | 8                | 4               | N/A                    | Evergreen                 | Rounded                           | Short lived                                                       |
| Acer buergerianum          |                            | Trident Maple                 | ✓       | ✓        | Exotic                        | 6                | 6               | Medium                 | Deciduous                 | Rounded                           | Pollution and wind resistant, needs to be watered                 |
| Acer campestre             |                            | Field Maple                   | ✓       | ✓        | Exotic                        | 7                | 6               | Medium                 | Deciduous                 | Oval rounded                      | Tolerates dry soils                                               |
| Acer campestre             | 'Queen Elizabeth'          | Field Maple                   | ✓       | ✓        | Exotic                        | 7                | 6               | Medium                 | Deciduous                 | Oval rounded                      | Tolerates dry soils                                               |
| Acer x freemanii           | 'Autumn Blaze'             | Maple                         | ✓       | ✓        | Exotic                        | 13               | 10              | Large                  | Deciduous                 | Oval                              | Tolerates low pollution, needs to be watered                      |
| Acer ginnala               | 'Flame'                    | Amur Maple                    | ✓       | ✓        | Exotic                        | 7                | 6               | Narrow                 | Deciduous                 | Rounded                           |                                                                   |
| Acer platanoides           | 'Globosum'                 | Maple                         | ✓       | ✓        | Exotic                        | 5                | 4               | Narrow                 | Deciduous                 | Rounded                           | Requires little if no maintenance, needs to be watered            |
| Acer platanoides           | 'Columnare'                | Maple                         | ✓       | ✓        | Exotic                        | 10               | 4               | Medium                 | Deciduous                 | Culumnar                          | Suits a wide range of conditions, needs to be watered             |
| Acer rubrum                |                            | Red Maple                     | ✓       | ✓        | Exotic                        | 15               | 10              | Large                  | Deciduous                 | Oval                              | Can be grown in wet areas, needs to be watered                    |
| Acer rubrum                | 'Brandy Wine'              | Red Maple                     | ✓       | ✓        | Exotic                        | 9                | 6               | Large                  | Deciduous                 | Oval                              | Can be grown in wet areas, needs to be watered                    |
| Acer rubrum                | 'Fairview Flame'           | Red Maple                     | ✓       | ✓        | Exotic                        | 11               | 7               | Large                  | Deciduous                 | Oval                              | Can be grown in wet areas, needs to be watered                    |
| Aesculus x carnea          |                            | Red Horse Chestnut            |         | ✓        | Exotic                        | 20               | 10              | N/A                    | Deciduous                 | Rounded                           | Well drained but moist                                            |
| Aesculus hippocatanum      |                            | Horse Chestnut                |         | ✓        | Exotic                        | 30               | 10              | N/A                    | Deciduous                 | Rounded domed                     | Well drained but moist                                            |
| Cedrus atlantica           |                            | Atlas Cedar                   |         | ✓        | Exotic                        | 30               | 20              | N/A                    | Evergreen                 | Pyramidal                         | Specimen tree                                                     |
| Cedrus deodora             |                            | Himalayan Cedar               |         | ✓        | Exotic                        | 20               | 8               | N/A                    | Evergreen                 | Pyramidal                         | Specimen tree                                                     |
| Agathis australis          |                            | Kauri Tree                    |         | ✓        | Exotic                        | 50               | 15              | N/A                    | Evergreen                 | Pyramidal                         | Specimen tree                                                     |
| Agathis robusta            |                            | Kauri Pine                    |         | ✓        | Exotic                        | 50               | 15              | N/A                    | Evergreen                 | Pyramidal                         | Specimen tree                                                     |
| Agonis flexuosa            |                            | Willow Myrtle                 |         | ✓        | Native                        | 8                | 6               | N/A                    | Evergreen                 | Spreading with ascending branches | Most soil types                                                   |
| Agonis flexuosa            | 'Burgundy'                 | Willow Myrtle                 | ✓       | ✓        | Native                        | 5                | 3               | N/A                    | Evergreen                 | Ascending branches                | Most soil types                                                   |
| Allocasuarina littoralis   |                            | Black Sheoak                  |         | ✓        | Native                        | 8                | 4               | N/A                    | Evergreen                 | Pyramidal                         | Well drained soils, can stucker                                   |
| Allocasuarina verticillata |                            | Drooping Sheoak               | ✓       | ✓        | Native                        | 8                | 4               | N/A                    | Evergreen                 | Ascending branches                | Prefers well drained soils                                        |
| Angophora costata          |                            | Smooth-barked Apple           | ✓       | ✓        | Native                        | 15               | 8               | Large                  | Evergreen                 | Spreading/ Broad domed            | Attractive bark                                                   |
| Angophora floribunda       |                            | Roughed-barked Apple          | ✓       | ✓        | Native                        | 20               | 10              | Rural                  | Evergreen                 | Broad domed                       | Hardy tree, frost sensitive when young                            |
| Angophora hispida          |                            | Dwarf Apple                   | ✓       | ✓        | Native                        | 5                | 8               | Medium                 | Evergreen                 | Broad domed                       |                                                                   |
| Arbutus unedo              |                            | Irish Strawberry              | ✓       | ✓        | Exotic                        | 9                | 8               | Medium                 | Evergreen                 | Rounded domed                     | Slow growing                                                      |
| Arbutus canariensis        |                            | Canary Island Madrona         | ✓       | ✓        | Exotic                        | 5                | 4               | Narrow                 | Evergreen                 | Rounded domed                     | Slow growing                                                      |
| Araucaria bidwillii        |                            | Bunya Pine                    |         | ✓        | Native                        | 50               | 15              | N/A                    | Evergreen                 | Pyramidal                         | Specimen tree                                                     |
| Araucaria heterophylla     |                            | Norfolk Island Pine           |         | ✓        | Native                        | 25               | 10              | N/A                    | Evergreen                 | Pyramidal                         | Well drained                                                      |
| Backhousia citriodora      |                            | Lemon Myrtle                  |         | ✓        | Native                        | 10               | 6               | N/A                    | Evergreen                 | Oval rounded                      |                                                                   |
| Banksia intergrifolia      |                            | Coastal Banksia               |         | ✓        | Native                        | 11               | 5               | N/A                    | Evergreen                 | Oval                              | Salt tolerant                                                     |
| Brachychiton acerifolius   |                            | Illawarra Flame Tree          | ✓       | ✓        | Native                        | 6                | 5               | Medium                 | Semi- deciduous           | Pyramidal                         | Well drained soils, stunning flower display                       |
| Brachychiton populneus     |                            | Kurrajong                     | ✓       | ✓        | Native                        | 10               | 5               | Rural                  | Semi- deciduous           | Up-right with rounded crown       | Hairy fibres on seeds can irritate skin                           |
| Brachychiton rupestris     |                            | Queensland Bottlebrush        | ✓       | ✓        | Native                        | 6                | 5               | Medium                 | Semi- deciduous           | Rounded crown                     | Hairy fibres on seeds can irritate skin                           |
| Callistemon citrinus       | Various Cultivars          | Crimson Bottlebrush           | ✓       | ✓        | Native                        | 6                | 3               | Medium                 | Evergreen                 | Oval                              | Drought tolerant                                                  |
| Callistemon                | 'Kings Park Special'       | Bottlebrush                   | ✓       | ✓        | Native                        | 5                | 3               | Narrow                 | Evergreen                 | Rounded                           | Can be grown in high restricted areas                             |
| Calodendrum capense        |                            | Cape Chestnut                 |         | ✓        | Exotic                        | 10               | 8               | N/A                    | Evergreen                 | Rounded                           | Young trees do not tolerate frost, mature specimens to be planted |
| Carpinus betulus           | 'Fastigiata'               | Common Hornbeam               | ✓       | ✓        | Exotic                        | 10               | 6               | Large                  | Deciduous                 | Rounded                           | Wide range of tolerances                                          |
| Castanea                   | Various Cultivars          | Chestnut                      |         | ✓        | Exotic                        | 15               | 12              | N/A                    | Deciduous                 | Rounded                           |                                                                   |
| Cedrus atlantica           |                            | Atlas Cedar                   |         | ✓        | Exotic                        | 30               | 20              | N/A                    | Evergreen                 | Pyramidal                         | Specimen tree                                                     |
| Cedrus deodora             |                            | Himalayan Cedar               |         | ✓        | Exotic                        | 20               | 8               | N/A                    | Evergreen                 | Pyramidal                         | Specimen tree                                                     |
| Celtis australis           |                            | Mediterranean Hackberry       | ✓       | ✓        | Exotic                        | 11               | 10              | Large                  | Deciduous                 | Broadly ovate                     | Suited to wided streets                                           |
| Celtis occidentalis        |                            | American Hackberry            |         | ✓        | Exotic                        | 12               | 7               | N/A                    | Deciduous                 | Oval rounded                      |                                                                   |
| Ceratonia siliqua          |                            | Carob                         | ✓       | ✓        | Exotic                        | 10               | 10              | Large                  | Evergreen                 | Broad domed                       | Hardy tree, prefers moist soils                                   |
| Ceratopetalum gunniferum   |                            | NSW Christmas Bush            | ✓       | ✓        | Native                        | 5                | 2               | Narrow                 | Evergreen                 | Narrowly conical                  | Stunning flower display                                           |
| Cercis canadensis          | 'Forest Pansy'             | Purple Leafed Eastern Red Bud | ✓       | ✓        | Exotic                        | 5                | 5               | Narrow                 | Deciduous                 | Rounded                           |                                                                   |
| Cercis chinensis           | 'Avondale'                 | Chinese Redbud                | ✓       | ✓        | Exotic                        | 3                | 2               | Narrow                 | Deciduous                 | Multi-stemmed, rounded            | Avoid hot, exposed and windy sites                                |
| Cinnamomum camphora        |                            | Camphor Laurel                |         | ✓        | Exotic                        | 10               | 10              | Large                  | Evergreen                 | Rounded                           |                                                                   |
| Corymbia citiodora         |                            | Lemon-scented Gum             | ✓       | ✓        | Native                        | 25               | 12              | Large                  | Evergreen                 | Rounded                           | Scented foliage                                                   |
| Corymbia maculata          |                            | Spotted Gum                   | ✓       | ✓        | Native                        | 25               | 10              | Very Large             | Evergreen                 | Broad domed                       | Attractive bark                                                   |
| Cupressus sempervirens     |                            | Italian Cypress               |         | ✓        | Exotic                        | 15               | 3               | N/A                    | Evergreen                 | Narrow                            | Good in dry areas                                                 |
| Dracaena draco             |                            | Dragon Tree                   |         | ✓        | Exotic                        | 8                | 6               | N/A                    | Evergreen                 | Spreading                         | Dry conditions                                                    |
| Eriobotrya japonica        |                            | Loquat                        |         | ✓        | Exotic                        | 6                | 5               | N/A                    | Evergreen                 | Domed                             |                                                                   |
| Erythrina crista-galli     |                            | Cockscomb Coral Tree          |         | ✓        | Exotic                        | 8                | 6               | N/A                    | Deciduous                 | Rounded                           | Attractive flower                                                 |
| Eucalyptus alpina          |                            | Grampians Gum                 | ✓       | ✓        | Native                        | 4                | 4               | Medium                 | Evergreen                 | Rounded                           |                                                                   |
| Eucalyptus angophoroides   |                            | Apple Box                     | ✓       | ✓        | Native                        | 25               | 15              | Rural                  | Evergreen                 | Narrow Domed                      |                                                                   |
| Eucalyptus baueriana       |                            | Blue Box                      |         | ✓        | Native                        | 20               | 15              | N/A                    | Evergreen                 | Broad domed                       |                                                                   |
| Eucalyptus bridgesiana     |                            | But But                       |         | ✓        | Native                        | 20               | 15              | N/A                    | Evergreen                 | Narrow domed                      |                                                                   |
| Eucalyptus camaldulensis   |                            | River Red Gum                 |         | ✓        | Native                        | 25               | 15              | N/A                    | Evergreen                 | Rounded with open canopy          | Grows under a wide range of conditions                            |
| Eucalyptus cypellocarpa    |                            | Mountain Grey Gum             |         | ✓        | Native                        | 30               | 17              | N/A                    | Evergreen                 | Narrow Domed                      |                                                                   |
| Eucalyptus eremophila      |                            | Tall Sand Mallee              |         | ✓        | Native                        | 7                | 4               | N/A                    | Evergreen                 | Broad Domed                       |                                                                   |
| Eucalyptus forrestiana     |                            | Fushia Gum                    | ✓       | ✓        | Native                        | 4                | 3               | Narrow                 | Evergreen                 | Narrow Domed                      |                                                                   |
| Eucalyptus kitsoniana      |                            | Gippsland Mallee              |         | ✓        | Native                        | 8                | 8               | N/A                    | Evergreen                 | Broad Domed                       | Can be multi-trunked                                              |
| Eucalyptus lehmannii       |                            | Bushy Yate                    |         | ✓        | Native                        | 6                | 5               | N/A                    | Evergreen                 | Broad domed                       | Drough tolerant                                                   |
| Eucalyptus leucoxylon      | subsp. Megalocarpa 'Elite' | Large Fruited Yellow Gum      | ✓       | ✓        | Native                        | 8                | 5               | Large                  | Deciduous                 | Rounded                           | Drough tolerant                                                   |
| Eucalyptus leucoxylon      | 'Euky Dwarf'               | Yellow Gum                    | ✓       | ✓        | Native                        | 7                | 4               | Medium                 | Evergreen                 | Upright with dense canopy         |                                                                   |
| Eucalyptus macrandra       |                            | Long Flowered Marlock         |         | ✓        | Native                        | 8                | 5               | N/A                    | Evergreen                 | Broad domed                       |                                                                   |
| Eucalyptus mannifera       | 'Little Spotty'            | Red Spotted                   | ✓       | ✓        | Native                        | 8                | 4               | Medium                 | Evergreen                 | Open canopy                       | Wide range of soil types                                          |
| Eucalyptus melliodora      |                            | Yellow Box                    | ✓       | ✓        | Native                        | 15               | 8               | Rural                  | Evergreen                 | Rounded                           | Pefers well drained soils                                         |
| Eucalyptus ovata           |                            | Swamp Gum                     |         | ✓        | Native                        | 15               | 15              | N/A                    | Evergreen                 | Upright with open canopy          | Suits wet to moist conditions                                     |



| Botanical Name                     | Cultivar                 | Common Name                | Streets | Reserves | Indigenous/<br>Native/ Exotic | Height<br>Metres | Width<br>Metres | *Min<br>Verge<br>Width | Ervgreen or<br>Deciduous | Form                    | Comments                                                          |
|------------------------------------|--------------------------|----------------------------|---------|----------|-------------------------------|------------------|-----------------|------------------------|--------------------------|-------------------------|-------------------------------------------------------------------|
| Eucalyptus polyanthemos            |                          | Red Box                    | √       | √        | Native                        | 12               | 8               | Large                  | Evergreen                | Rounded                 | Well drained soils                                                |
| Eucalyptus pseudoglobulus          |                          | Victorian Eurabbie         |         | √        | Native                        | 30               | 25              | N/A                    | Evergreen                | Rounded                 |                                                                   |
| Eucalyptus radiata                 |                          | Narrow-leaf Peppermint     |         | √        | Native                        | 10               | 6               | N/A                    | Evergreen                | Rounded                 | Most soil types                                                   |
| Eucalyptus scoparia                |                          | Wallangarra White Gum      |         | √        | Native                        | 12               | 8               | N/A                    | Evergreen                | Narrow Domed            |                                                                   |
| Eucalyptus strzeleckii             |                          | Strzelecki Gum             |         | √        | Native                        | 20               | 15              | N/A                    | Evergreen                | Narrow domed            |                                                                   |
| Eucalyptus tereticornis            |                          | Gippsland Red Gum          |         | √        | Native                        | 30               | 25              | N/A                    | Evergreen                | Broad domed             |                                                                   |
| Eucalyptus torquata                |                          | Coral Gum                  | √       | √        | Native                        | 5                | 4               | Narrow                 | Evergreen                | Lolly-pop like          | Dryer areas                                                       |
| Eucalyptus torquata x woodwardii   | 'Torwood'                | Hybrid Coral Gum           | √       | √        | Native                        | 8                | 3               | Medium                 | Evergreen                | Rounded                 |                                                                   |
| Eucalyptus tricarpa                |                          | Red Ironbark               |         | √        | Native                        | 18               | 10              | N/A                    | Evergreen                | Rounded                 |                                                                   |
| Eucalyptus viminalis               |                          | Manna Gum                  |         | √        | Native                        | 25               | 15              | N/A                    | Evergreen                | Narrow domed            | Prune to encourage stronger limbs                                 |
| Eucalyptus yarraensis              |                          | Yarra Gum                  |         | √        | Native                        | 12               | 5               | N/A                    | Evergreen                | Rounded                 |                                                                   |
| Fagus sylvatica                    | 'Atropurpurea'           | European Beech             |         | √        | Exotic                        | 13               | 9               | N/A                    | Deciduous                | Oval                    | Prefers a moist, well drained acidic soil                         |
| Ficus rubiginosa                   |                          | Port Jackson Fig           |         | √        | Native                        | 30               | 30              | N/A                    | Evergreen                | Spreading               | Specimen tree                                                     |
| Ficus macrophylla                  |                          | Moreton Bay Fig            |         | √        | Native                        | 30               | 30              | N/A                    | Evergreen                | Broad Domed             | For use in large parks and reserves                               |
| Ficus rubiginosa                   |                          | Port Jackson Fig           |         | √        | Native                        | 12               | 12              | N/A                    | Evergreen                | Broad Domed             | For use in large parks and reserves                               |
| Fraxinus pennsylvanica             | 'Cimmaron'               | Green Ash                  |         | √        | Exotic                        | 13               | 8               | N/A                    | Deciduous                | Rounded                 |                                                                   |
| Fraxinus pennsylvanica             | 'Urbaniteh'              | Green Ash                  |         | √        | Exotic                        | 13               | 8               | N/A                    | Deciduous                | Rounded                 |                                                                   |
| Ginkgo biloba                      |                          | Maidenhair Tree            | √       | √        | Exotic                        | 9                | 5               | Medium                 | Deciduous                | Pyramidal               | Prefers moist soils, slow growing                                 |
| Ginkgo biloba                      | 'Princeton Sentry'       | Maidenhair Tree            | √       | √        | Exotic                        | 11               | 5               | Large                  | Deciduous                | Narrowly conical        | Prefers moist soils, slow growing                                 |
| Gleditsia tricanthos. Var inermis  | 'Ruby Lace'              | Honey Locust               |         | √        | Exotic                        | 6                | 6               | N/A                    | Deciduous                | Broadly rounded         | Bronze foliage                                                    |
| Gleditsia triacanthos. Var inermis | 'Sunburst/Shademaster'   | Honey Locust               |         | √        | Exotic                        | 8                | 8               | N/A                    | Deciduous                | Broadly rounded         | Tolerates air pollution                                           |
| Hakea francisiana                  |                          | Grass-leaved Hakea         | √       | √        | Native                        | 5                | 4               | Narrow                 | Evergreen                | Broadly rounded         | Well drained soil, short lived                                    |
| Hakea laurina                      |                          | Pin-cushion Hakea          | √       | √        | Native                        | 5                | 4               | Narrow                 | Evergreen                | Broadly rounded         | Well drained soil, short lived                                    |
| Hakea multilineata                 |                          | Grass-leaved Hakea         | √       | √        | Native                        | 5                | 4               | Narrow                 | Evergreen                | Broadly rounded         | Well drained soil, short lived                                    |
| Hakea salicifolia                  |                          | Willow-leaved Hakea        | √       | √        | Native                        | 5                | 4               | Narrow                 | Evergreen                | Broadly rounded         | Well drained soil, short lived                                    |
| Jacaranda mimosifolium             |                          | Jacaranda                  | √       | √        | Exotic                        | 12               | 10              | Medium                 | Deciduous                | Broadly spreading       | Young trees do not tolerate frost, mature specimens to be planted |
| Koelreuteria paniculata            |                          | Golden Rain Tree           | √       | √        | Exotic                        | 8                | 6               | Medium                 | Deciduous                | Spreading rounded       | Must be watered to get established                                |
| Lagerstroemia indica x fauriei     | 'Lipan'                  | Crepe Myrtle               | √       | √        | Exotic                        | 8                | 6               | Medium                 | Deciduous                | Oval                    |                                                                   |
| Lagerstroemia indica x fauriei     | 'Natchez'                | Crepe Myrtle               | √       | √        | Exotic                        | 8                | 6               | Narrow                 | Deciduous                | Vase shaped             | Attractive flowers and bark                                       |
| Lagerstroemia indica x fauriei     | 'Sioux'                  | Crepe Myrtle               | √       | √        | Exotic                        | 4                | 3               | Narrow                 | Deciduous                | Vase shaped             | Attractive flowers and bark                                       |
| Lagerstroemia indica x fauriei     | 'Tascarora'              | Crepe Myrtle               | √       | √        | Exotic                        | 5                | 4               | Narrow                 | Deciduous                | Vase shaped             | Attractive flowers and bark                                       |
| Leptospermum pattersonii           |                          | Lemon Scented Tea Tree     | √       | √        | Native                        | 5                | 4               | Medium                 | Evergreen                | Rounded                 |                                                                   |
| Liriodendron tulipifera            |                          | Tulip Tree                 |         | √        | Exotic                        | 14               | 6               | N/A                    | Deciduous                | Oval-rounded            | Attractive tree, not suitable for windy sites                     |
| Liquidamber straciflua             | 'Worplesdon'             | Sweet Gum                  |         | √        | Exotic                        | 20               | 10              | N/A                    | Deciduous                | Pyramidal               |                                                                   |
| Lophostemon confertus              |                          | Brush Box                  |         | √        | Native                        | 15               | 8               | N/A                    | Evergreen                | Narrow domed to rounded | Attractive bark, not to be planted near paths                     |
| Magnolia grandiflora               | 'Little Gem'             | Magnolia                   | √       | √        | Exotic                        | 8                | 7               | Medium                 | Evergreen                | Rounded                 |                                                                   |
| Malus floribunda                   |                          | Crab Apple                 | √       | √        | Exotic                        | 5                | 5               | Narrow                 | Deciduous                | Rounded                 | Masses of flowers                                                 |
| Malus ioensis                      | 'Rubra'                  | Iowa Crab Apple            | √       | √        | Exotic                        | 5                | 4               | N/A                    | Deciduous                | Rounded                 |                                                                   |
| Malus ioensis                      | 'Plena'                  | Crab Apple                 | √       | √        | Exotic                        | 6                | 4               | Narrow                 | Deciduous                | Broadly spreading       | Suited to a wide range of sites                                   |
| Malus spectabilis                  |                          | Chinese Flowering Apple    | √       | √        | Exotic                        | 4                | 3               | Narrow                 | Deciduous                | Rounded                 |                                                                   |
| Malus sutyam                       | 'Sugar Tyme'             | Crab Apple                 | √       | √        | Exotic                        | 6                | 4               | Narrow                 | Deciduous                | Oval                    |                                                                   |
| Malus tschonoski                   |                          | Crab Apple                 | √       | √        | Exotic                        | 7                | 4               | Narrow                 | Deciduous                | Narrowly ovate          | Suited to a wide range of sites                                   |
| Melia azedarach                    | 'Lilac lady'             | White Cedar                | √       | √        | Native                        | 9                | 8               | Medium                 | Deciduous                | Broadly rounded         | Non/ low fruiting                                                 |
| Metasequoia glyptostroboides       |                          | Dawn Redwood               |         | √        | Exotic                        | 45               | 15              | N/A                    | Deciduous                | Pyramidal               | Specimen tree                                                     |
| Metrosideros excelsa               |                          | New Zealand Christmas Tree |         | √        | Exotic                        | 10               | 10              | N/A                    | Evergreen                | Rounded                 |                                                                   |
| Nyssa sylvatica                    |                          | Black Tupelo               | √       | √        | Exotic                        | 11               | 6               | Large                  | Deciduous                | Narrow Domed            |                                                                   |
| Olea europaea                      | 'Swan Hill'              | Olive                      |         | √        | Exotic                        | 9                | 9               | N/A                    | Evergreen                | Rounded                 |                                                                   |
| Olea europaea                      | 'Tollys Upright'         | Olive                      |         | √        | Exotic                        | 7                | 4               | N/A                    | Evergreen                | Narrow Domed            |                                                                   |
| Parrotia persica                   |                          | Persian Parrotia           |         | √        | Exotic                        | 7                | 5               | N/A                    | Deciduous                | Rounded                 |                                                                   |
| Pinus patula                       |                          | Mexican Weeping Pine       |         | √        | Exotic                        | 30               | 15              | N/A                    | Evergreen                | Pyramidal               |                                                                   |
| Pinus pinea                        |                          | Stone Pine                 |         | √        | Exotic                        | 11               | 11              | N/A                    | Evergreen                | Rounded                 | Dry conditions                                                    |
| Pinus wallichiana                  |                          | Himalayan Blue Pine        |         | √        | Exotic                        | 15               | 10              | N/A                    | Evergreen                | Pyramidal               | Specimen tree, drought tolerant once established                  |
| Pistacia chinensis                 |                          | Chinese Pistache           | √       | √        | Exotic                        | 8                | 6               | Narrow                 | Deciduous                | Rounded                 | Dry conditions                                                    |
| Platanus species                   |                          | Plane Tree's               |         | √        | Exotic                        |                  |                 | N/A                    | Deciduous                |                         |                                                                   |
| Prunus                             | 'sekiyama syn 'Kanzan'   | Sekiyama                   | √       | √        | Exotic                        | 5                | 4               | Narrow                 | Deciduous                | Vase shaped             | Attractive flowers                                                |
| Prunus                             | 'Shirotae' syn 'Mt Fuji' | Shirotae                   | √       | √        | Exotic                        | 6                | 4               | Narrow                 | Deciduous                | Broad vase              | Attractive flowers                                                |
| Prunus cerasifera                  |                          | Oakville Crimson Spire     | √       | √        | Exotic                        | 6                | 2               | Narrow                 | Deciduous                | Columnar                | Attractive flowers and foliage                                    |
| Prunus lusitanica                  |                          | Portugese Laurel           | √       | √        | Exotic                        | 5                | 3               | Medium                 | Evergreen                | Rounded                 |                                                                   |
| Pyrus                              | 'Capital'                | Ornamental Pear            | √       | √        | Exotic                        | 11               | 3               | Medium                 | Deciduous                | Narrow Upright          |                                                                   |
| Pyrus betuleafolia                 | 'Southworth Dancer'      | Ornamental Pear            | √       | √        | Exotic                        | 9                | 3               | Medium                 | Deciduous                | Rounded                 |                                                                   |
| Pyrus betuleafolia X P.calleryana  | 'Edgewood'               | Ornamental Pear            | √       | √        | Exotic                        | 8                | 6               | Medium                 | Deciduous                | Rounded                 |                                                                   |
| Pyrus calleryana                   | 'Chanticleer'            | Chanticleer                | √       | √        | Exotic                        | 10               | 6               | Medium                 | Deciduous                | Narrowly conical        | Suits a wide range of conditions                                  |
| Pyrus ussuriensis                  | 'Manchurian Pear'        | Manchurian Pear            | √       | √        | Exotic                        | 9                | 7               | Medium                 | Deciduous                | Pyramidal               | Suits a wide range of conditions                                  |
| Quercus canariensis                |                          | Algerian Oak               |         | √        | Exotic                        | 20               | 15              | N/A                    | Deciduous                | Rounded                 |                                                                   |
| Quercus cerris                     |                          | Turkey Oak                 |         | √        | Exotic                        | 38               | 20              | N/A                    | Deciduous                | Rounded                 |                                                                   |
| Quercus dentata                    |                          | Korean Oak                 |         | √        | Exotic                        | 25               | 17              | N/A                    | Deciduous                | Rounded                 |                                                                   |
| Quercus palustris                  | 'Green Pillar'           | Pin Oak                    |         | √        | Exotic                        | 15               | 4               | N/A                    | Deciduous                | Narrowly conical        | Suits a wide range of conditions, not to be planted near paths    |
| Quercus palustris                  |                          | Pin Oak                    |         | √        | Exotic                        | 15               | 8               | N/A                    | Deciduous                | Pyramidal               | Suits a wide range of conditions, not to be planted near paths    |
| Quercus robur                      |                          | English Oak                |         | √        | Exotic                        | 15               | 11              | N/A                    | Deciduous                | Broadly rounded         | Suits a wide range of conditions, not to be planted near paths    |
| Schinus molle                      |                          | Peppercorn                 |         | √        | Exotic                        | 15               | 10              | N/A                    | Evergreen                | Spreading               | Drought tolerant - good shade tree                                |
| Sequoia sempervirens               |                          | Californian Redwood        |         | √        | Exotic                        | 60               | 20              | N/A                    | Evergreen                | Pyramidal               | Specimen tree                                                     |
| Sorbus aucuparia                   |                          | Mountain Ash               | √       | √        | Exotic                        | 7                | 4               | Medium                 | Deciduous                | Narrow oval             | Moist soils, can self-seed                                        |
| Tilia cordata                      |                          | Greenspire                 | √       | √        | Exotic                        | 9                | 6               | Medium                 | Deciduous                | Pyramidal               | Well drain but moist rich soil                                    |
| Tristaniopsis laurina              |                          | Water Gum                  | √       | √        | Native                        | 6                | 4               | Medium                 | Evergreen                | Broadly domed           | Prefers damp sites                                                |
| Ulmus Species                      |                          | Elms                       |         | √        | Exotic                        |                  |                 | N/A                    | Deciduous                |                         |                                                                   |



| Botanical Name       | Cultivar       | Common Name      | Streets | Reserves | Indigenous/<br>Native/ Exotic | Height<br>Metres | Width<br>Metres | *Min<br>Verge<br>Width | Ervgreen or<br>Deciduous | Form        | Comments                             |
|----------------------|----------------|------------------|---------|----------|-------------------------------|------------------|-----------------|------------------------|--------------------------|-------------|--------------------------------------|
| Ulmus parvifolia     |                | Chinese Elm      |         | √        | Exotic                        | 10               | 11              | N/A                    | Deciduous                | Broad domed | Wide range of soil types             |
| Ulmus parvifolia     | 'Murrays Form' | Chinese Elm      |         | √        | Exotic                        | 10               | 8               | N/A                    | Deciduous                | Broad domed |                                      |
| Ulmus parvifolia     | 'Churchyard'   | Chinese Elm      |         | √        | Exotic                        | 10               | 10              | N/A                    | Deciduous                | Rounded     |                                      |
| Ulmus parvifolia     | 'Todd'         | Chinese Elm      | √       | √        | Exotic                        | 10               | 11              | Medium                 | Deciduous                | Broad domed | Wide range of soil types             |
| Washingtonia robusta |                | Mexican Fan Palm |         | √        | Exotic                        | 25               | 3               | N/A                    | Deciduous                | Narrow      | Can take up to 10yrs to form a trunk |
| Zelkova serrata      | 'Green Vase'   | Japanese Zelkova | √       | √        | Exotic                        | 14               | 10              | Large                  | Deciduous                | Vase shaped | Wide range of soil types             |

| Verge             | Size in Metres                                                                                          |
|-------------------|---------------------------------------------------------------------------------------------------------|
| * Min Verge Width | This is the area calculated from the front of boundary line to the back of kerb, including any footpath |
| Very Narrow       | Less than 3.4 metres, gives you a nature strip of less than 1.9 metres                                  |
| Narrow            | Greater than 3.4 to 4.4 metres, gives you a nature strip of 2- 2.9 metres                               |
| Medium            | Greater than 4.4 to 5.4 metres, gives you a nature strip of 3- 3.9 metres                               |
| Large             | Greater than 5.4 to 6.4 metres, gives you a nature strip of 4- 4.9 metres                               |
| Very Large        | Greater than 6.4 metres or more, gives you a nature strip of 5 metres plus                              |
| Rural             | Larger allotments, for rural residential lots 1000m2 (0.4ha) or more in size                            |

Other species may be used but are subject to approval by Latrobe City Council Officers  
 Root barriers and or tree pits should be used in areas that do not meet minimum size of naturestrips

#### Street Tree Trial List

Trial to be carried out by Council only.  
 Low volume plantings only, and follow up monitoring on trees establishment to be carried out.

| Botanical Name          |                  | Common Name      | Streets | Reserves | Indigenous/<br>Native/ Exotic | Height<br>Metres | Width<br>Metres | *Min<br>Verge<br>Width | Ervgreen or<br>Deciduous | Form              | Comments                              |
|-------------------------|------------------|------------------|---------|----------|-------------------------------|------------------|-----------------|------------------------|--------------------------|-------------------|---------------------------------------|
| Acacia pycnantha        |                  | Golden Wattle    | √       |          | Native                        | 8                | 4               | Medium                 | Evergreen                | Rounded           | Short lived                           |
| Backhousia citriodora   |                  | Lemon Myrtle     | √       |          | Native                        | 10               | 6               | Large                  | Evergreen                | Oval rounded      |                                       |
| Banksia integrifolia    |                  | Coastal Banksia  | √       |          | Native                        | 11               | 5               | Medium                 | Evergreen                | Oval              | Salt tolerant                         |
| Koelreuteria paniculata |                  | Golden Rain Tree | √       |          | Exotic                        | 8                | 6               | Medium                 | Deciduous                | Spreading rounded | Must be watered to become established |
| Laburnum x watererii    |                  | Vossii           | √       | √        | Exotic                        | 4                | 3               | Narrow                 | Deciduous                | Vase shaped       | Must be watered to become established |
| Maclura pomifera        |                  | Wichita          |         | √        | Exotic                        | 10               | 8               | Large                  | Evergreen                | Rounded           | Hardy tree                            |
| Olea europa             | 'Swan Hill'      | Olive            | √       |          | Exotic                        | 9                | 9               | Medium                 | Evergreen                | Rounded           |                                       |
| Olea europa             | 'Tollys Upright' | Olive            | √       |          | Exotic                        | 7                | 4               | Medium                 | Evergreen                | Narrow Domed      |                                       |

| Name           | Post Code | Email Address           | Phone Number | Name of tree species:                                                                                                                                          | Please include a short description of why the tree would suit street planting:                                                                                                                  | Name of tree species on list: | Please include any reasons for why the tree may need to be removed from street planting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Follow up comments                                                                                                                                                                                                                  |
|----------------|-----------|-------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enid Kay       | 3844      | enidkay101@bigpond.com  | 0428 149 360 | You already have the Horse Chestnut on your list and I feel this one is suitable as it does not drop lots of nuts , is deciduous and has pretty spiky flowers. | I feel that trees that drop a lot of seeds and nuts should not be on nature strips as they can be dangerous if one stands on these bits on the footpath and can maybe fall over causing injury. | Horse Chestnut                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Council are continually endeavouring to select tree's and cultivars with minimised fruiting habits. In some cases fruiting is unable to be avoided.                                                                                 |
| Vance Marcollo | 3844      | vanmarc@netspace.net.au | 03 5174 3076 |                                                                                                                                                                |                                                                                                                                                                                                 | Plane Tress                   | <p>Thank you for giving me the opportunity to contribute. I have requested previously; the plane trees in Franklin Street Traralgon are inappropriate and should be removed. The trees around the corner of Hotham Street and Franklin Street have caused the concrete to be unsafe. I have anecdotal evidence that some people have tripped over concrete irregularities and been injured. The fluffy stuff from these trees gets onto clothes and into the buildings. The leaves block up the water runoff of the verandas. The tree near the old SEC building is a huge problem. Its leaves block up the waterways of all the verandas near it, The leaves cause sever problems for the business trying to run an outdoor café in the lane way, which is rented from the Council. The leaves cause great damage to the roof of 120 Franklin Street (the restaurant). During heavy rain the leaves block up all the water runoff s and the water comes inside. This would happen to any roof, and it all happens suddenly. Pruning doesn't solve the problem, eventually it makes it worse. The must be more appropriate trees that these trees could be replaced with.</p> <p>Vance Marcollo</p> | Discussion is based on providing some removal and replacement suggestions regarding Franklin Street, Traralgon. The area will be assessed for consideration under the grounds of Councils Dead/Dying/Dangerous tree removal policy. |

|                       |             |                                |                     |                  |                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                 |
|-----------------------|-------------|--------------------------------|---------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Nina<br/>Burke</p> | <p>3825</p> | <p>ninagrowsbeef@gmail.com</p> | <p>0408 598 410</p> | <p>Jacaranda</p> | <p>Jacarandas planted along both Nth &amp; Sth sides of Narracan Drive would have dramatic effect. Trees don't sucker. Look at photo of Grafton for the idea. Plenty of space. Disease resistant, non toxic. Structurally attractive in winter. Existing trees along Narracan Drive scrappy and boring.</p> |  | <p>The Willow Tree's situated along Narracan Dr will be assessed for removal and replacement. The Jacaranda species are currently on the Tree Species List.</p> |
|-----------------------|-------------|--------------------------------|---------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Agenda Item: 15.9**

**Agenda Item: Proposed procurement methodology for Major Recreation Projects**

**Sponsor: General Manager, Infrastructure and Recreation**

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

**Status: For Decision**

#### **MOTION**

**Moved:** Cr Law

**Seconded:** Cr Clancey

**That Council:**

- 1. Endorses the proposal to procure the principal contractor for the Gippsland Regional Aquatic Centre via a Design and Construct procurement process and contract based on the following;**
  - **Functional concept design;**
  - **Building component schedule and**
  - **Detailed project brief.**
  
- 2. Endorses the proposal to procure the principal contractor for the Traralgon Sports Stadium via a Design and Construct procurement and contract based on the following;**
  - **Functional concept design;**
  - **Building component schedule and**
  - **Detailed project brief.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

- Officers are seeking Council endorsement of the proposed procurement methodology for the design and construction of the Gippsland Regional Aquatic Centre (GRAC) and the Traralgon Sports Stadium (TSS).
- This report informs Council of the various procurement options available and analyses the benefits and risks associated with the various procurement methods.

- Officers are proposing to proceed with Design & Construct style procurement and contract based on a functional concept design, component schedule and detailed project brief.

**Declaration of Interests:**

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

**Background:**

The initial methodology used to develop the master schedule for the delivery of the GRAC and TSS is based on the traditional “Fully Documented Lump Sum” type procurement method. Under this method, a detailed design is completed and then builders are invited to tender to construct the project based on that detailed design.

The GRAC and TSS are being funded by Victorian Government via the Latrobe Valley Sports and Community Initiative. This initiative is an \$85 million investment from the Victorian Government to upgrade key local infrastructure and attract major sporting events and programs to the region. The Victorian Government has recently requested that Latrobe City Council explore options to expedite the procurement process with the intention of having contracts with builders for GRAC and TSS signed prior to 30 October 2018.

With the support of Coffey Project Management who have been involved in a number of the recent aquatics centre developments, a series of delivery options have been developed. This report contains some of the advice provided by Coffey Project Management. These options looked at varying the percentage of detailed documentation that would be available prior to the tender and subsequent appointment of building contractors.

There are both risks and benefits associated with any procurement option. This report seeks to outline those and to set out a procurement method that will best suit the constraints that these projects have.

**Reasons for Proposed Resolution:**

Given the current status of the projects and the statutory requirements for a procurement of this nature, the only procurement model that would achieve the 30 October 2018 deadline is Design and Construct 20% (D&C) where the builders and designers would be asked to bid in partnership based on an agreed concept plan and a detailed project brief, rather than a fully developed detailed design. The level of documentation would equate to around 20% of a fully completed detailed design and would consist of functional concept designs, a component schedule and a detailed project brief.

Latrobe City Council has undertaken successful projects that have been procured this way in the past. A \$1.4 million aircraft production facility was completed under a Design & Construct by Latrobe City Council at the Latrobe Regional Airport in 2013. But given the visibility, scale and strategic importance of these projects, the proposed

procurement method is being thoroughly tested and presented to Council for endorsement.

There are a range of project procurement methods available, but the ones considered most suitable for GRAC and TSS that are explored in this report are as follows;

- 1 Conventional documented lump sum contract.
- 2 Conventional documented lump sum contract. Business Planning overlapped with procurement of Principal Design Consultant.
- 3 Design and Construction with 20% design novated to Head Contractor.
- 4 Design and Construction Model with 40% design novated to Head Contractor.
- 5 Early contractor involvement.
- 6 Design and Construct with the Principal Contractor (builder) and design team being appointed following the completion of the Business Planning and Detailed Project Brief.

Advantages and Disadvantages of the methods considered are explored below

### **1. CONVENTIONAL DOCUMENTED LUMP SUM CONTRACT**

Tenders in this form of contract are based on completed detailed design drawings and specifications. These documents are used for tendering to a selected number of contractors. The number of contractors recommended should be limited to a reasonable number say a maximum of 6 to ensure sensible competition.

| <b>Advantages</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Disadvantages</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• The ability to achieve a high level of quality in design and construction.</li> <li>• The complete documents enable the calling of competitive tenders from a number of selected contractors. This could achieve the lowest market price and give the Client reasonable price certainty at award of contract.</li> <li>• A complete set of documents with a limited number of Provisional or Prime Cost Sums should reduce the number of variations and therefore lessen the contractors chance to recoup</li> </ul> | <ul style="list-style-type: none"> <li>• Relationship risk – the Victorian Government’s desire to see contracts signed with builders prior to October 30 2018 cannot be achieved.</li> <li>• Reputational risk – community will have to wait longer for the completion of the project than with other methods.</li> <li>• There is no contractor involvement until tenders are called.</li> <li>• There is a possibility of sub-standard subcontractors being used by the main contractor to achieve a highly competitive</li> </ul> |

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| <p>additional monies.</p> <ul style="list-style-type: none"> <li>• The Client maintains direct control over the design team and consultant.</li> <li>• Variation costs can be contained.</li> </ul> | <p>price. However, the tender list should only include contractors of high repute which should help to overcome this problem.</p> <ul style="list-style-type: none"> <li>• Failure of the design team to meet its obligations may result in the contractor claiming additional costs and/or time. Council will pay for variations caused by errors and omissions by the design team and claimed by the builder.</li> <li>• Overall time will be longer than other project delivery systems.</li> <li>• Lines of communication between parties tend to be tenuous with resultant inefficiencies. Adversarial relationships during delivery can result.</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2. DOCUMENTED LUMP SUM CONTRACT (PROCUREMENT AND BUSINESS PLANNING OVERLAPPED)**

This form of contract is the same as a fully documented lump sum contract, except that the Business Planning and procurement phase of the project overlap. Therefore, reducing the time allocated to complete the project which increases the level of risk.

The main advantages and disadvantages of this form of contract are as follows:

| <b>Advantages</b>                                                                                                                                              | <b>Disadvantages</b>                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>As per above +</p> <ul style="list-style-type: none"> <li>• Time frame of project completion is shorter than normal documented lump sum contract</li> </ul> | <p>As per above +</p> <ul style="list-style-type: none"> <li>• Does not meet the 30 October 2018 deadline.</li> <li>• Less time spent in business planning before procurement commences could lead to a higher likelihood of client driven variations for scope changes later in the contract.</li> </ul> |



### **3. DESIGN AND CONSTRUCT (80% DOCUMENTATION)**

This form of contract is one that has been used to meet the changing client needs and current market conditions. Under this contract a Principal Consultant is appointed, design documentation is completed up to 80%. The final 20% of the design is novated to the Head Contractor.

The intention of this form of Contract is to achieve the following objectives.

1. Single-line responsibility by contractor for design and construction.
2. Competition on price.
3. Contractor to carry most of the contract risks.
4. Project delivered in a time frame acceptable to the client.
5. Project to be of a good quality, the achievement of which is independently monitored against specified standards

The essential part of this Project Delivery System is that the design must be completed in a legally enforceable manner prior to tenders being called.

The consultant novation deed should clearly define independent reporting requirements and should contain a 'whistle-blower' clause that allows consultants to advise the client should the contractor deviate from the contract quality requirements.

| <b>Advantages</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Disadvantages</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Initial design is carried out by an independent design team appointed by the Client but responsibility is novated to the contractor at the time of tender award.</li> <li>• The Client eventually provides single line responsibility to the contractor for design and construction.</li> <li>• There is competition on price.</li> <li>• The contractor carries most of the contract risk</li> <li>• The Client receives a fixed price, fixed time (with very few reasons of extensions of time) before construction commences.</li> </ul> | <ul style="list-style-type: none"> <li>• Relationship risk – the Victorian Government's desire to see contracts signed with builders prior to October 30 2018 cannot be achieved.</li> <li>• Reputational risk – community will have to wait longer for the completion of the project than with other methods.</li> <li>• Possible lack of construction standards and specifications even if separate consultants engaged.</li> <li>• Consultants may owe more loyalty to the Contractor after construction starts.</li> <li>• There is little contractor participation until tenders are</li> </ul> |



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| <ul style="list-style-type: none"> <li>• Only Client initiated changes will be a variation to the contract. All other documentation or design changes are the responsibility of the contractor. (Latent conditions may be an exception).</li> </ul> | <p>called.</p> <ul style="list-style-type: none"> <li>• Any failure to develop tender documentation to a point of enforceable legal clarity could lead to extensive variations.</li> <li>• A cost penalty may be incurred as the contractor is taking greater risk than under a more normal contract.</li> <li>• Possibility of additional consultants fees to obtain independent verification that the contractor complies with the brief and tender documentation</li> </ul> |
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#### **4. DESIGN AND CONSTRUCT (60% DOCUMENTATION)**

This delivery option is also a Design and Construction Contract. Under this contract a Principal Consultant is appointed, design documentation is completed up to 60% of the documentation. The final 40% of the design is novated to the Head Contractor.

| <b>Advantages</b>                                                                                                                                                                                   | <b>Disadvantages</b>                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>As above (D&amp;C with 80% documentation) +</p> <ul style="list-style-type: none"> <li>• Onsite works commence sooner than Design Construct Contract with 80% documentation complete.</li> </ul> | <p>As above (D&amp;C with 80% documentation) +</p> <ul style="list-style-type: none"> <li>• More design responsibility on Head Contractor than Design Construct Contract with 80% design documentation.</li> </ul> |

## 5. EARLY CONTRACTOR INVOLVEMENT

This delivery method has two potential contractors being involved in the design process at an early stage and then bidding a maximum price based on the developed design at a stage between 40 and 80 % complete. The design team is then novated to the head contractor at this stage.

| Advantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Buildability issues can be addressed early in the design process and therefore potentially reduce cost and risk.</li> <li>• There is competition on price.</li> <li>• Head Contractor is responsible for managing all sub-consultants once novation has occurred.</li> <li>• The contractor carries most of the contract risk</li> <li>• The Client receives a fixed price, fixed time (with very few reasons of extensions of time) before construction commences.</li> <li>• Only Client initiated changes will be a variation to the contract. All other documentation or design changes are the responsibility of the contractor. (Latent conditions may be an exception).</li> </ul> | <ul style="list-style-type: none"> <li>• Relationship risk – the Victorian Government’s desire to see contracts signed with builders prior to October 30 2018 cannot be achieved.</li> <li>• Reputational risk – community will have to wait longer for the completion of the project than with other methods.</li> <li>• May not receive competitive tenders.</li> <li>• Possible lack of construction standards and specifications even if separate consultants engaged.</li> <li>• Consultants are engaged and managed by the Head Contractor.</li> <li>• Any failure to develop tender documentation to a point of enforceable legal clarity could lead to extensive variations.</li> <li>• A cost penalty may be incurred as the contractor is taking greater risk than under a more normal contract.</li> <li>• Possibility of additional consultant’s fees to obtain independent verification that the contractor complies with the brief and tender documentation.</li> <li>• Would require demolition works of existing building to be undertaken without Town Planning Approval.</li> </ul> |

## 6. DESIGN AND CONSTRUCT

This delivery method requires the Head Contractor to be appointed following Business Planning and concept design development stages. A detailed brief is developed outlining the minimum requirements that the Head Contractor is to meet.

The risk level on this option is potentially higher than with other options and a specific contract should be written to mitigate known risks.

| Advantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Relationship advantage – the Victorian Government’s desire to see contracts signed with builders prior to October 30 2018 can be achieved.</li> <li>• Reputational advantage – project can be delivered sooner to the community than under other methods.</li> <li>• Time- onsite works commence sooner. The builder has a financial imperative to save time on both the design and the construction.</li> <li>• There is competition on price.</li> <li>• Head Contractor is responsible for managing all sub-consultants.</li> <li>• The contractor carries most of the contract risk.</li> <li>• The Client receives a fixed price, fixed time (with very few reasons of extensions of time) before construction commences.</li> <li>• Only Client initiated changes will be a variation to the contract. All other documentation or design changes are the responsibility of the contractor. Variations caused due to errors or omissions in design will not be at Council’s cost. Latent conditions – (things that no-one could</li> </ul> | <ul style="list-style-type: none"> <li>• Higher chance of client driven changes due to the design not being resolved before contract may result in variations.</li> <li>• May not receive competitive tenders.</li> <li>• Possible lack of construction standards and specifications even if separate consultants engaged.</li> <li>• Consultants are engaged and managed by the Head Contractor.</li> <li>• Any failure to develop tender documentation to a point of enforceable legal clarity could lead to extensive variations.</li> <li>• A cost penalty may be incurred as the contractor is taking greater risk than under a more normal contract.</li> <li>• Possibility of additional consultant’s fees to obtain independent verification that the contractor complies with the brief and tender documentation.</li> <li>• May require demolition works of existing building to be undertaken without Town Planning Approval.</li> <li>• Potential for loss of control of design outcomes – having less</li> </ul> |

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| <p>reasonably foresee or price for) may be an exception.</p> <ul style="list-style-type: none"> <li>• Timely Procurement of Long Lead time components – Once a builder is engaged, they can commence procurement of items that can typically take a long time to procure. Items such as passenger lifts, water slides, water play equipment and specialised aquatic plant can take a long time to design, manufacture off-site and transport. Under a typical “Construct Only” contract, Council could end up having to procure some of these things outside of the contract to meet deadlines.</li> <li>• Buildability – the builder is involved throughout the development of the design and can therefore influence the design to maximise buildability and therefore potentially reduce costs and save time.</li> </ul> | <p>detail resolved at the time the builder tenders the project means that there is the potential for the builder to use inferior products and methods in the construction of the project.</p> |
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### **Discussion**

If Design and Construct is selected, it is possible that contractors can be engaged before the commencement of the election caretaker period on 30 October 2018. It is also possible that works can commence on site quicker than under other methods.

To achieve these goals the project needs to meet deadlines on important decisions.

**Decision** – the relocation of the croquet club needs to be agreed to.

**Decision** – the business plans and concept designs that result from the business planning process (now underway) need to be endorsed.

**Decision** – the shortlisting of the companies to be involved in design and construct tenders need to be endorsed.

**Decision** – successful principle contractors would need to be appointed.

### **Proposed Process for Design & Construct Option**

- Develop the Detailed Project Briefs and Business Plans:

- The Business Plan for GRAC is now being developed by Otium Planning Group in consultation with key stakeholders, the Project Reference Group and will include community feedback.
- Experienced aquatics facility designers Peddle Thorp Architects are also working with Otium and will produce up to two concept design options based on the outcomes of the consultation and development of the Business Plan.
- The Detailed Project Brief will include a component schedule. This will be developed with input from Otium, Peddle Thorp, Coffey Project Management and other specialist consultants as required.
- TSS will follow a similar process but likely with different consultants.
- Invite contractors to express interest for the Design & Construction of GRAC and TSS.
- Invitations to tender will include Detailed Project Briefs developed by a selected Consultant team and LCC Officers.
- The Detailed Project Briefs will be informed by the Facility Operations and Business Plans. It will be augmented by detailed briefs on critical elements such as aquatic infrastructure and geothermal (for GRAC), civil and structural design for example.
- Work on developing the business plan is now underway. Targeted stakeholder and broader community consultation will be done to inform the Plan. The Facility Operations and Business Plan will include a concept plan developed by Peddle Thorp Architects.
- 3 to 4 Contractors will be shortlisted from the expression of interest process.
- A Design and Construct tender process will commence with the 3 or 4 Contractors taking part. Positive Guidance will be given throughout this process. This will involve Project Manager, Probity Advisor, Quantity Surveyors and Key Stakeholders providing feedback and guidance to tenderers during the preparation of their bids in an effort to ensure that the final bids received are: - fit for purpose, effectively responding to the brief, comparable and within budget.
- The same process is being proposed for TSS with the selection of the key consultant to develop the concept and business plans underway.

The following key issues have been identified for the proposed option:

- The schedule of components needs to be approved much earlier than anticipated - this needs to be reflected in the consultation timeline.
- The proposed milestones are fixed dates and need to be adhered to.

- The required approvals need to occur as per the schedule otherwise there will be delays to the process. Extra-ordinary Council meetings may be required if delays transpire.

The amount of time that it will take to actually build GRAC and TSS is fairly inflexible. The flexibility on time that is available is in the pre-planning, and design phases of each project. Time can be saved by expediting the pre-planning, engaging builders before a design is 100% complete and then by potentially overlapping the commencement of construction with the completion of design.

These are methods that are widely used in the construction industry and are largely dependent on the Client's appetite for risk and the project drivers that are underpinning the project.

GRAC and TSS are funded solely by the Victorian Government. The Victorian Government has expressed a desire to expedite the delivery of the projects to provide certainty and to bring forward the economic and social benefits expected from the project. To that end, advice has also been obtained from the government agency, Development Victoria who are employing similar methodologies for a number of their projects.

The Design and Construct methodology as set out in this report is an opportunity to deliver the project on a timeline that meets the requirements of Government and Community. As with any method, there are inherent risks but those risks are considered manageable to an acceptable level.

#### *Strategy Implications*

The Gippsland Regional Aquatic Centre and Traralgon Sports Stadium are Major Initiatives of Latrobe City Council. The project objectives are strongly aligned with the objectives of the Council plan. The project objectives that the projects will:

- Meet community needs
- Increase participation in aquatic, sports, fitness and well-being activities
- Support community health and wellbeing
- Be financially and operationally sustainable
- Be environmentally sustainable
- Enhance Latrobe area liveability
- Create jobs and stimulate economic activity
- Create a safe and compliant facility
- Centres for all ages and abilities

### *Communication*

The procurement methods adopted for these projects will not feature as a key issue for communication with the community.

The procurement methods for these projects are important to the Victorian Government and other authorities.

An extensive governance and reporting structure has been established for these projects and Council has been briefed on those arrangements in previous reports. The procurement method selected will be communicated via those established channels.

Council will be requested to review and select concept plans for the projects, to appoint a panel of contractors to be involved in a tender and subsequently to approve the appointment of successful contractors.

### *Financial Implications*

As described earlier in this report, there are financial risks (amongst others) associated with this proposal. The financial implications cannot be addressed in isolation at this stage. The total budgets for the projects is \$46 million for GRAC and \$17 million for TSS. For GRAC, officers are working with the Project Reference Group, a Business Planning Consultant, an Architect and a Quantity Surveyor to establish a preliminary cost plan in coming weeks. A similar process will be followed for GRAC.

### *Risk Analysis*

| <b>Identified risk</b>                                                                                                | <b>Risk likelihood*</b> | <b>Controls to manage risk</b>                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Higher chance of client driven changes due to the design not being resolved before contract may result in variations. | Likely                  | Adding greater than standard level of detail into the project design brief. Employ design specialists to formulate a detailed brief using experience and precedent information from recently completed aquatic centres where appropriate. The recent construction of a number of similar facilities around Victoria has created a wealth of knowledge and expertise that would be drawn upon. |
| May not receive competitive tenders.                                                                                  | Unlikely                | This is a risk in any procurement. Pro-active invitation of suitable                                                                                                                                                                                                                                                                                                                          |



|                                                                                                                                         |          |                                                                                                                                                                                                                                                                                                                                         |
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|                                                                                                                                         |          | qualified contractors during a request for Expressions of Interest Process will minimise this risk.                                                                                                                                                                                                                                     |
| Possible lack of construction standards and specifications even if separate consultants engaged.                                        | Possible | Supplement separate consultant involvement with experienced Council Staff project managers and technical staff.                                                                                                                                                                                                                         |
| Consultants are engaged and managed by the Head Contractor. Risk that consultants are not acting with Council's interest as a priority. | Unlikely | Select head contractors and consultant teams that have a proven track record in successful delivery of similar projects in a collaborative and positive manner. Develop a tailored contract agreement with involvement from construction law specialist lawyers to ensure that protections are in place to support Council's interests. |
| Any failure to develop tender documentation to a point of enforceable legal clarity could lead to extensive variations.                 | Possible | Develop a tailored contract agreement with involvement from construction law specialist lawyers to ensure that protections are in place to protect Council's interests.                                                                                                                                                                 |
| A cost penalty may be incurred as the contractor is taking greater risk than under a more normal contract.                              | Likely   | Adopting a cautious approach with Cost Planning for the project, seek to make and protect contingency allowances in the procurement phase. Also have tender options on "nice to have" scope items that could be negotiated out if required.                                                                                             |



|                                                                                                                                                                                                                                                                     |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p>Possibility of additional consultant's fees to obtain independent verification that the contractor complies with the brief and tender documentation.</p>                                                                                                         | <p>Likely</p>   | <p>Make allowance in cost plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>May require demolition works of existing building to be undertaken without Town Planning Approval.</p>                                                                                                                                                           | <p>Possible</p> | <p>The preferred planning method is to seek an intervention by the planning Minister to determine an application for an alteration to planning scheme to support this specific project. This has already been flagged to the Victorian Government as a possible action.</p>                                                                                                                                                                                                                            |
| <p><b>Potential for loss of control of design outcomes – having less detail resolved at the time the builder tenders the project means that there is the potential for the builder to use inferior products and methods in the construction of the project.</b></p> | <p>Possible</p> | <p>During the preparation of the project design brief, particular attention will be given to elements with higher risk. The scoping, selection and schematic design of the aquatic infrastructure, geothermal system and key decisions around the civil and structural design of the project will be determined. This will be done by directly engaging specialist designers and engineers to feed into the development of the project design brief concurrent with the business planning process.</p> |

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

*Legal and Compliance*

A suitably qualified probity advisor experienced in complex procurements for Government will be employed to oversee the procurement process for these projects irrespective of which procurement method is employed.

*Community Implications*

It is not anticipated that the procurement method employed for the delivery of these projects will have any particular impact on the community. The procurement method selected will not impact on Council's ability to enforce inclusion of local content in these projects.

*Environmental Implications*

Nil.

*Consultation*

No engagement.

*Other*

Nil.

**Supporting Documents:**

Nil

**Attachments**

Nil

# **COMMUNITY SERVICES**

**16. COMMUNITY SERVICES**

Nil reports

# **CORPORATE SERVICES**

**17. CORPORATE SERVICES**

**Agenda Item: 17.1**

**Agenda Item: Former Budgeree Primary School No 2864, 36 Roys Road, Budgeree**

**Sponsor: General Manager, Corporate Services**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Authorise the Chief Executive Officer to discuss with the Department of Environment, Land, Water & Planning (“DELWP”) and the Budgeree Hall Reserve Committee Inc. (“the Committee”) the possible transfer to DELWP of the Council owned land and former Budgeree School Building, Budgeree (“the Building”);**
- 2. Authorise the Chief Executive Officer to make a grant not exceeding \$30,000 to the Committee to assist the Committee to attract other funds to maintain and restore the Building; and**
- 3. Requests a further report to advise the outcome of discussions regarding the possible transfer of the land and Building to DELWP.**

**MOTION**

**Moved: Cr O'Callaghan**

**Seconded: Cr Gibson**

**That Council:**

- 1. Authorise the Chief Executive Officer to discuss with the Department of Environment, Land, Water and Planning (“DELWP”) and the Budgeree Hall Reserve Committee Inc (“the Committee”) the possible transfer to DELWP of the Council owned land and the former Budgeree Scholl Building, Budgeree (“the Building”); and**
- 2. Requests a further report to advise:**
  - a. the outcome of discussions regarding the possible transfer of**

- the land and Building to DELWP; and
- b. options to assist the Committee to attract funds to maintain and restore the Building.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council owns both the former Budgeree Primary School building (school building) at 36 Roys Road, Budgeree, and another parcel of land adjacent to the Budgeree Hall that is used for car parking purposes (refer to Attachment 1 for aerial image).

The Budgeree Hall Reserve Committee Inc. (Hall Committee) is a Department of Environment, Land, Water & Planning (DELWP) appointed Committee. This committee presented a submission to the 2017/18 budget to fund the restoration of the former school building. This budget submission was unsuccessful.

Council has a number of options with respect to this matter however officers recommend that Council authorize the Chief Executive Officer explore the possibility of transferring the school building and existing Council owned car park to DELWP in accordance with Section 191 of the *Local Government Act 1989* (the Act), or to the Budgeree Hall Committee Inc. in accordance with Section 189 of the Act for a nominal price.

Following discussions with both DELWP and the Hall Committee a further report to Council will be prepared to provide an update and seek direction for next steps in the process.

**Declaration of Interests:**

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

**Background:**

In summary:

- The School Building is on Council owned land and was purchased in 1994 from the Department of Education with \$10,000 from the former City of Morwell and \$5,000 from the Budgeree community.
- It was intended by the Council of the day that the Hall Committee maintain the School Building and land.
- In 2016, the Hall Committee applied to Council for a public hall maintenance grant.
- The Hall Committee presented a submission to the 2017/18 budget which was unsuccessful.
- Council Officers have commissioned a number of reports to assess the School Building's current state of repair together with works required to be undertaken



to restore it (refer to Attachment 2 for photos of the School Building). The building is in very poor condition due to lack of maintenance and repair. The cost to restore the School Building to a habitable state is estimated to be approximately \$220,000.

- The preservation and/or restoration and ongoing maintenance of the School Building would require a significant financial contribution from Council. At present there is no secured funding source identified.
- Officers cannot identify a community use for the building, particularly as it is within 30 metres of a larger community hall.
- Officers have identified the following options for Council to consider:
  - Explore funding source options;
  - Fund the restoration of the School Building at Council's expense;
  - Explore transferring the School Building, land and existing Council owned car park to DELWP in accordance with Section 191 of the *Local Government Act 1989*;
  - Consider selling the School Building and land in accordance with Section 189 of the *Local Government Act 1989*;
  - Change the lock to the School Building and erect security fencing to prevent access to the building;
  - Do nothing.
- The School Building was built pre-1873 and was located in Yinnar South where it had been utilised as a school for over 30 years until such time as the school population outgrew the capacity of the building. The School Building was then relocated to its present Budgeree site in 1908 where it operated as a school until the Education Department closed the school in 1992. The School Building is 52 square metres in size.
- Council has not carried out any maintenance of the School Building as it has always been officers' position that management and maintenance of the School Building and surrounds are the responsibility of the Hall Committee.

Other Officer Comments

- There are other Halls/Community facilities available for use in surrounding areas:

| <i>Hall location</i> | <i>Building Hierarchy</i> | <i>Distance from School Building</i> | <i>Usage</i>            |
|----------------------|---------------------------|--------------------------------------|-------------------------|
| Budgeree Hall        | E                         | 30 metres                            | Neighbourhood – Low use |
| Boolarra Hall        | C - D                     | 8.1 kilometres                       | District – Low use      |
| Yinnar Hall          | C - D                     | 14.1 Kilometres                      | District – Low use      |
| Churchill Hall       | B                         | 22.8 kilometres                      | District – High         |

|                       |   |                 |                     |
|-----------------------|---|-----------------|---------------------|
|                       |   |                 | use                 |
| Morwell (Kernot Hall) | A | 32.2 kilometres | Regional – High Use |

**Reasons for Proposed Resolution:**

Council's financial resources are limited. The cost to restore the former School Building to a habitable state is a significant investment, (refer details below) and the ongoing maintenance also needs to be acknowledged.

There is no identified Council service or program requiring use of the School Building.

DELWP has delegated management responsibility to the Budgeree Hall Committee Inc. and it is considered appropriate that, as both the adjoining car park and the School Building have been utilised by the Hall Committee, both parcels of land should be owned by either DELWP or the Hall Committee.

Should the School Building be transferred to the Hall Committee for a nominal fee, as part of the negotiation Council could consider offering a seeding grant to assist the Hall Committee attract funding from other Government sources.

**Issues:**

The former City of Morwell on behalf of the Budgeree community purchased the former School Building from the Education Department in 1994 with the intention that the community would be responsible for its maintenance. The structural integrity of the building has deteriorated and is now in very poor condition.

The preservation and/or restoration and ongoing maintenance of the School Building would require a significant financial contribution from Council. At present there is no secured funding source identified.

Should the School Building be restored it may remain vacant or underutilised unless Council or the community can identify an alternate use for the School Building.

Since Council's consideration and rejection of the Hall Committee's 2017/18 budget submission, officers have commissioned a number of reports to assess the current state of repair and identify any necessary works required for the rehabilitation of the School Building. The budget estimate was developed on visual inspection and a number of specialised reports including structural and pest control.

Officers from Council's Major Projects, Infrastructure Planning and Property & Statutory Services teams met to analyse the Structural Building Inspection Report, Pest Control Report and Tyler Builders Rehabilitation Cost Report.

*Rehabilitation cost summary:*

|                                                        |           |
|--------------------------------------------------------|-----------|
| The preliminary Cost estimate is                       | \$221,219 |
| + Amenities block if required                          | \$20,000  |
| + Council's project management fees and contingency 5% | \$11,160  |

|       |             |
|-------|-------------|
| Total | **\$252,379 |
|-------|-------------|

\*\*All figures are GST exclusive.

### *Structural Building Inspection Report*

In summary:

- The building is in below average condition compared to similar buildings of approximately the same age which have been reasonably maintained.
- Structural damage is considered high. This rating relates to the condition of the building due to previous termite attack and visual inspection that revealed the subfloor timber stumps have rotted out at their base and some bearers do not have the required clearance of 150 mm to the soil.
- In addition to the subfloor, other structural damage was reported relating to bowed and deflected wall framing as well as gaps between window frames and external wall cladding. Some planks of the external weatherboard cladding are in poor condition, fascia/verge boards together with parts of the baseboards have deteriorated and show evidence of wet rot and decay.
- Defective roof plumbing, guttering has deteriorated or was not installed, water pooling against the building and its footings.

Structural Building Inspection Report recommendations are:

- Consider raising the building, cleaning and levelling out the subfloor.
- Allow adequate subfloor ventilation.
- Re-stumping the building with an embedded footing system.
- Removing any termite affected timbers.
- Removing any wet or dry affected timbers
- Removing any termite affected wall linings, both external and internal.
- Seal all exposed timbers for a better service life with a paint or sealant.
- Seal around window installations to ensure no moisture penetration to the internal linings.

### *Pest Control Report*

The report advises the School Building in its current state of repair is considered unsafe for habitation due to structural damage and a high risk to public safety. In summary:

- Evidence of active (live) termites was not found.
- Evidence of chemical delignification damage was not found.
- Evidence of fungal decay activity and/or damage was found. Rot noted in bearer and wall stud on south side, window frame on south side, red gum stumps.
- Evidence of wood borer activity and/or damage was found.

Pest Control Report recommendations are:

- No treatment of timber pest is required.
- In addition to this report a subterranean termite management proposal to help manage the risk of future subterranean termite access to buildings and structures is considered optional.
- Removal of conditions conducive to timber pest attack is necessary.
- Due to the susceptibility of the property to sustaining timber pests, the next inspection is recommended to take place in no longer than 12 months' time.

Hall Committee's Heritage Victoria Application

The Hall Committee has made application to Heritage Victoria (part of DELWP) to consider inclusion of the School Building and grounds in the Victorian Heritage Register. Heritage Victoria notified Council of the nomination on 4 May 2017 and advised that it was unlikely the assessment would commence in the short to medium term.

- At the time of preparing this report, officers have not been advised by Heritage Victoria of any progress of the application.
- Heritage Victoria's Information Leaflet states that "In extreme circumstances where the survival of significant heritage is jeopardised by neglect or damage, the Heritage Council may be forced to issue a repair order." Council, being the owner, would be responsible to comply with any Heritage Victoria Order.

*Strategy Implications*

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

*Communication*

Refer confidential attachment three for a chronology of events relating to the Hall Committee's request.

*Financial and Risk Analysis*

Council has not identified the School Building as a priority in the Council Plan. Nor has Council made a financial allowance in the 2017/18 budget.

Council is required to focus on its own financial sustainability to ensure that it has the ability to deliver on its committed service provisions and to be able to maintain the assets that Council currently owns and is building in the near future.

Should Council preserve and/or restore the School Building, it will require an ongoing financial commitment to maintain it into the future (details are provided below).

*Options and Risk Review*

The following table details possible options together with potential risk factors, an identifiable short term and annual long term cost, and total expenditure including replacement of the building at the end of the 50 years.

| <i>Option</i> | <i>Action</i>                                                                                         | <i>Risk</i>                                       | <i>Short term Expenditure 1-2 years</i> | <i>Long term Expenditure 50 years</i>                     | <i>Total over 50 years</i> | <i>Officer Comment</i>                                                                                                                                                      |
|---------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------|-----------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a.           | Do nothing                                                                                            | To reputation and public safety                   | \$ -                                    | \$15 K Demolition                                         | \$15,000                   | Potential Injury claim.                                                                                                                                                     |
| 1b.           | Fence and change lock to building preventing access                                                   | To reputation Underutilised asset - Low Risk      | \$10,000                                | \$15 K Demolition                                         | \$25,000                   | Building will continue to deteriorate.                                                                                                                                      |
| 2a.           | Preserve building as a school museum                                                                  | Reputation enhanced amongst Budgeree residents    | \$260,000                               | \$4 K p.a. & \$260 K in 50 years for building replacement | \$720,000                  | Bushfire Overlay area. Fire risk. Require public toilets & disabled access.                                                                                                 |
| 2b.           | Preserve exterior and change lock to building preventing access                                       | To reputation Underutilised asset - Low Risk      | \$220,000                               | \$2 K p.a. & \$220 K in 50 years for building replacement | \$540,000                  | Triggers Class 9A Public Building. Require public toilets & disabled access.<br><br>Bushfire Overlay area. Fire risk.                                                       |
| 3.            | Full restoration and activation as a function centre                                                  | Not utilised – Reputation no return on investment | \$260,000                               | \$2 K p.a. & \$260 K in 50 years for building replacement | \$620,000                  | Lease income at not for profit rate<br><br>Triggers Class 9A Public Building. Require public toilets & disabled access.<br><br>Bushfire Overlay area. Fire risk.            |
| 4.            | Land lease to Hall Committee with grant for maintenance                                               | Potential precedent - Low Risk                    | \$40,000                                | \$260 K in 50 years plus annual grant                     | \$540,000                  | Could fall into disrepair and need re-managing<br><br>Triggers Class 9A Public Building. Require public toilets & disabled access.<br><br>Bushfire Overlay area. Fire risk. |
| 5a.           | Transfer title to DELWP with seeding grant. Hall Committee may be delegated management responsibility | DELWP does not accept transfer                    | \$1,500 + seeding grant                 | \$ -                                                      | \$1,500 + seeding grant.   | What happens if Committee is unable to attract funding to restore the building?                                                                                             |

|     |                                                                   |                                                                                                                  |          |      |          |                                                                                                                                             |
|-----|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------|------|----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 5b. | Title transfer to Hall Committee as trustees with Community Grant | Risk that precedent is set and Hall Committee does not accept transfer                                           | \$60,000 | \$ - | \$60,000 | Precedence. What happens if Committee is wound up OR if Committee does not restore or preserves building and wants to hand back to Council? |
| 6.  | Retire/Demolish building and transfer land to DELWP               | Risk to reputation if demolish building and not supported by Budgeree community. DELWP does not accept transfer. | \$15,000 | \$ - | \$15,000 |                                                                                                                                             |

#### Latrobe Valley Authority (LVA) Funding Option Commentary

The Hall Committee, as an incorporated association, is a separate legal entity and therefore could approach the LVA direct and seek advice on whether this project would be supported.

If a project is on a Council property, Council must receive early notification of an Expression of Interest (EOI), officers are then invited to comment when the EOI is submitted and provide assessment commentary if the project proceeds to the application stage.

Council has had applicants apply for funding for Council owned and managed assets. Generally projects delivered on Council property need to be managed by Council. Due to resourcing limitations, there are already long timeframes proposed for delivery of these kinds of works.

If the Hall Committee requires Council to be the applicant, then this project would need to be considered and approved by Council. There is already a range of projects that Council is seeking funding for. The LVA Community Facility Framework has established different funding ratio for different projects. Therefore, any LVA grant will require a financial contribution from Council.

#### *Legal and Compliance*

Transferring the School Building and existing Council owned car park to the Department of Environment, Land, Water & Planning (DELWP) will require compliance with Section 191 of the *Local Government Act 1989*. This section empowers Council to transfer land to the Crown, a Minister or any public body with or without payment of consideration.



### *Community Implications*

There has been no recognised provision of Council service identified in the current budget or Council Plan.

Officers have not identified a Council service or are aware of any community service that requires the use of the School Building. The School Building therefore has no identified purpose in terms of Council service delivery.

Should Council allocate funds to this project, it has the potential to create an expectation amongst other “not for profit” or community organisations that Council will allocate similar funding for maintenance or improvements to other venues, i.e. DELWP appointed rural hall Committees of Management, etc.

#### **Budgeree Community Support**

- The Hall Committee formed a “Friends of Budgeree School Group” and held a public meeting on 22 June 2017 to save the school.
- Friends of Budgeree School Group were interviewed by an ABC Gippsland Radio Station reporter on Thursday, 31 August 2017.
- The Hall Committee was promoting via Facebook the School Building as a potential wedding venue and the Budgeree Hall being utilised for the wedding reception. This may result in a request for improved parking facilities and septic system in response to increased usage for a commercial venture.

### *Environmental Implications*

Maintenance of the surrounding grounds of the school and hall is being undertaken by the Department of Justice (corrections team) on a fortnightly basis and has been included in Council’s agreement with the DOJ. It will therefore be subject to annual review. Should the arrangement change the Hall Committee will be advised accordingly.





### *Other*

A number of residents of the Budgeree community support the restoration of the school building as it holds historical significance to the district.

Budgeree is a small rural community with 143 persons (ABS 2016 Census) which is 0.19% of the population of Latrobe City.

Due to expected minimal usage of the School Building by the community, alternative facilities in close proximity and the substantial investment required to restore the School Building to a usable state, it is recommend that Council divest itself of this asset and the adjoining car park and instead seek to transfer the land and building to DELWP or the Budgeree Hall Reserve Committee.

### **Attachments**

- 1   Aerial image
- 2   Photos of former school building

3↓.  Chronology of events relating to the Hall Committee's request



## 17.1

### Former Budgeree Primary School No 2864, 36 Roys Road, Budgeree

|   |                                                                    |     |
|---|--------------------------------------------------------------------|-----|
| 1 | Aerial image .....                                                 | 561 |
| 2 | Photos of former school building .....                             | 563 |
| 3 | Chronology of events relating to the Hall Committee's request..... | 565 |











Table 2 - Chronology of events relating to the Hall Committee's request:

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 May 2016     | Hall Committee made an application to Council for a public hall maintenance grant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 26 May 2016     | Officers advised that Council does not have an Annual Maintenance Grant program for the purpose of maintaining Crown land public halls.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 21 October 2016 | Hall Committee requested a review of Council's current contribution towards the maintenance of Council's land (i.e. school building, grounds and hall car parking area).<br>Officers provided the Hall Committee with a letter from the former City of Morwell to Mr B Smith, Secretary of the Budgeree Hall Committee of Management. This letter dated 28 June 1994 stated " <i>The intention when purchasing the land was for the community to be responsible for the maintenance of the site</i> ".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10 April 2017   | Officers met with representatives of the Hall Committee on site. Following an inspection of the school building and surrounds a discussion was undertaken in respect to: <ul style="list-style-type: none"> <li>• School building restoration works required for preservation and safety purposes;</li> <li>• Responsibility for ground maintenance of both parcels of Council land and the land surrounding the hall;</li> <li>• Formalising occupancy for use by the Hall Committee of the Council land located south of the Budgeree Hall that is presently used for car parking for events held at the hall. This will allow the Hall Committee to seek funding from the Boolarra Small Community Fund to make improvements to the land for car parking purposes.</li> </ul> <p>The following commitments were made at the meeting:</p> <ul style="list-style-type: none"> <li>• Officers would further investigate the history surrounding the acquisition of the school building by Council and any commitments relating to ongoing management and maintenance of the school building by Council and/or the Hall Committee.</li> <li>• Officers would investigate rights for occupancy of the land being used for car parking during events held at the hall.</li> </ul> <p>The Hall Committee advised that an application to Heritage Victoria had been made to have the school building listed in Victorian Heritage Register on 10 April 2017. (<i>Refer Heritage Victoria commentary below</i>).</p> |
| 1 May 2017      | Officers met with the Hall Committee to discuss the Licence Agreement to: <ul style="list-style-type: none"> <li>• Provide an explanation of some of the wording contained in the agreement;</li> <li>• Advise whether Council would commit to mowing and tree maintenance of both the Council parcels of land and if possible the Budgeree Hall land which is not Council owned.</li> <li>• Advise whether Council could make an application to the Latrobe Valley Authority (LVA) on the Hall Committee's behalf to assist with the costs associated with the preservation and/or restoration works to the school building. (<i>Refer LVA funding option commentary in report</i>).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 June 2017  | <p>The Hall Committee was advised of the following:</p> <ul style="list-style-type: none"> <li>• <i>Mowing and tree maintenance of both the Council parcels of land and if possible the Budgeree Hall land which is not Council owned.</i> Council does not have the resources to undertake the requested grounds maintenance of the area surrounding both the public hall and the school building.</li> <li>• As Council cannot undertake these works, the Department of Justice (DOJ) (corrections team) was approached and has agreed to maintain the grassed area.</li> <li>• <i>Draft 2017/2018 Budget Submissions</i><br/>The Hall Committee's budget submission was considered by Council on 19 May 2017. The Hall Committee encouraged Council to implement a two stage approach in the restoration of the former school building. This matter was considered by Council on 19 June 2017.</li> <li>• <i>City of Morwell "In Committee" Closed Meeting Minutes</i><br/>The former City of Morwell Minutes for 8 February 1983 Council Meeting relating to acquisition of the school building was not located.</li> <li>• <i>Occupancy use of Council owned land</i><br/>A final draft of the licence agreement to formalise occupancy of the Council land located south of the Budgeree Hall that is used for car parking for events held at the hall will be forwarded.</li> </ul> |
| 27 June 2017 | <p>Council's considered the Hall Committee's presentation and written submission, relating to the maintenance of the school building and grounds as part of its 2017/18 budget, Council determined not to provide a budget allocation due to existing priorities already included within the draft budget.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20 July 2017 | <p><i>In response to the Hall Committee's further enquiry the following advice was provided:</i></p> <ul style="list-style-type: none"> <li>• <i>Community Grant Program</i><br/>Guidelines and Application forms for all Council funding grants (including Community Grants) were available from Council's website.</li> <li>• <i>Maintenance being undertaken by DOJ</i><br/>The site will be maintained by the DOJ (corrections team) on a fortnightly basis and has been included in Council's agreement with the DOJ therefore will be subjected to annual review. Should the arrangement change the Hall Committee will be advised accordingly.</li> <li>• <i>Requesting corrections in Council Agenda dated 19 June 2017</i><br/>In reviewing the most recent Council Agenda dated 19 June 2017, I note that on p 50 under the section 10.2 Adoption of 2017/18 Budget, Rating Strategy and Declaration of 2017/18 Rates &amp; Charges that the following statement is made:<br/><i>It was agreed at the time of purchase that the Hall Committee/Community would take full responsibility for the maintenance of the school and surrounds.</i><br/><i>In previous discussions that we have had with Council, Council have indicated that this agreement does not exist. We subsequently request that this statement be withdrawn from this Agenda.</i></li> </ul>                  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Because of the timing for the request for the amendment to the 19 June 2017 Council Agenda it was not possible to alter the officer statement as it was already published. The Minutes of the Council Meeting of the 19 June 2017 could have been amended at the next Council Meeting had Council considered that the Officers comments were substantially incorrect. Such a request was not made.</p> <p>With respect to your comment In previous discussions that we have had with Council, Council have indicated that this agreement does not exist Officers have previously stated that a search of Council records could not identify a formal written agreement exchanged at the time of the purchase of the former school, however there are documents on the former Morwell Shire/City and Latrobe Shire/City hard copy files which support that it was the Council's intention that the Budgeree community would be responsible for the maintenance of the former Budgeree School and surrounds.</p> <p>Please find attached documents that form the basis of Council officers' understanding that the Hall Committee would be responsible for the maintenance of the former school building and surrounds. These documents are extracts from the Morwell Shire/City and Latrobe Shire/City hardcopy files refer <i>Attachment 3 (a, b, c and d)</i>.</p> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Agenda Item: 17.2**

**Agenda Item: Council Committee Review**

**Sponsor: General Manager Corporate Services**

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

**Status: For Decision**

### **MOTION**

**Moved: Cr McFarlane**

**Seconded: Cr Harriman**

**That Council:**

- 1. appoint the Callignee and Traralgon South Sporting Facilities User Group and Traralgon Railway Reservoir Conservation Reserve Operational Works Committee as special committees of Council and approve the respective Instruments of Delegation;**
- 2. reappoint Victory Park Advisory Committee as an advisory committee and appoint Traralgon Recreation Reserve and Showgrounds User Group as an advisory committee and approve the respective Terms of Reference; and**
- 3. approve the amendments to the Morwell Centenary Rose Garden Special Committee and Yallourn North Community Housing Special Committee Instruments of Delegation and the International Relations Advisory Committee Terms of Reference; and**
- 4. require officers to assist committees in undertaking the expressions of interest process for membership of the community positions where required, with a further report to Council for appointment of committee members when completed.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

- This report provides an update on the continuing review of Council committees.
- It proposes that some committees be appointed as special committees and some continue in their current role as advisory committees.
- The appropriate Instrument of Delegation for Special Committees and the Terms of Reference for Advisory Committees that will be continuing or will be established are submitted for Council approval.



- The report also proposes some amendments to Instruments of Delegation and Terms of Reference made last year. The committees acting under those Instruments of Delegation have identified some practical difficulties with the operation of those documents or changes have occurred and they need to be reflected in the authorising documents.
- The proposed new Local Government Act contains a different approach to Council committees which will change the types of committees appointed by Councils and what their powers and functions will be. The changes could provide simpler processes for committees that manage Council and community assets. However, the proposed changes could be 18 months away and completion of Council's committee review cannot be deferred until then.

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

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

#### **Background:**

A progress report submitted to Council on 10 July 2017 advised of the reasons for the Council committee review. The review is primarily about ensuring continuing good governance practices including that Council is compliant with *the Local Government Act 1989* (the Act) by ensuring that the requirements applying to special committees of Council are observed.

The functions and the structure of existing committees have been reviewed to determine that both continue to be appropriate. This has also necessitated a review of the committees' authorising document - an Instrument of Delegation or a Terms of Reference – to ensure that it accurately reflects what a committee does on a day to day basis and that the proper authorities are in place.

Both the Instrument of Delegation for special committees and the Terms of Reference for advisory committees are based on the Council template, but there are variations between them to take into account the history and methods of operation entrenched in committee practices and other features which those committees consider is unique to them.

A number of the Terms of Reference used by advisory committees are quite old (some dating back to 2011) so it is appropriate that those Terms of Reference be updated to be generally in line with the Council template.

The Morwell Centenary Rose Garden, Yallourn North Community Housing Special Committees and the International Relations Advisory Committee have requested that some changes be made to their delegations and terms of reference. This is discussed further in this report.

The committee provisions in the current Act do not always fit what happens in practice. This is not unique to Latrobe City. Many Councils have difficulty with the legislation and making the committees that they have “fit” to the legislative

requirements. There will be substantial changes to the requirements applying to Council committees when the proposed new Local Government Act comes into operation. These will provide a better framework for committees, some of which have difficulty understanding why they are “regulated”.

While indicative dates have been given for operation of the new Act, there can no definite date as passage of the legislation through Parliament, especially in a State election year, cannot be guaranteed.

Some committees have indicated that they struggle maintaining the interest and commitment of members and that onerous requirements applying to them could aggravate this problem. These concerns have also been taken into consideration during the review. As a result, the status of some committees will change.

Many committees have commented on the time that the committee review is taking and would appreciate some certainty about their operations. In the circumstances, it is considered that the better course of action is to proceed under the current Local Government Act.

It is proposed that the following changes be made to Council's committees.

- **Appointment of Special Committees**

*Callignee and Traralgon South Sporting Facilities - User Group  
Traralgon Railway Reservoir Conservation Reserve – Operational works committee*

These groups are currently managing and overseeing the Callignee and Traralgon South Sporting Facilities and the Traralgon Railway Reservoir Conservation Reserve. They are currently designated as user groups/operational works committees but do far more than their current status would indicate. They are directly involved in the management and maintenance of the reserves which involve multi use facilities including buildings, and in addition to undertaking works or ensuring that works etc are undertaken, they make decisions about matters within the reserves.

The Callignee and Traralgon South Sporting Facilities User Group and the Traralgon Railway Reservoir Conservation Reserve Committee both receive an annual maintenance grant from Council to undertake maintenance of the buildings, reserves and the equipment available, as well as other functions of management.

It is proposed that these groups be appointed as special committees and the matter be reviewed when there is more certainty about the options available under the proposed new Local Government Act.

- **Appointment of Advisory committees**

*Victory Park Advisory Committee*

The functions of this Committee have been reviewed and it is proposed that it maintain its current advisory committee status. New Terms of Reference have been developed to replace the Terms of Reference that the Committee has been operating under since 2011.

*Traralgon Recreation Reserve and Showgrounds - User Group*

It is proposed that this User Group become an advisory committee as its functions are more in the nature of providing advice, information and feedback to Council and to share information between resident users of the reserve and other facilities within it.

- **Amendments to Instruments of Delegation or Terms of Reference**

*Morwell Centenary Rose Garden Instrument of Delegation*

The Rose Garden Special Committee has requested a number of amendments to its Instrument of Delegation which was approved by Council in July 2017. The changes are mostly in relation to composition of the Committee (number of members) and the processes around how membership of the Committee is achieved.

It is also proposed to amend clause 4.1 of the Delegation to make it clear that until Council appoints a new Committee based on the processes in the Delegation, the existing Committee continues in operation.

The Committee has requested that Council review Schedule 1 of the Instrument of Delegation in 12 months time.

*Yallourn North Community Housing Instrument of Delegation*

There are no substantive changes required to this Instrument of Delegation. The changes are to correct minor typographical and drafting errors.

As with the *Morwell Centenary Rose Garden Instrument of Delegation*, it is proposed to amend clause 4.1 of the Delegation to make it clear that until Council appoints a new Committee based on the processes in the Delegation, the existing Committee continues in operation.

*International Relations Advisory Committee*

A change has been requested to the Committee's Terms of Reference to reflect the composition of the Committee. Council recently appointed 4 Councillors to the Committee and due to a recent structure change, the Co-ordinator Events and International Relations is no longer required on the Committee. Further, in lieu of the position of International Relations Officer, it is proposed to substitute the position with the International Engagement and Investment Officer.

A change has also been requested to the length of appointment in clause 3.2 to insert a specific term of 3 years. It is considered that a clear time limit rather than an unspecified term is more helpful to members.

**Reasons for Proposed Resolution:**

The resolutions are to give effect to the outcomes of the current stage of the ongoing committee review. This will progress the review and enable it to go to the next stage which will involve the potential abolition of some redundant committees as well as reviewing the authorising documents of some committees that will probably need to continue.

The resolution will assist in alleviating a level of anxiety by some committees about the committee review. An outcome, even if it may be a short term resolution, would provide some certainty to committee members.

While the proposed new Local Government Act contains much more realistic provisions in relation to Council committees, it is not considered appropriate to wait for those provisions to come into operation.

**Issues:**

*Strategy Implications*

Ensuring that Council committees exist and function for the right reasons, that there is a proper reason for them to continue and that they are appropriately structured is consistent with several of the goals in the Council plan. These are:

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

*Communication*

All committees identified in this report have had an opportunity to discuss their roles and to review their authorising document which is based on the Council template Instrument of Delegation or Terms of Reference. Changes have been made to deal with most of the matters raised by the respective committees.

Some variations to the template documents have been made in response to questions or concerns raised by the respective Committee. The changes are mostly to address how the committees perceive their practices and operations vary from the standardised approach in the template.

The changes to the composition of the International Relations Advisory Committee membership have not been discussed directly with the Committee as they relate to Council officer positions which have been retitled or altered as a result of internal structural changes.

The changes to the Morwell Centenary Rose Garden Special Committee have been requested by the Committee who consider changes to the composition of the Committee and other related provisions necessary following a period of operation with the Instrument of Delegation.

#### *Financial Implications*

It is not expected that there will be any additional costs to Council for adopting the approach identified in the proposed resolution. Costs are also incurred for advertising involved with the expression of interest process for community representatives and for officer level support but these are costs already within relevant budgets.

Most of the committees dealt with in this report receive an annual maintenance grant or operating grant to undertake the functions they are appointed to undertake.

#### *Risk Analysis*

It is essential that Council committees are appropriately appointed and authorised and that their activities are monitored by Council. Inadequate monitoring of committees, the way in which they operate and the functions that they undertake can be a risk to Council, especially if grants are provided by Council to assist with maintenance of a facility or matters which the committee is authorised to undertake are not done.

It is important that committees only do what they are authorised by Council to do otherwise there is a potential that Council's insurance cover may not be available to committee members if it is needed.

#### *Legal and Compliance*

The Act contains detailed requirements for special committees of Council which are effectively an extension of the Council. They may be delegated some functions and powers of the Council and for that reason, meetings are required to operate in the same way as Councils (requirements for open meetings, keeping minutes, disclosure of interests).

Requirements applying to advisory committees which carry out limited functions (research, engagement, providing advice/feedback etc) are not specifically applied under the Act, but good governance practices necessitate that their functions are kept under review, their terms of reference remain relevant and appropriate and that they act within

#### *Community Implications*

Most of the operating documents of the committees require that there be community representation or group representation on them. Community representatives are usually appointed following an expression of interest.

*Environmental Implications*

No direct environmental impacts have been identified.













*Consultation*

Community engagement, other than that achieved through the appointment process, is not considered necessary.

*Other*

No additional matters.

**Attachments**

- 1   Callignee & Traralgon South Sporting Facilities Special Committee
- 2   Traralgon Railway Reservoir Conservation Reserve Special Committee
- 3   Victory Park Advisory Committee
- 4   Morwell Centenary Rose Garden Special Committee
- 5   Yallourn North Community Housing Special Committee
- 6   International Relations Advisory Committee Terms of Reference

## **17.2**

### **Council Committee Review**

|          |                                                                                    |            |
|----------|------------------------------------------------------------------------------------|------------|
| <b>1</b> | <b>Callignee &amp; Traralgon South Sporting Facilities Special Committee .....</b> | <b>577</b> |
| <b>2</b> | <b>Traralgon Railway Reservoir Conservation Reserve Special Committee.....</b>     | <b>601</b> |
| <b>3</b> | <b>Victory Park Advisory Committee .....</b>                                       | <b>625</b> |
| <b>4</b> | <b>Morwell Centenary Rose Garden Special Committee.....</b>                        | <b>637</b> |
| <b>5</b> | <b>Yallourn North Community Housing Special Committee .....</b>                    | <b>663</b> |
| <b>6</b> | <b>International Relations Advisory Committee Terms of Reference .....</b>         | <b>683</b> |



# Callignee and Traralgon South Sporting Facilities Special Committee





## Instrument of Delegation

Pursuant to the exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, Latrobe City Council (the Council) hereby delegates to Callignee and Traralgon South Sporting Facilities Special Committee (the Committee), operating as a committee of management, the powers, duties and functions set out in the Schedules attached and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on [#date#]; and
  - 1.1. The delegation:
    - 1.1.1. Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 1.1.2. Remains in force until varied or revoked;
    - 1.1.3. Must be exercised in accordance with the attached schedules, and is subject to any conditions and limitations set out in the schedules; and
    - 1.1.4. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
  - 1.2. Any member (not being a Councillor) of the Committee is exempt from provisions of section 81 of the *Local Government Act 1989* for the purposes of providing primary and ordinary returns;
  - 1.3. The Committee must report annually to Council concerning decisions made during and finances of the Committee for the preceding 12 months; and
  - 1.4. Council may remove a member from the Committee at any time.

[#Council seal clause#]



## Schedule One: Powers, Functions and Duties of the Special Committee

### 1. DEFINITIONS

1.1. In this delegation and schedules, the following words must have the following meanings:

|                   |                                                                                                                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Committee     | means the Callignee and Traralgon South Sporting Facilities Special Committee appointed pursuant to the provisions of Section 86 of the Local Government Act 1989.                                    |
| Council           | means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.                                                                                                  |
| Councillor        | mean the individual(s) holding the office of a member of Latrobe City Council.                                                                                                                        |
| Council officer   | means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.                                                                                                      |
| The Facility      | means the recreation reserves and buildings situated at Callignee and Traralgon South (the reserves) and as highlighted on the attached plan in Schedule Four (4) that is subject to this delegation. |
| Special Committee | means a Committee to which Council delegates a duty, function or power established under section 86 of the Local Government Act 1989.                                                                 |
| Management        | means the maintenance, control, operation, conservation, promotion and/or development of property.                                                                                                    |

### 2. OBJECTIVES OF THE SPECIAL COMMITTEE

2.1. The principle objective of the Committee is to act as an agent of Latrobe City Council (not as an independent entity) in operating and managing the Facility which is entrusted to the Committee's care by undertaking planning, promotion, co-ordination and management of it, in particular:

- (a) managing the Facility on behalf of Council taking into account any master or management plan developed by Council in relation to the Facility;



- (b) providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Facility;
- (c) liaising between the Council and the community, including user groups who use the Facility;
- (d) undertaking or coordinating maintenance of the Facility;
- (e) ensuring effective financial management and control of funds allocated by way of grants on maintaining and/or improving the Facility and providing amenities for the better use and enjoyment by the community and public; and
- (f) carrying out any other functions, matters or things incidental to achieving the objectives.

### **3. COMPOSITION OF COMMITTEE**

#### **3.1. Membership**

- (a) The Committee will consist of up to 9 members appointed by the Council being:
  - (a) a Latrobe City Councillor;
  - (b) a Latrobe City officer;
  - (c) 4 representatives of the following user groups;
    - 1 representative of Traralgon South Tennis Club;
    - 1 representative of CATS Cricket Club;
    - 1 representative of Traralgon South Netball Club; and
    - 1 representative of Traralgon South Badminton Club; and
  - (d) 3 community representatives who must be residents of the Latrobe City Council (unless otherwise approved by Council) or a number of representatives as determined by Council not connected with the user groups specified in paragraph (c).

3.2 The appointment of the community representatives must be carried out in accordance with clause 3.6.

3.3 Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an observer (without voting rights) at the invitation of the Committee.



- 3.4 No person may be or act as a member of the Committee until they are appointed by Council.
- 3.5 Nomination Process –User Groups
- (a) The Council may write to the user groups listed in clause 3.1(c) requesting that they submit a written nomination of a representative for Committee membership within 14 days of the Council's decision to appoint a special committee.
  - (b) No single user group may have majority representation on the Committee.
- 3.6 Expression of Interest – Community Representatives
- (a) A public notice calling for expressions of interest from members of the community for Committee membership must be published in a newspaper within 14 days of the Council's decision to appoint a special committee.
  - (b) Expressions of interest must be submitted in writing and must be received within 14 days of the public notice.
  - (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.
- 3.7 Qualifications for Committee - General
- (a) Except with the prior approval of the Council, a person cannot be appointed to the Committee unless that person is 18 years of age and resides, owns property or works within the municipality.
  - (b) All Committee members must be prepared to comply with conflict of interest requirements in the *Local Government Act 1989*.
  - (c) All Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.

#### 4 TERM OF OFFICE

Members of the Committee will hold office for a period of 3 years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it until the Council approves a new delegation and appoints a new Committee following the process required under clauses 3.5 and 3.6.





## **5 VACANCIES**

- 5.1 Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 5.2 If any Committee member misses 3 consecutive meetings of the Committee without submitting their apology prior to the meeting, that member will cease to be a member of the Committee upon confirmation by Council.
- 5.3 Casual Vacancies
  - (a) Where a vacancy on the Committee occurs through retirement, resignation, death, incapacity or loss of qualification, the Committee will within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
  - (b) Any vacancy caused by the resignation of a member who is a community representative may only be filled by following an expression of interest process.

## **6 APPOINTMENT OF OFFICE BEARERS**

- 6.1 Within 1 month of the Council's appointment of the members of the Special Committee, the Committee must hold a special meeting to appoint its office bearers.
- 6.2 The officer bearers to be appointed and who will hold office for 12 months will be:
  - Chairperson
  - Treasurer
  - Secretary.
- 6.3 There must be segregation of duties amongst office bearers with no one person holding more than one position on the Committee. In special circumstances one person may, with the approval of Council hold both the positions of Treasurer and Secretary.
- 6.4 The Committee must provide all nomination forms and notify the Council of the name and address of each office bearer within 7 days of that person's appointment.



## 7 COMMITTEE MEETINGS

### 7.1 General Provisions

- (a) The Committee must hold at least 4 meetings during the year on such dates as the Chairperson appoints with the first meeting of the Committee to be held within 1 month of the Committee member's appointment.
- (b) The Secretary must give public notice of all meetings including special meetings of the Committee.
- (c) The Secretary must distribute a notice of the meeting to all members of the Committee at least 7 days prior to the meeting and must advise Council of any Committee meetings.

### 7.1 Meeting Procedures

- (a) The requirements applying to special committees in the *Local Government Act 1989* must be complied with.<sup>1</sup>
- (b) The Chairperson must take the chair at all meetings at which the Chair is present. If the Chairperson is absent the Chairperson's nominated representative must take the chair and if that nominated representative is not present, the members present may appoint one of their numbers to chair the meeting.

### 7.2 Quorum

- (a) A meeting of the Committee must not proceed if a quorum cannot be obtained within 30 minutes of the published commencement time of the meeting.
- (b) The quorum is a simple majority of the number of members of the Committee.

### 7.3 Annual General Meeting

Each year during the term the Committee will hold an annual general meeting which will:

- elect the officer bearers of the Committee and other positions which the Committee considers necessary for the efficient functioning of the Committee; and

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<sup>1</sup> See Schedule 3 for a list of applicable requirements from the Local Government Act 1989.





- receive the annual report, receive a report on the program of activities proposed for the ensuing year, and receive and adopt the annual financial statements.

#### 7.4 Special Meetings

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

#### 7.5 Minutes of meetings

- (a) The Chairperson of a special Committee must arrange for minutes of each meeting of the Committee to be kept.
- (b) The Chairperson must submit the minutes of a Committee meeting to the next meeting of the Committee for confirmation. If the minutes are confirmed, the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.
- (c) The minutes of a meeting of the Committee must:
  - contain details of the proceedings and resolutions made;
  - be clearly expressed; and
  - be self-explanatory.
- (d) Relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated in relation to resolutions recorded in the minutes.



- (e) The Chairperson must ensure that a copy of the minutes of each meeting of the Committee is sent to the Council within 7 days of the meeting.

#### 7.6 Voting

- (a) Each member present at a meeting of the Committee will have 1 vote on each matter being considered by the Committee.
- (b) In the event that voting on any matter is equal, the Chairperson has a casting vote.
- (c) A motion before a meeting of the Committee is to be determined as follows:
- each member of the Committee who is entitled to vote is entitled to one vote;
  - unless otherwise prohibited by the *Local Government Act 1989*, each member of the Committee present must vote;
  - unless the procedures of the Committee otherwise provide, voting must be by show of hands;
  - the Motion is determined by a majority of the vote;
  - if there is an equality of votes the Chairperson has a second vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to it cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Committee members, the matter must be submitted to Council in writing and any decision made by the Council will be final.
- (f) The Committee may form sub committees from amongst its members for the purpose of recommending on matters relating to the provisions of this Instrument of Delegation, provided that no decision is made.
- (g) The Chairperson will be an ex-officio member of all sub committees.
- (h) A sub committee may only be established by resolution of the Committee and may only carry out the functions stated in the resolution.

#### 7.7 Conflict of Interest

- (a) If a member of the Committee has a conflict of interest in any matter in which the Committee is concerned, the member must comply with the requirements in the *Local Government Act 1989*.



- (b) The member must disclose the nature of that interest at the meeting at which the matter is to be discussed and must not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.
- (c) The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.

#### 7.8 Meetings open to the Public

- (a) Any meeting or special meeting of the Committee must be open to members of the public.
- (b) The Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:
  - Contractual matters;
  - Proposed development;
  - Legal advice;
  - Matters affecting the security of Council;
  - Any other matters which the Committee considers would prejudice the Council or any person;
  - A resolution to close the meeting to members of the public.
- (c) If the Committee resolves to close the meeting to the public, the reason must be recorded in the minutes of the meeting.

### 8 FINANCE

#### 8.1 Financial Administration

- (a) The financial year of the Committee will be from 1 July to 30 June.
- (b) The Committee is required to ensure the effective financial control of the Committee.
- (c) The Committee must not borrow or obtain funds by way of overdraft or loan.
- (d) To satisfy Council's audit requirements, the funds of the Committee must be lodged in a bank account, in the name of the Committee.
- (e) Council must have the ability at all times to access details of Committee bank accounts.



- (f) All monies received on behalf of the Committee must be banked within 14 days of receipt.
- (g) All accounts over \$50 (including GST) must be paid by cheque and all cheques must be signed by 2 Committee members or office bearers appointed by resolution of the Committee.
- (h) The Treasurer must:
  - list all accounts received for payment to each meeting of the Committee;
  - report on the state of the Committee's finances and make such recommendations as he or she considers necessary; and
  - ensure that the information provided to the meeting is recorded in the Minutes of the meeting.
- (i) Monies held by the Committee must not exceed \$50,000 at the end of any given financial year, unless otherwise approved by Council.
- (j) All money received from fees or charges associated with the management of the Facility will be retained by the Committee.
- (k) All money received by the Committee must be applied to the maintenance, operations and improvements (including ongoing charges such as insurance or utility charges) of the Facility and any other expenses which may be incurred by the Committee in its management of the Facility.
- (l) Committee members are entitled to be reimbursed through Committee funds for any out of pocket expenses incurred while carrying out the functions set out in this delegation as long as a tax invoice receipt is provided.
- (m) No voting member of the Committee must receive any remuneration and/or honorarium for carrying out any of his/her duties as a member of the Committee without approval from the Council.
- (n) On dissolution of the Committee, the outgoing Committee must close all accounts and transfer the remaining funds to Council and provide evidence of such.

#### 8.2 Annual Statements and Reports

- (a) The Committee must on or before the 10th July in each year ensure that:
  - the accounts of the Committee are balanced (up to the 30th June



- proceeding); and
- audited annual Financial Statements are provided to Council; and
  - an acquittal report is provided to Council as required under the *Grant Governance Policy*; and
  - a written report is provided to Council on the operation of the Facility which will be considered the Annual Report.
- (b) The Committee member elected as Secretary or Treasurer must present an operating statement and statements of financial position at the conclusion of each financial year for presentation to the designated meeting of the Committee.
- (c) To assist in the preparation of the statement of accounts, Council will supply a standard template and information document to assist the Committee.
- (d) As well as the statement of accounts, the Committee must provide a written report to Council on the operation of the Facility on an annual basis which will be the Annual Report.
- 8.3 Determination of charges
- (a) If the Committee considers that fees and charges should be applied for the use of the Facility, the Committee must provide Council with a proposed list of fees and charges by 1 October each year to be included for consideration and adoption by Council within the Council budget process.
- (b) A member appointed by the Committee to collect fees and charges (if any) must within 7 days of receiving those fees and charges ensure that they are paid into the Committee's bank account unless other arrangements have been approved by Council.
- (c) A member appointed for the collection of fees and charges by the Committee must issue a receipt for collection.

## 9 MANAGEMENT OF THE FACILITY

### 9.1 General Requirements

The Committee must manage the Facility by:

- (a) actively promoting its use;



- (b) assisting the community and user groups to access the facilities;
  - (c) monitoring the physical condition of all Facility assets, ensuring they are generally maintained in a safe and clean condition and are fit for purpose;
  - (d) working with Council officers on asset maintenance and development plans;
  - (e) ensuring that conditions of use imposed by Council Local Laws and policies and State and Federal Laws are enforced and to report any breaches which occur to the Council; and
  - (f) making recommendations to Council on the development of future capital works and the provision of future facilities and amenities to the Facility.
- 9.2 The Committee may seek advice, assistance and expertise from the Council as is necessary for the proper and efficient management of the Facility within the constraints of the budget and including the ability to invite persons to the meetings of the Committee as observers or advisers.
- 9.3 The Committee must liaise with Council and its staff to ensure continuing co-operation and co-ordination of the Facility.
- 9.4 The Committee must ensure the safety requirements and acts and regulations appropriate to the management of the Facility are complied with.
- 9.5 The Committee must not commit or permit to be carried out any act which will render the operation of Council's insurance policies invalid.
- 9.6 The Committee must require all users to agree to abide by the conditions of use or any rules made by the Committee and to advise Council in respect of and give effect to any regulation made by the Council applicable to the Facility.
- 9.7 Planning
- (a) Management Plans for the Facility must be prepared by the Committee with support from the Council. Plans must be reviewed at least once every 5 years.
  - (b) Work with Council officers to develop an annual Capital Works Program for consideration by Council.
- 9.8 Undertaking Works and Maintenance
- (a) The Committee must not proceed with any works, development or construction on the Facility or appoint any architect or consultant, without first obtaining approval by Council.





- (b) The Committee may undertake tasks associated with general maintenance and upkeep of the Facility but must require volunteers, including volunteer contractors to complete a *Volunteer Registration* form if they are assisting the Committee.
  - (c) The Committee must not carry out or authorise any capital works or alterations, extensions, additions or materially alter the buildings or surrounds of the Facility without prior written approval from the Council.
  - (d) The Committee may with Council's prior approval employ and pay persons for the maintenance and upkeep of the Facility and the performance of any other matters required to be done for the proper management and control of the Facility
  - (e) The Committee must promptly report to Council any risks likely to arise from any breakage or damage to the Facility, any malfunction or mechanical hazard, abnormal damage to any playing surfaces or surrounds or any equipment used at the Facility.
- 9.9 Entering into Contractual Arrangements
- (a) The Committee may with the prior consent of Council and subject to complying with the *Procurement Policy*, enter into contracts or other agreements not exceeding \$5,000 associated with the management of the Facility.
  - (b) The Committee must not establish any commercial or other occupancy agreements for any part of the Facility.
  - (c) The Committee must not without the approval of the Council allow the Facility to be occupied or used in any way that excludes the public except by a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature.
  - (d) The Committee may only permit casual occupation by commercial operators when:
    - a commercial fee is charged and paid; and
    - the Facility is not being used by a member of the public, a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature; and





- the commercial venture has a common purpose or object of a sporting, recreational or cultural nature.

## 10. GENERAL REQUIREMENTS

### General

10.1 The Committee must not:

- (a) delegate any of the powers delegated to it by the Council; or
- (b) seek or obtain independent legal advice.

10.2 The Committee must:

- (a) maintain a Post Office box and ensure that all correspondence is directed to that, not the Secretary's residential address.
- (b) ensure that any applicable Council Policies, requirements of the Council's Local Laws and the Planning Scheme are complied with, including by users of the Facility.
- (c) comply with any requests, directions, financial rules, relevant policies or requirements made by the Council.

10.3 Communications

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

10.4 Disputes

If there is a dispute between the Committee and other party, the matter will be referred to the General Manager Infrastructure and Recreation for resolution, subject to complying with any the dispute process in any written agreement between the Committee and any other party.

10.5 Indemnity

The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with this Instrument of Delegation by that member of the Committee in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.



#### 10.6 Powers Excluded

The Committee is not by this Instrument of Delegation empowered to do any of the following things without the written approval of the Council:

- (a) enter into contracts, exceeding a value of \$5,000 per annum.
- (b) borrow money.
- (c) incur any banking overdraft.

#### 10.7 Changes to Schedules or Delegation

No alteration to this delegation or the Schedules will be effective unless first approved by the Council.

#### 10.8 Revocation

This Instrument of Delegation may be revoked at any time by Council, if in the view of Council the Committee is not managing the Facility in the best interests of user groups, the community and Council.



## Schedule 2: GIS imagery of managed land

### Callignee Facility





## Schedule 2: GIS Imagery of managed land

### Traralgon South Facility







## Schedule 3: Local Government Act 1989

### *Extract of requirements applying to special committees*

#### **Section 77: Confidential Information**

- (1) A person who is, or has been, a Councillor or a member of a special committee, must not disclose information that the person knows, or should reasonably know, is confidential information.
- (1A) A person who is, or has been, a Councillor or a member of a special committee, may disclose information that the person knows is confidential information in the following circumstances—
  - (a) for the purposes of any legal proceedings arising out of this Act;
  - (b) to a court or tribunal in the course of legal proceedings;
  - (c) pursuant to an order of a court or tribunal;
  - (d) to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;
  - (e) to a Councillor Conduct Panel in the course of a hearing and for the purposes of the hearing;
  - (f) to a municipal monitor to the extent reasonably required by the municipal monitor;
  - (g) to the extent reasonably required for any other law enforcement purposes.

#### **Sections 77A– 80: Direct & Indirect Interests**

- (1) A relevant person has a conflict of interest in respect of a matter if the relevant person has a direct interest or indirect interest in the matter.
- (2) A relevant person has a direct interest in a matter if the relevant person has an interest of a kind described in section 77B.
- (3) A relevant person has an indirect interest in a matter if the relevant person has—
  - (a) a close association as specified in section 78; or
  - (b) an indirect financial interest as specified in section 78A; or
  - (c) a conflicting duty as specified in section 78B; or
  - (d) received an applicable gift as specified in section 78C; or
  - (e) become an interested party as specified in section 78D; or
  - (f) a residential amenity that may be altered as specified in section 78E.
- (4) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest of the relevant person is so remote or insignificant that the direct interest or indirect interest could not reasonably be regarded as capable of influencing any actions or decisions of the relevant person in relation to the matter.
- (5) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest the relevant person holds—



- (a) is held as a resident, ratepayer or voter and does not exceed the interests generally held by other residents, ratepayers or voters; or
  - (b) is held in common with a large class of persons and does not exceed the interests generally held by the class of persons.
- (6) A relevant person does not have a conflict of interest in a matter if the relevant person—
- (a) does not know the circumstances that give rise to the conflict of interest; and
  - (b) would not reasonably be expected to know the circumstances that give rise to the conflict of interest.

**Section 77B: Direct interest**

- (1) A person has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.
- (2) Without limiting subsection (1), a person has a direct interest in a matter if—
  - (a) there is a reasonable likelihood that the person will receive a direct benefit or loss that can be measured in financial terms if the matter is decided in a particular way;
  - (b) the person has, or the person together with a member or members of the person's family have, a controlling interest in a company or other body that has a direct interest in the matter.
- (3) A person who has a membership in a club or organisation that has a direct interest in a matter—
  - (a) does not, by reason of that membership, have a direct interest in the matter under subsection (1); and
  - (b) does not have an indirect interest in the matter, by reason of that membership, unless the person has an indirect interest in the matter under section 78A, 78B or 78C.
- (4) In subsection (2), **controlling interest** has the same meaning as it has in section 72(2) of the **Payroll Tax Act 2007**.

The factors that contribute to a member of a special committee having an indirect interest in a matter include:

- section 78 – indirect interest by association. That is close association with a person such as a relative or domestic partner that has a direct interest in a matter;
- section 78A – indirect interest that is an indirect financial interest;
- section 78B – indirect interest because of conflicting duties;
- section 78C – indirect interest because of an applicable gift
- section 78D – indirect interest as a consequence of becoming an interested party
- section 78E – indirect interest because of impact on residential amenity.



**Section 86: Special Committees**

- (3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
- (4) A Council cannot delegate to a committee the following powers—
  - (a) this power of delegation;
  - (b) to declare a rate or charge;
  - (c) to borrow money;
  - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
  - (e) to incur any expenditure exceeding an amount previously determined by the Council;
  - (f) any prescribed power.
- (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.

**Section 87: Special committee meetings**

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (3) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (4) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

**Section: 89 Meetings to be open to the public**

- (1) Unless subsection (2) applies, any meeting of a Council or a special committee must be open to members of the public.





**Section 90: Voting**

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
  - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
  - (b) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
  - (ca) voting at a meeting that is open to members of the public must not be in secret;

- (c) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
  - (d) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87 the matter is to be determined by lot.

**Section 91: Conduct of Meetings**

- (1) A Council must make local laws governing the conduct of meetings of the Council and special committees.
- (2) Except as provided in this Act and subject to any local laws, the conduct of meetings of a Council is in the Council's discretion.
- (3) Except as provided in this Act and subject to any local laws and any resolutions of a Council, the conduct of meetings of a special committee is in the special committee's discretion.
- (3A) A quorum at a meeting of the Council or a special committee must be at least a majority of the members of the Council or the special committee.
- (4) Resolutions made at a meeting of a Council or special committee must clearly state the intention and effect of the resolution.



**Section 93: Minutes of Meetings**

- (1) The Council must keep minutes of each meeting of the Council.
- (2) The minutes of a Council meeting must be submitted to the next appropriate meeting of the Council for confirmation.
- (3) The Chairperson of a special committee must arrange for minutes of each meeting of the committee to be kept.
- (4) If subsection (3) applies, the Chairperson must submit the minutes of a committee meeting to the next meeting of the committee for confirmation.
- (5) If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.
- (6) The minutes of a meeting of the Council or a special committee must—
  - (a) contain details of the proceedings and resolutions made;
  - (b) be clearly expressed;
  - (c) be self-explanatory;
  - (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

# Traralgon Railway Reservoir Conservation Reserve Special Committee *Instrument of Delegation*





## Instrument of Delegation

Pursuant to the exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, Latrobe City Council (the Council) hereby delegates to Traralgon Railway Reservoir Conservation Reserve Special Committee (the Committee), operating as a committee of management, the powers, duties and functions set out in the Schedules attached and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on [#date#]; and
  - 1.1. The delegation:
    - 1.1.1. Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 1.1.2. Remains in force until varied or revoked;
    - 1.1.3. Must be exercised in accordance with the attached schedules, and is subject to any conditions and limitations set out in the schedules; and
    - 1.1.4. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
  - 1.2. Any member (not being a Councillor) of the Committee is exempt from provisions of section 81 of the *Local Government Act 1989* for the purposes of providing primary and ordinary returns;
  - 1.3. The Committee must report annually to Council concerning decisions made during and finances of the Committee for the preceding 12 months; and
  - 1.4. Council may remove a member from the Committee at any time.

[#Council seal clause#]



## Schedule One: Powers, Functions and Duties of the Special Committee

### 1. DEFINITIONS

1.1. In this delegation and schedules, the following words shall have the following meanings:

|                   |                                                                                                                                                                                     |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Committee     | means the Traralgon Railway Reservoir Conservation Reserve Special Committee appointed pursuant to the provisions of section 86 of the <i>Local Government Act 1989</i> .           |
| Council           | means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.                                                                                |
| Councillor        | mean the individual(s) holding the office of a member of Latrobe City Council.                                                                                                      |
| Council officer   | means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.                                                                                    |
| Management        | means the maintenance, hire, control, operation, conservation, promotion and/or development of property.                                                                            |
| Public Notice     | means a public notice published in a newspaper generally circulating in the municipal district.                                                                                     |
| Special Committee | means a Committee to which the Council delegates a duty, function or power established under section 86 of the <i>Local Government Act 1989</i> .                                   |
| The Facility      | means the reserve and buildings situated at Traralgon Railway Reservoir Conservation Reserve and highlighted on the attached plan in Schedule 2 that is subject to this delegation. |

### 2. OBJECTIVES OF THE SPECIAL COMMITTEE



The principle objective of the Committee is to act as an agent of Latrobe City Council (not as an independent entity) in operating and managing the Facility which is entrusted to the Committee's care by undertaking planning, conservation, promotion, co-ordination and management of it, in particular:

- (a) managing the Facility on behalf of Council taking into account the actions to achieve the goals identified in any management plan;
- (b) providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Facility;
- (c) liaising between the Council and the community, including users of the Facility;
- (d) encouraging public interest and maximising involvement and participation of the community in any development occurring in the Facility;
- (e) undertaking maintenance of the Facility, including equipment, buildings and facilities in it, to enhance it as a regional attraction;
- (f) ensuring effective financial management and control of funds allocated by way of grants for maintaining or improving the Facility and providing amenities for the better use and enjoyment by the community and public; and
- (g) carrying out any other functions, matters or things incidental to achieving the objectives.

### **3. COMPOSITION OF COMMITTEE**

- 3.1. The Committee will comprise of up to 12 members appointed by the Council being:
  - (a) up to 3 Councillors;
  - (b) 1 Council officer; and
  - (c) up to 8 community representatives who must be residents of the municipality unless otherwise approved by Council.
- 3.2 The appointment of the community representatives must be carried out in accordance with clause 3.5.
- 3.3 Each member may nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an





observer (without voting rights) at the invitation of the Committee.

- 3.4 No person may be or act as a member of the Committee until they are appointed by Council.
- 3.5 Expression of Interest – Community Representatives
- (a) A public notice calling for expressions of interest from members of the community for Committee membership must be published in a newspaper within 28 days of the Council's decision to appoint a special committee.
  - (b) Expressions of interest must be submitted in writing and must be received within 14 days of the public notice.
  - (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.
- 3.6 Qualifications for Committee membership - General
- (a) Except with the prior approval of the Council, a person must not be appointed to the Committee unless that person has attained the age of 18 years and resides, owns property or works within the municipality.
  - (b) All Committee members must be prepared to comply with conflict of interest requirements in the *Local Government Act 1989*.
  - (c) Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.

#### **4 TERM OF OFFICE**

Members of the Committee will hold office for a period of 3 years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it until the Council approves a new delegation and appoints a new Committee following the process required under clause 3.5

#### **5. VACANCIES**

- 5.1 Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 5.2 If any Committee member misses 3 consecutive meetings of the Committee without submitting their apology prior to the meeting, that member will cease to be a member of the Committee upon confirmation by Council.
- 5.3 Casual Vacancies





- (a) Where a vacancy on the Committee occurs through retirement, resignation, death, incapacity or loss of qualification, the Committee must within 1 month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
- (b) The Council may determine that a vacancy arising as a result of the circumstances in paragraph (a) may only be filled after a public notice calling for an expression of interest in the position.

## **6 OFFICE BEARERS**

- 6.1 Within 1 month of the Council's endorsement of the appointment of members of the Special Committee, the Committee must hold a special meeting to appoint its office bearers.
- 6.2 The officer bearers to be appointed and who will hold office for 12 months will be:
  - Chair
  - Treasurer
  - Secretary.
- 6.3 There must be segregation of duties amongst office bearers with no one person holding more than one position on the Committee. In special circumstances one person may, with the approval of Council, hold both the positions of Treasurer and Secretary.
- 6.4 The Committee must provide all nomination forms and notify the Council of the name and address of each office bearer within 7 days of that person's appointment.

## **7 COMMITTEE MEETINGS**

- 7.1 General Provisions
  - (a) The Committee must hold at least 4 meetings during the year on such dates as the Chair appoints with the first meeting of the Committee to be held within 1 month of the Committee's appointment by the Council.
  - (b) The Secretary must give public notice of all meetings including special meetings of the Committee.



- (c) The Secretary must distribute a notice of the meeting to all members of the Committee at least 7 days prior to the meeting and must advise Council of any Committee meetings.

#### 7.2 Meeting Procedures

- (a) The requirements applying to special committees in the *Local Government Act 1989* must be complied with.<sup>1</sup>
- (b) The Chair must take the chair at all meetings at which the Chair is present. If the Chair is absent the Chair's nominated representative must take the chair and if that nominated representative is not present, the members present may appoint one of their numbers to chair the meeting.

#### 7.3 Quorum

- (a) A meeting of the Committee must not proceed if a quorum cannot be obtained within 30 minutes of the published commencement time of the meeting.
- (b) The quorum is a simple majority of the number of members of the Committee.

#### 7.4 Business of the Annual Meeting

Each year during the term the Committee will hold an annual general meeting which will:

- (a) elect members to the positions in clause 6.2;
- (b) receive and consider the Committee's annual report; and
- (c) receive and consider a report on the program of activities proposed for the next year; and
- (d) receive and adopt the annual financial statements.

#### 7.5 Special Meetings

- (a) The Chair may call a special meeting and must call a special meeting if a written request for a special meeting is received from 3 members of the Committee and must give notice of the special meeting in accordance with the requirements in this provision.

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<sup>1</sup> See Schedule Four for a list of applicable requirements from the Local Government Act 1989.



- (b) The notice by the Chair or the request by the 3 Committee members must contain a statement of the purpose of the meeting.
- (c) The meeting will be held on the dates and the time fixed by the Chair.
- (d) Where the Chair calls a meeting in response to a request from 3 members, the meeting must be held within 21 days of receiving the request. The Chair must arrange for notice of the meeting to be given to all Committee members.
- (e) No business other than that specified in the notice must be transacted at that meeting.

#### 7.6 Minutes of meetings

- (a) The Chair of the Committee must ensure that minutes of each meeting of the Committee are kept.
- (b) The Chair must submit the minutes of a Committee meeting to the next meeting of the Committee for confirmation. If the minutes are confirmed, the Chair at the meeting must sign the minutes and certify that they have been confirmed.
- (c) The minutes of a meeting of the Committee must:
  - contain details of the proceedings and resolutions made;
  - be clearly expressed; and
  - be self-explanatory.
- (d) Relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated in relation to resolutions recorded in the minutes.
- (e) The Chair must ensure that a copy of the minutes of each meeting of the Committee is sent to the Council within 7 days of the meeting.

#### 7.7 Voting

- (a) Each member present at a meeting of the Committee will have 1 vote on each matter being considered by the Committee.
- (b) In the event that voting on any matter is equal, the Chair has a casting vote.



- (c) A motion before a meeting of the Committee is to be determined as follows:
- each member of the Committee who is entitled to vote is entitled to 1 vote;
  - unless otherwise prohibited by the *Local Government Act 1989*, each member of the Committee present must vote;
  - unless the procedures of the Committee otherwise provide, voting must be by show of hands;
  - the motion is determined by a majority of the votes;
  - if there is an equality of votes the Chair has a second vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to it cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Committee members, the matter must be submitted to Council in writing and any decision made by the Council will be final.
- (f) The Committee may form sub committees from amongst its members for the purpose of recommending on matters relating to the provisions of this Instrument of Delegation, provided that no decision is made.
- (g) The Chair will be an ex-officio member of all sub committees.
- (h) A sub committee may only be established by resolution of the Committee and may only carry out the functions stated in the resolution.
- 7.8 Conflict of Interest
- (a) If a member of the Committee has a conflict of interest in any matter in which the Committee is concerned, the member must comply with the requirements in the *Local Government Act 1989*.<sup>2</sup>
- (b) The member must disclose the nature of that interest at the meeting at which the matter is to be discussed and must not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.

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<sup>2</sup> See Schedule 3.



- (c) The Minutes must record the conflict of interest and the time the member left and returned to the meeting.

**7.9 Meetings open to the Public**

- (a) Any meeting or special meeting of the Committee must be open to members of the public.
- (b) The Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:
- contractual matters;
  - proposed development;
  - legal advice;
  - matters affecting the security of Council;
  - any other matters which the Committee considers would prejudice the Council or any person;
  - a resolution to close the meeting to members of the public.
- (c) If the Committee resolves to close the meeting to the public, the reason must be recorded in the minutes of the meeting.

**8 FINANCE**

**8.1 Financial Administration**

- (a) The Financial Year of the Committee will be from 1 July to 30 June.
- (b) The Committee must ensure the effective financial control of the Committee and must submit reports to each meeting of the Committee that accurately represents the financial position of the Committee at that time.
- (c) The Committee must not borrow or obtain funds by way of overdraft or loan.
- (d) All monies received on behalf of the Committee must be banked within 14 days of receipt in a bank account in the name of the Committee.
- (e) The Committee must when requested by the Council, produce any information in relation to its bank accounts.
- (f) All accounts over \$50 (including GST) must be paid by cheque and all



cheques must be signed by 2 Committee members or office bearers appointed by resolution of the Committee.

- (g) The Treasurer must:
- list all accounts received for payment to each meeting of the Committee;
  - report on the state of the Committee's finances and make such recommendations as he or she considers necessary; and
  - ensure that the information provided to the meeting is recorded in the Minutes of the meeting.
- (h) Monies held by the Committee must not exceed \$50,000 at the end of any financial year, unless otherwise approved by Council.
- (i) All monies received by the Committee must be applied to the maintenance, operations, promotion and improvements of the Facility and any other expenses which may be incurred by the Committee in its management of the Facility.
- (j) Committee members are entitled to be reimbursed through Committee funds for any out of pocket expenses incurred while carrying out the functions set out in this delegation as long as a tax invoice or receipt is provided.
- (k) No member of the Committee is entitled to receive any remuneration or honorarium for carrying out any of his or her duties as a member of the Committee without approval from the Council.
- (l) On dissolution of the Committee, the outgoing Committee must close all accounts and transfer the remaining funds to Council along with evidence that the account has been closed.

#### 8.2 Annual Statements and Reports

- (a) The Committee must on or before 10 July in each year ensure that:
- the accounts of the Committee are balanced (up to the 30 June proceeding); and
  - annual Financial Statements are provided to Council; and
  - an acquittal report is provided to Council as required under the *Grant Governance Policy*; and





- a written report is provided to Council on the operation of the Facility which will be considered the Annual Report.
  - (b) The Committee member elected as Secretary or Treasurer must present an operating statement and statements of financial position at the conclusion of each financial year for presentation to the designated meeting of the Committee.
  - (c) To assist in the preparation of the statement of accounts, Council will supply a standard template and information document to assist the Committee.
- 8.3 Determination of charges
- (a) If the Committee considers that fees and charges should be applied for the use of the Facility, the Committee must provide Council with a proposed list of fees and charges by 1 October each year to be included for consideration and adoption by Council within the Council budget process.
  - (b) A member appointed by the Committee to collect fees and charges (if any) must within 7 days of receiving those fees and charges ensure that they are paid into the Committee's bank account unless other arrangements have been approved by Council.
  - (c) A member appointed for the collection of fees and charges by the Committee must issue a receipt for collection.

## **9 MANAGEMENT OF THE FACILITY**

### **9.1 General Requirements**

The Committee must manage the Facility by:

- (a) actively promoting its use;
- (b) assisting the community and user groups to access the facilities;
- (c) monitoring the physical condition of all Facility assets, ensuring they are generally maintained in a safe and clean condition and are fit for purpose;
- (d) working with Council officers on asset maintenance and development plans;
- (e) ensuring that conditions of use imposed by Council Local Laws and policies and State and Federal Laws are enforced and to report any





breaches which occur to the Council; and

- (f) making recommendations to Council on the development of future capital works and the provision of future facilities and amenities to the Facility.

9.2 The Committee may seek advice, assistance and expertise from the Council as is necessary for the proper and efficient management of the Facility within the constraints of the budget and including the ability to invite persons to the meetings of the Committee as observers or advisers.

9.3 The Committee must take all reasonable steps to:

- (a) liaise with Council and its staff to ensure continuing cooperation and co-ordination of the Facility;
- (b) ensure the safety requirements and relevant safety legislation applying to the management of the Facility are complied with;
- (c) ensure that the Committee and its servants do not commit or permit to be committed any act which would render the operation of Council's insurance policies invalid; and
- (d) require all users to comply with the conditions of use or any rules made by the Committee and to advise Council in respect of and give effect to any requirements made by the Council applicable to the Facility.

9.4 Planning

- (a) Management Plans for the Facility must be prepared by the Committee with support from the Council and must be reviewed at least once every 5 years.
- (b) The Committee may work with Council officers to develop an annual Capital Works Program for consideration by Council.

9.5 Undertaking Works and Maintenance

- (a) The Committee must not proceed with any capital works<sup>3</sup>, development or construction on the Facility or appoint any architect or consultant, without first obtaining approval by Council.
- (b) The Committee may undertake tasks associated with general day to day maintenance and upkeep of the Facility but must require volunteers,

<sup>3</sup> Capital works means works in excess of \$5000.



including volunteer contractors to complete a *Volunteer Registration*<sup>4</sup> form if they are assisting the Committee.

- (c) The Committee must not carry out or authorise any capital works or alterations, extensions, additions or materially alter the buildings or surrounds of the Facility without prior written approval from the Council.
- (d) The Committee may with Council's prior approval employ and pay persons for the maintenance and upkeep of the Facility and the performance of any other matters required to be done for the proper management and control of the Facility
- (e) The Committee must promptly report to Council any risks likely to arise from any breakage or damage to the Facility, any malfunction or mechanical hazard, abnormal damage to any playing surfaces or surrounds or any equipment used at the Facility.

#### 9.6 Entering into Commercial Arrangements

- (a) The Committee may subject to complying with the *Procurement Policy*, enter into contracts or other agreements not exceeding \$5,000 associated with the management of the Facility.
- (b) The Committee must not establish any other commercial or occupancy agreements for any part of the Facility.
- (c) The Committee must not without the approval of the Council allow the Facility to be occupied or used in any way that excludes the public except by a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature.
- (d) The Committee may only permit casual occupation by commercial operators when:
  - a commercial fee is charged and paid; and
  - the Facility is not being used by a member of the public, a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature; and
  - the commercial venture has a common purpose or object of a sporting, recreational or cultural nature.

<sup>4</sup> The Volunteer Registration form is available online.



## 10 GENERAL REQUIREMENTS

### General

#### 10.1 The Committee must not:

- (a) delegate any of the powers delegated to it by the Council; or
- (b) seek or obtain independent legal advice.

#### 10.2 The Committee must:

- (a) maintain a Post Office box and ensure that all correspondence is directed to that box.
- (b) ensure that any applicable Council Policies, requirements of the Council's Local Laws and the Planning Scheme are complied with, including by users of the Facility.
- (c) comply with any requests, directions, financial rules, relevant policies or requirements made by the Council.
- (d) ensure that any applicable Council Policies, requirements of the Council's Local Laws and the Planning Scheme are complied with, including by users of the Facility.
- (e) comply with any requests, directions, financial rules, relevant policies or requirements made by the Council.

#### 10.3 Communications

The Committee must have regard to any Council Policy applying to public relations, communications and the use of social media.

#### 10.4 Disputes

If there is a dispute between the Committee and other party, the matter will be referred to the General Manager Infrastructure and Recreation for resolution, subject to complying with any the dispute process in any written agreement between the Committee and any other party.

#### 10.5 Indemnity

The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with this Instrument of Delegation by that member of the Committee in the honest and reasonable belief or under a mistake of law that the member was properly



exercising any function or power of the Committee.

#### 10.6 Powers Excluded

The Committee is not by this Instrument of Delegation empowered to do any of the following things without the written approval of the Council:

- (a) enter into contracts, exceeding a value of \$5,000 per annum.
- (b) borrow money.
- (c) incur any banking overdraft.

#### 10.7 Changes to Schedules or Delegation

No alteration to this delegation or the schedules will be effective unless first approved by the Council.

#### 10.8 Revocation

This Instrument of Delegation may be revoked at any time by Council, if in the opinion of Council the Committee is not managing the facility in the best interest the community and Council.



## Schedule 2: GIS Imagery of managed land







## Schedule 3: Local Government Act 1989

*Extracts of requirements applying to Special Committees*

### **Section 77: Confidential Information**

- (1) A person who is, or has been, a Councillor or a member of a special committee, must not disclose information that the person knows, or should reasonably know, is confidential information.
- (1A) A person who is, or has been, a Councillor or a member of a special committee, may disclose information that the person knows is confidential information in the following circumstances—
  - (a) for the purposes of any legal proceedings arising out of this Act;
  - (b) to a court or tribunal in the course of legal proceedings;
  - (c) pursuant to an order of a court or tribunal;
  - (d) to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;
  - (e) to a Councillor Conduct Panel in the course of a hearing and for the purposes of the hearing;
  - (f) to a municipal monitor to the extent reasonably required by the municipal monitor;
  - (g) to the extent reasonably required for any other law enforcement purposes.



**Sections 77A– 80: Direct & Indirect Interests**

- (1) A relevant person has a conflict of interest in respect of a matter if the relevant person has a direct interest or indirect interest in the matter.
- (2) A relevant person has a direct interest in a matter if the relevant person has an interest of a kind described in section 77B.
- (3) A relevant person has an indirect interest in a matter if the relevant person has—
  - (a) a close association as specified in section 78; or
  - (b) an indirect financial interest as specified in section 78A; or
  - (c) a conflicting duty as specified in section 78B; or
  - (d) received an applicable gift as specified in section 78C; or
  - (e) become an interested party as specified in section 78D; or
  - (f) a residential amenity that may be altered as specified in section 78E.
- (4) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest of the relevant person is so remote or insignificant that the direct interest or indirect interest could not reasonably be regarded as capable of influencing any actions or decisions of the relevant person in relation to the matter.
- (5) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest the relevant person holds—





- (a) is held as a resident, ratepayer or voter and does not exceed the interests generally held by other residents, ratepayers or voters; or
  - (b) is held in common with a large class of persons and does not exceed the interests generally held by the class of persons.
- (6) A relevant person does not have a conflict of interest in a matter if the relevant person—
- (a) does not know the circumstances that give rise to the conflict of interest; and
  - (b) would not reasonably be expected to know the circumstances that give rise to the conflict of interest.

**Section 77B: Direct interest**

- (1) A person has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.
- (2) Without limiting subsection (1), a person has a direct interest in a matter if—
  - (a) there is a reasonable likelihood that the person will receive a direct benefit or loss that can be measured in financial terms if the matter is decided in a particular way;
  - (b) the person has, or the person together with a member or members of the person's family have, a controlling interest in a company or other body that has a direct interest in the matter.
- (3) A person who has a membership in a club or organisation that has a direct interest in a matter—
  - (a) does not, by reason of that membership, have a direct interest in the matter under subsection (1); and
  - (b) does not have an indirect interest in the matter, by reason of that membership, unless the person has an indirect interest in the matter under section 78A, 78B or 78C.
- (4) In subsection (2), **controlling interest** has the same meaning as it has in section 72(2) of the **Payroll Tax Act 2007**.

The factors that contribute to a member of a special committee having an indirect interest in a matter include:

- section 78 – indirect interest by association. That is close association with a person such as a relative or domestic partner that has a direct interest in a matter;
- section 78A – indirect interest that is an indirect financial interest;
- section 78B – indirect interest because of conflicting duties;
- section 78C – indirect interest because of an applicable gift
- section 78D – indirect interest as a consequence of becoming an interested party
- section 78E – indirect interest because of impact on residential amenity.



**Section 86: Special Committees**

- (3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
- (4) A Council cannot delegate to a committee the following powers—
  - (a) this power of delegation;
  - (b) to declare a rate or charge;
  - (c) to borrow money;
  - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
  - (e) to incur any expenditure exceeding an amount previously determined by the Council;
  - (f) any prescribed power.
- (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.

**Section 87: Special committee meetings**

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chair for a special committee.
- (3) If the Council has not appointed a Chair under subsection (2), the members of a special committee must appoint a Chair.
- (4) If the Chair is not present at a meeting of a special committee the members must appoint a Chair for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chair, or if the Chair is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.



**Section: 89 Meetings to be open to the public**

- (1) Unless subsection (2) applies, any meeting of a Council or a special committee must be open to members of the public.

**Section 90: Voting**

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
- (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
  - (b) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
  - (ca) voting at a meeting that is open to members of the public must not be in secret;
  - (c) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
  - (d) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chair has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87 the matter is to be determined by lot.



**Section 91: Conduct of Meetings**

- (1) A Council must make local laws governing the conduct of meetings of the Council and special committees.
- (2) Except as provided in this Act and subject to any local laws, the conduct of meetings of a Council is in the Council's discretion.
- (3) Except as provided in this Act and subject to any local laws and any resolutions of a Council, the conduct of meetings of a special committee is in the special committee's discretion.
- (3A) A quorum at a meeting of the Council or a special committee must be at least a majority of the members of the Council or the special committee.
- (4) Resolutions made at a meeting of a Council or special committee must clearly state the intention and effect of the resolution.

**Section 93: Minutes of Meetings**

- (1) The Council must keep minutes of each meeting of the Council.
- (2) The minutes of a Council meeting must be submitted to the next appropriate meeting of the Council for confirmation.
- (3) The Chair of a special committee must arrange for minutes of each meeting of the committee to be kept.
- (4) If subsection (3) applies, the Chair must submit the minutes of a committee meeting to the next meeting of the committee for confirmation.
- (5) If the minutes are confirmed the Chair at the meeting must sign the minutes and certify that they have been confirmed.
- (6) The minutes of a meeting of the Council or a special committee must—
  - (a) contain details of the proceedings and resolutions made;
  - (b) be clearly expressed;
  - (c) be self-explanatory;
  - (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

# Victory Park Precinct Advisory Committee

## *Terms of Reference*



March 2018





## CONTENTS:

1. **Establishment of the Committee**
2. **Objectives**
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  - Attendance at meetings
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5. **Review of Committee and Duration of the Committee**
6. **Authority and Compliance Requirements**





## 1. Establishment of the Committee

- 1.1 The Victory Park Precinct Advisory Committee ("the Committee") is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989*.
- 1.2 The Committee is an advisory committee only and has no delegated decision making authority.
- 1.3 The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2 Objectives

- 2.1 The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters identified in this Terms of Reference to facilitate Council's decision making to achieve the strategic directions in the Council Plan.
- 2.2 The Committee is established to:
  - (a) share information between other users of Victory Park and Latrobe City Council regarding the Victory Park Precinct;
  - (b) provide advice, information and feedback in relation to Victory Park and its surrounding area on operational and maintenance matters;
  - (c) provide advice, information and feedback to Latrobe City Council in relation to amenities, facilities and events for Victory Park and surrounding areas.
- 2.3 Perform other activities related to this Terms of Reference as requested by the Council.

## 3 Membership

### Composition of the Committee

- 3.1 The Committee will comprise of up to 12 members being:
  - (a) up to 2 Councillors;
  - (b) up to 7 representatives nominated from the following community groups:
    - Traralgon Lions Club;
    - City of Traralgon City Band;
    - Latrobe Valley Community Choir;
    - 1<sup>st</sup> Traralgon Scouts;
    - Gippsland Model Engineering Society





- Monomeith Senior Citizens Centre; and
  - Traralgon Community Development Association.
- (c) up to two community representatives appointed following an expression of interest process.
- (d) A Latrobe City Council Officer occupying the position of Coordinator Recreation Liaison.

Length of appointment

- 3.2 While a Committee will be in place for as long as the Council sees fit, the term of appointment of members will be for 3 years.
- 3.3 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

Selection of members and filling of vacancies

- 3.4 Council will determine the membership of a Committee following expressions of interest received from members of the community and nominations received from community groups.
- 3.5 The Committee may fill any vacancies that occur within the period of appointment, subject to the approval of the General Manager Infrastructure and Recreation and endorsement of Council. Where a vacancy is filled in this way, the appointment is limited to the remainder of the period of the original appointment.

Co-option of members

- 3.6 With the approval of the Chair, organisational representatives may co-opt a temporary member to fulfil their duties and attend meetings.
- 3.7 The Committee may invite other individuals to participate in the proceedings of the Committee on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

Attendance at meetings

- 3.8 All Committee members must attend each meeting.
- 3.9 A member who misses two consecutive meetings without a formal apology may have their appointment revoked by Council.

Resignations

- 3.10 All resignations from members of the Committee must be submitted in writing to the General Manager Infrastructure and Recreation, Latrobe City Council, PO Box 264, Morwell VIC 3840.

**4 Proceedings**

Chair



- 4.1 The nominated Councillor will Chair the meetings.
- 4.2 If that Councillor is not able to attend the meeting, the alternate Councillor appointed by the Council must chair the meeting.
- 4.3 If neither Councillor is available, or if no alternate Councillor has been appointed by the Council, the members may nominate a replacement from the Committee members present to chair the meeting.

Meeting schedule

- 4.4 The Committee must hold at least 4 meetings during the year on such dates as the Chairperson appoints with the first meeting of the Committee to be held within 1 month of the Committee's appointment.
- 4.5 The duration of each Committee meeting should generally not exceed two hours.
- 4.6 Meetings of the Committee will be held monthly initially or as may be deemed necessary by Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held if required.

Meeting procedures

- 4.7 Meetings will follow standard meeting procedures as established in any guidance material and outlined in these Terms of Reference for Advisory Committees provided (See Appendix 1 for the agenda template).
- 4.8 All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 4.9 All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10 A majority of the members constitutes a quorum.
- 4.11 If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will be adjourned.

Voting

- 4.12 There will be no official voting process, but if a formal decision is required to enable an Advisory Committee position to be submitted to Council, all members will have equal voting rights. Majority and minority opinions will be reflected in Advisory Committee minutes.

Minutes of the Meeting

- 4.13 The Chair must ensure that minutes of each meeting are kept and are in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (See Appendix 2 for the minutes template).



- 4.14 Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with the requirements of that Act.
- 4.15 The minutes must be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).
- 4.16 The agenda must be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17 A copy of the minutes must be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 4.18 With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.
- 4.19 Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20 Reports to Council will be co-ordinated through the General Manager Infrastructure and Recreation.

**5 Review of Committee and Duration of the Committee**

- 5.13 The Committee will cease to exist by resolution of the Council, or once the objectives in clause 2 can be demonstrated as having been met, whichever occurs first.
- 5.14 A review of the Committee will take place at least once every 3 years at which time the Terms of Reference will also be reviewed.
- 5.15 A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.16 The review must consider:
  - (a) the Committee's achievements;
  - (b) whether there is a demonstrated need for the Committee to continue; and
  - (c) any other relevant matter.

**6 Authority and Compliance Requirements**

- 6.13 The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.14 The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.



- 6.15 Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



Appendix 1: Agenda Template



| [Name] Advisory Committee                                                                                                                 |                                                                                                                                                       |                       |            |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|
| Meeting Day, XX Month Year                                                                                                                |                                                                                                                                                       |                       |            |
| Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm                                                                              |                                                                                                                                                       |                       |            |
| [Location (include specific meeting room and address)]                                                                                    |                                                                                                                                                       |                       |            |
| [This document is the property of Latrobe City Council and must be returned to the relevant office of Council at the end of the meeting.] |                                                                                                                                                       |                       |            |
| AGENDA ITEMS                                                                                                                              |                                                                                                                                                       |                       |            |
| No.                                                                                                                                       | ITEM                                                                                                                                                  | Committee<br>Officers | Attachment |
| 1.                                                                                                                                        | Prayers & Introduction                                                                                                                                | AL                    | N/A        |
| 2.                                                                                                                                        | Apologies                                                                                                                                             | AL                    |            |
| 3.                                                                                                                                        | Declarations of Interest<br><i>Members of the Committee state declare any conflicts of interest or any interests in matters listed on the agenda.</i> | AL                    |            |
| 4.                                                                                                                                        | Confirmation of Minutes<br><i>Minutes from the previous meeting of the meeting.</i>                                                                   |                       |            |
| 5.                                                                                                                                        | Matters arising from previous meeting<br><i>Review of action progress from previous meetings</i>                                                      | AL                    |            |
| 6.                                                                                                                                        | Minutes of the [Meeting]<br><i>Minutes of the [Meeting] of reference</i>                                                                              |                       |            |
| 7.                                                                                                                                        | General Business                                                                                                                                      | AL                    |            |



Appendix 2: Minutes Template



**[Name] Advisory Committee Minutes:**

Meeting Day: XX Month Year  
 Time Commenced: XX:XXam/pm    Finish Time: XX:XXam/pm  
 Location: (include specific meeting room and address)  
 Meeting Chair: <Name >

NOTE: in accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next consecutive Council Meeting.

| No. | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Responsible Person | Timeframe |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| 1.  | Present                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |           |
| 2.  | Apologies                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |           |
| 3.  | <b>3. Interest Disclosures</b><br>Members of the Committee declared any Conflicts of Interest or interests in matters discussed at the meeting.<br>The following members of the Committee declared a Conflict of Interest at the meeting and were absent and were not discussed:<br>- Name, Time left XX:XXam/pm; Time returned XX:XXam/pm<br>- Name, Time left XX:XXam/pm; Time returned XX:XXam/pm<br>- Name, Time left XX:XXam/pm; Time returned XX:XXam/pm |                    |           |





**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
 Time Commenced: 00:00am/pm    Finish Time: 00:00am/pm  
 Location: (include specific meeting room and address)

Meeting Chair: <Name >

| No. | Item                                                                                                                                                                                                                                | Responsible Person | Timeframe |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| 4.  | <b>Confirmation of Minutes:</b><br><br>That the minutes of the meeting held on (Date) of the (Name) Advisory Committee be confirmed.                                                                                                |                    |           |
| 5.  | <b>Matters arising from previous meeting</b><br>List the item and action agreed and assign any follow up actions and expected timeframes.<br><br>1. Item Heading<br>Action(s):<br>*<br>*<br>2. Item Heading<br>Action(s):<br>*<br>* |                    |           |
| 6.  | <b>Items for consideration</b><br>List the item and action agreed and assign any follow up actions and expected timeframes.<br><br>1. Item Heading<br>Action(s):<br>*<br>*<br>2. Item Heading<br>Action(s):<br>*<br>*               |                    |           |







| [Name] Advisory Committee Minutes                                     |                                                                                                                                                                                                                                                                                                                       |                    |           |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| Meeting Day: XX Month Year                                            |                                                                                                                                                                                                                                                                                                                       |                    |           |
| Time Commenced: 00:00am/pm Finish Time: 00:00am/pm                    |                                                                                                                                                                                                                                                                                                                       |                    |           |
| Location: (include specific meeting room and address)                 |                                                                                                                                                                                                                                                                                                                       |                    |           |
| Meeting Chair: < Name >                                               |                                                                                                                                                                                                                                                                                                                       |                    |           |
| No.                                                                   | Item                                                                                                                                                                                                                                                                                                                  | Responsible Person | Timeframe |
|                                                                       | <p>3. Item Heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                                                                                          |                    |           |
|                                                                       | <p>4. General Business</p> <p>List the item and action agreed and assign any follow up actions and expected timescales:</p> <p>1. Item Heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>2. Item Heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul> |                    |           |
| Next Meeting: < Date/Day of the week/Meeting date/Time and location > |                                                                                                                                                                                                                                                                                                                       |                    |           |



# Morwell Centenary Rose Garden Special Committee *Instrument of Delegation*





## Instrument of Delegation

Pursuant to the exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, Latrobe City Council (the Council) hereby delegates to Morwell Centenary Rose Garden Special Committee, (the Committee), the powers, duties and functions set out in the Schedules attached and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on (*insert date*); and
  - 1.1. The delegation:
    - 1.1.1. Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 1.1.2. Remains in force until varied or revoked;
    - 1.1.3. Must be exercised in accordance with the attached schedules, and is subject to any conditions and limitations set out in the schedules;
    - 1.1.4. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 1.2. Any member (not being a Councillor) of the Committee is exempt from provisions of section 81 of the *Local Government Act 1989* for the purposes of providing primary and ordinary returns;
  - 1.3. The Committee must report annually to the Council concerning decisions made and the Committee's finances for the preceding 12 months; and
  - 1.4. The Council may remove a member from the Committee at any time.

[#Council

seal

clause#]

*Morwell Centenary Rose Garden Special Committee -  
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## Schedule One: Powers, Functions and Duties of the Special Committee

### 1. DEFINITIONS

1.1. In this delegation and Schedules, the following words have the following meanings:

|                   |                                                                                                                                                                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Committee     | means the Morwell Centenary Rose Garden Special Committee appointed pursuant to the provisions of section 86 of the <i>Local Government Act 1989</i> .                                                                                       |
| Council           | means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.                                                                                                                                         |
| Councillor        | means the individual(s) holding the office of a member of Latrobe City Council.                                                                                                                                                              |
| Council officer   | means the Chief Executive Officer or staff of Council appointed by the Chief Executive Officer.                                                                                                                                              |
| Public notice     | means a notice published in a newspaper generally circulating in the municipal district of the Council chosen for the purpose.                                                                                                               |
| The Rose Garden   | means the Morwell Centenary Rose Garden being the areas located within the median and verges of Maryvale Crescent, Avondale Road, Commercial Road and the Jane Street Bridge Morwell and its immediate environs as depicted in Schedule Two. |
| Special Committee | means a Committee to which the Council delegates a duty, function or power established under section 86 of the <i>Local Government Act 1989</i> .                                                                                            |

### 2. OBJECTIVES OF THE SPECIAL COMMITTEE

*Morwell Centenary Rose Garden Special Committee -  
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The principle objective of the Committee as a special committee of Latrobe City Council is to manage and maintain the Rose Garden to ensure that the original aims when the Rose Garden was first established are continued, these being:

- maintaining the Rose Garden at a high standard of excellence capable of achieving recognition by International, State and National horticultural associations; and
- that the Rose Garden is readily accessible to the public for their pleasure, enjoyment and education in the culture of roses and horticulture in general.

### 3. COMPOSITION OF COMMITTEE

#### 3.1. Membership

The Committee will consist of 13 members appointed by the Council, being:

- (a) a Councillor of the Latrobe City Council;
- (b) 2 officers of Latrobe City Council;
- (c) up to 4 community representatives; and
- (d) up to 6 volunteers nominated by the Friends of Morwell Centenary Rose Garden Group (Friends Group).

3.2. The appointment of community representatives must be carried out in accordance with clause 3.6

3.3 Each member may nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an observer (without voting rights) at the invitation of the Committee.

3.4 No person may be or act as a member of the Committee until they are appointed by Council.

#### 3.5 Nomination Process – Friends Group

At least 14 days before calling for expressions of interest under subclause 3.6, Council will request that the Friends Group convene a meeting to

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determine registered members of that Group who are elected as nominees for membership of the Committee

3.6 Expression of Interest – Community Representatives

- (a) A public notice calling for expressions of interest from members of the community for Committee membership must be published in a newspaper within 28 days of the Council's decision to appoint a special committee.
- (b) Expressions of interest must be submitted in writing and must be received within 14 days of the public notice.
- (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.

3.7 Qualifications for Committee membership - General

- (a) Except with the prior approval of the Council, a person must not be appointed to the Committee unless that person has attained the age of 18 years.
- (b) All Committee members must be prepared to comply with conflict of interest requirements in the *Local Government Act 1989*.
- (c) Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.

**4. TERM OF OFFICE**

- 4.1. Members of the Committee will hold office for a period of 3 years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it until the Council approves a new delegation and appoints a new Committee following the process required under clause 3.6.
- 4.2. A member appointed to fill a casual vacancy on the Committee will retire at the end of the 3 year period applicable to that member whose inability to complete their term (for whatever reason) caused the vacancy.
- 4.3. A member of the Committee is eligible for re-nomination at the expiration of the period of office.

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## 5. VACANCIES

- 5.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 5.2. If any Committee member misses 3 consecutive meetings of the Committee without submitting their apology prior to the meeting they will cease to be a member of the Committee upon confirmation by Council.
- 5.3. Casual Vacancies
  - (a) Where a vacancy on the Committee occurs through retirement, resignation, death, incapacity or loss of qualification, the Committee must within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
  - (b) The Council may determine that a vacancy arising as a result of the circumstances in paragraph (a) may only be filled after a public notice calling for an expression of interest in the position.

## 6. OFFICE BEARERS

- 6.1. Within 1 month of the Council's endorsement of the appointment of members of the Special Committee, the Committee must hold a special meeting to appoint its office bearers.
- 6.2. The Committee must appoint office bearers to hold office for a period of 12 months and thereafter annually make those appointments:
  - Chair
  - Deputy Chair
  - Treasurer
  - Secretary
  - other positions determined by the Committee as being necessary for the efficient functioning of the Committee.
- 6.3. There must be segregation of duties amongst office bearers where no one person may hold more than one office bearing position. In special

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circumstances one person may, with the approval of Council hold both the positions of Treasurer and Secretary.

- 6.4. The Committee must provide all nomination forms and notify the Council of the name and address of each Committee member and office bearer within 7 days of the person's appointment.

## **7. COMMITTEE MEETINGS**

### **7.1. General Provisions**

- (a) The Committee must meet on the days and times determined at the annual meeting but must meet at least 6 times a year, with the first meeting of the Committee to be held within one 1 month of the Committee's appointment by the Council.
- (b) The Secretary must give public notice of all meetings, including special meetings of the Board.
- (c) The Secretary must distribute notice of the meeting to all members at least 7 clear days prior to the meeting and must advise Council of any Committee meetings.

### **7.2. Meeting Procedures**

- (a) All requirements applying to meetings of special committees in the *Local Government Act 1989* must be complied with. <sup>1</sup>
- (b) The Chair must take the chair at all meetings at which the Chair is present. If the Chair is absent the members present must appoint one of their members to chair the meeting.

### **7.3. Quorum**

- (a) A meeting of the Committee must not proceed if a quorum cannot be obtained within thirty minutes of the published commencement time of the meeting.

---

<sup>1</sup> Schedule 4 contains a list of the relevant sections and the main requirements that apply to special committees.



(b) A quorum is a simple majority of the members of the Committee.

7.4. Business of the Annual Meeting

In August each year the Committee members will hold a meeting that will:

- (a) elect members to the positions listed in clause 6.2;
- (b) receive and consider Committee's annual report;
- (c) receive and consider a report on the program of activities proposed for the next year; and
- (d) receive and adopt the annual financial statements.

7.5. Special Meetings

- (a) The Chair may call a special meeting and must call a special meeting if a written request for a special meeting is received from three members of the Committee and must give notice of the special meeting in accordance with the requirements in this provision.
- (b) A special meeting may also be called by the Council providing that notice of the special meeting is issued 48 hours prior to its commencement.
- (c) The notice by the Chair or the request by the 3 Committee members must contain a statement of the purpose of the meeting.
- (d) The meeting will be held on the date and at the time fixed by the Chair.
- (e) In cases where the Chair calls a meeting in response to a member request, the meeting must be held within 21 days of receiving the request. The Chair must arrange for notice of the meeting to be given to all Committee members.
- (f) No other business must be transacted at that meeting except that specified in the notice.

7.6. Minutes of meetings

- (a) The Chair of the Committee must arrange for minutes of each meeting of the Committee to be kept.

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- (b) The Chair must submit the minutes of a Committee meeting to the next meeting of the Committee for confirmation. If the minutes are confirmed the Chair must sign the minutes and certify that they have been confirmed.
- (c) The minutes of a meeting of the Committee must:
  - contain details of the proceedings and resolutions made;
  - be clearly expressed; and
  - be self-explanatory.
- (d) In relation to resolutions recorded in the minutes, relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated.
- (e) The Chair must ensure that minutes of all meetings of the Committee are kept by the Secretary or person acting in that position and a copy is sent to the Council within 7 days of the meeting.

#### 7.7. Voting

- (a) Each member present at a meeting of the Committee will have one vote on each matter being considered by the Committee.
- (b) In the event that voting on any matter is equal, the Chair will have a casting vote.
- (c) A motion before a meeting of the Committee is to be determined as follows:
  - each member of the Committee who is entitled to vote is entitled to one vote;
  - unless otherwise prohibited by the *Local Government Act 1989*, each member of the Committee present must vote;
  - unless the procedures of the Committee provide otherwise, voting must be by show of hands;
  - the Motion is determined by a majority of the vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to the Committee cannot be actioned until approved by Council.

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- (e) In the event of any unresolved dispute arising, the matter must be submitted to Council in writing and any decision made by the Council is final.
- (f) The Committee may form sub committees from amongst its members for the purpose of making any recommendation on matters relating to the provisions of this Instrument of Delegation, provided that no decision is made.
- (g) The Chair will be an ex-officio member of all sub committees.
- (h) A sub committee may only be established by resolution of the Committee and must only carry out the functions stated in such resolution.

#### 7.8. Conflict of Interest

- (a) If a member of the Committee has a conflict of interest in any matter in which the Committee is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed.
- (b) The member must not remain in the room in which the meeting is being held during discussion or voting on the matter.
- (c) The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.

#### 7.9. Meetings open to the Public

- (a) Any ordinary meeting or special meeting of the Committee must be open to members of the public.
- (b) The Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:
  - contractual matters;
  - proposed development;
  - legal advice;
  - matters affecting the security of Council;
  - any other matters which the Committee considers would prejudice the Council or any person;

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- a resolution to close the meeting to members of the public.
- (c) If the Committee resolves to close the meeting to the public, the reason must be recorded in the Minutes of the meeting.

## **8. FINANCE**

### 8.1. Financial Administration

- (a) The Financial Year of the Committee will be from 1 July to 30 June.
- (b) The Committee must ensure the effective financial control of the Committee and must submit reports to each meeting of the Committee that accurately represents the financial position of the Committee at that time.
- (c) The Committee must not borrow or obtain funds by way of overdraft or loan.
- (d) All monies received on behalf of the Committee must be banked within 14 days of receipt.
- (e) All monies received from grants, other than from the Council as part of its Grants Program, and any donations received by the Committee for the use of the rose garden must be paid into a Trust Account in the name of the Committee that is maintained by the Council.
- (f) All monies received by the Committee must be applied to the maintenance and operation of and improvements to the Rose Garden and any other expenses incurred by the Committee in carrying out its functions.
- (g) Committee members are entitled to be reimbursed from Committee funds for any out of pocket expenses incurred while carrying out the functions set out in this Delegation subject to a tax invoice being provided by the member.
- (h) No member of the Committee is entitled to receive any remuneration or honorarium for carrying out any of his or her duties as a member of the Committee without approval from the Council.

### 8.2. Annual Statements and Reports

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- (a) The Committee member elected as Secretary or Treasurer must present an operating statement and statements of financial position at the conclusion of each financial year to the designated meeting of the Committee.
- (b) The Committee must on or before 10 July in each year ensure the accounts of the Committee are balanced (up to the 30th day of June proceeding) and forward its annual Financial Statement to Council.
- (c) Council will provide a standard template and information document to assist the Committee with the preparation of its annual financial statement.
- (d) As well as an annual financial statement, the Committee must provide an annual report to Council of its operations for the preceding year.

#### 8.3. Grants and Fundraising

The Committee may apply for grants subject to consultation with the Council and obtaining Council's prior consent which must not be unreasonably withheld.

### 9. MANAGEMENT OF THE ROSE GARDEN

9.1 The Committee will manage the Rose Garden by:

- (a) coordinating the specialised maintenance of the Rose Garden;
- (b) acting as an advisory body to the Council about the Rose Garden;
- (c) encouraging public interest in the Rose Garden, including fostering and coordinating the Friends of the Morwell Centenary Rose Garden;
- (d) making the Rose Garden accessible to the community and visitors;  
and
- (e) carrying out such other functions objectives, matters and things incidental to and in furtherance of the Committee's objectives.

9.2. In undertaking its management function, the Committee will:

- (a) undertake the scope of works agreed in the Memorandum of Understanding between Latrobe City Council and the Committee;

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- (b) foster and co-ordinate the Friends of the Morwell Centenary Rose Garden to assist the Committee in performing its functions;
  - (c) identify and prioritise projects to continuously improve the Rose Garden;
  - (d) promote the Rose Garden in conjunction with special events and public demonstrations;
  - (e) propose to the Council any rules or policies applying to the use of the Rose Garden by the public;
  - (f) continually assess risks to public safety and report potential risks to Council as soon as they are identified;
  - (g) work with Council officers on asset maintenance and development plans;
  - (h) ensure that any conditions or requirements of use imposed by Council's Local Laws and Policies and State and Federal Laws are observed and any breaches which occur are reported to Council;
  - (i) recommend proposals to Council for the development of and any future capital works considered appropriate for the Rose Garden.
- 9.3 The Committee may seek advice, assistance and expertise from the Council as necessary for the proper and efficient management of the Rose Garden within the constraints of the budget, including the ability to invite persons to the meetings of the Committee as observers or advisers.
- 9.4 The Committee must liaise with Council and its staff to ensure continuing co-operation and co-ordination of the Rose Garden.
- 9.5 The Committee must ensure that health and safety requirements applicable to the management of the Rose Garden are complied with.
- 9.6 The Committee and any person or body assisting the Committee must not commit or permit to be carried out, any act which will render the operation of Council's insurance policies invalid.
- 9.7 The Committee must require all users to agree to comply with any conditions of use or any rules made by the Committee.

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9.8 Undertaking Works and Maintenance

- (a) The Committee must not proceed with any works (other than maintenance), development or construction of anything in the Rose Garden or appoint any architect or consultant, without obtaining the prior approval of Council.
- (b) The Committee may undertake tasks associated with the maintenance and upkeep of the Rose Garden but when engaging contractors, must ensure that they are accredited with Council and that all volunteers complete a *Volunteer Registration* form.
- (c) The Committee must not carry out or authorise any capital works, extensions, additions or materially alter the Rose Garden without prior written approval from Council.

**10 GENERAL CONDITIONS**

10.2 General

- (a) The Committee must not delegate any of the powers or functions delegated to it by Council.
- (b) Subject to prior consultation with Council, the Committee must not obtain legal advice.
- (c) The Committee must comply with any applicable Policies, requirements, directions or financial rules made by Council.
- (d) The Committee must permit the Council and its officers and agents to enter the Rose Garden at all reasonable times.

10.3 Communications

- (a) The Council and the Committee will work together to develop a harmonious relationship that takes into account the needs and wants of stakeholders.
- (b) As such, Schedule Three 'Communications Protocol' will form the basis for communicating between the Committee and the Council.

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#### 10.4 Disputes

- (a) In the event of any dispute between the Committee and any organisation, club, sporting body or other party, any party to the dispute may refer it to the General Manager Infrastructure and Recreation for determination and in such event, the dispute process will be in line with any existing tenancy agreement.
- (b) In the absence of any agreement, the decision of the General Manager Infrastructure and Recreation will be final.

#### 10.5 Indemnity

The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with this Instrument of Delegation by that member of the Committee in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.

#### 10.6 Powers Excluded

This Instrument of Delegation does not delegate the following functions and powers to the Committee without the written approval of Council:

- (a) enter into contracts, exceeding a value of \$5,000 p.a.
- (b) borrow money.
- (c) incur any banking overdraft.
- (d) make any alterations or additions to the Rose Garden without the written consent of Council.

#### 10.7 Changes to Schedules or Delegation

No alteration to this Delegation or the Schedules is effective unless first approved by the Council.

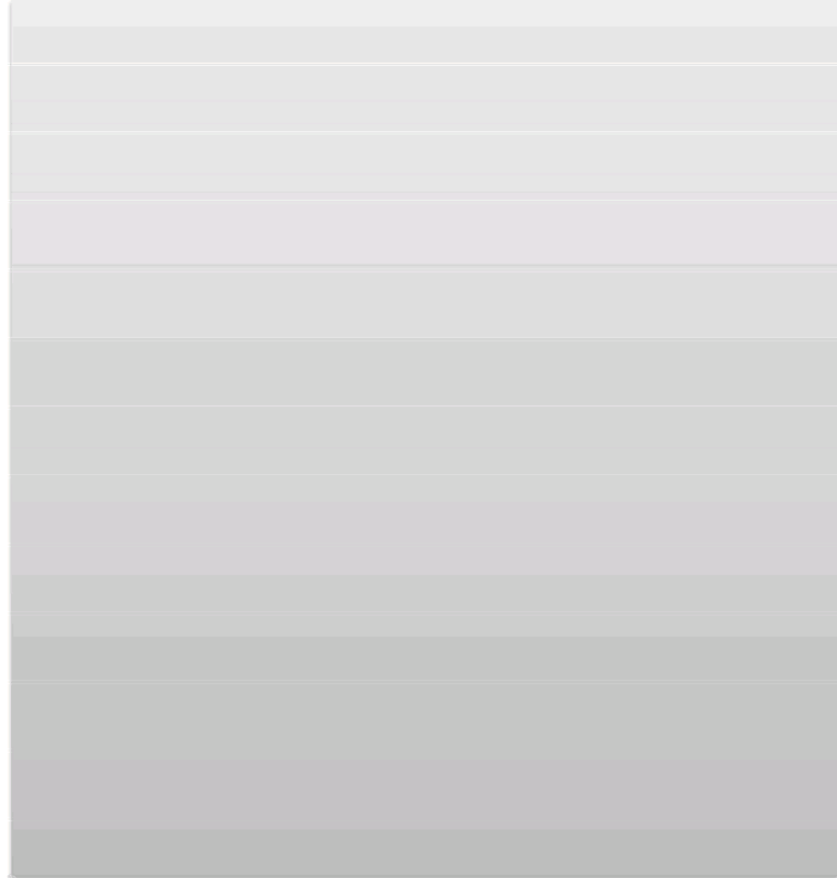
#### 10.8 Revocation

This Instrument of Delegation may be revoked at any time by Council, if in the view of Council the Committee is not managing the Rose Garden in the best interest of user groups, the community and Council.

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## Schedule 2: GIS Imagery of managed land



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## Schedule 3: Communications Protocol

Latrobe City Council is committed to working in an open and harmonious way with the community. As such Council will:

- seek to manage service delivery to meet the expectations of the community within the resources available; and
- be open and transparent in its dealings with its community.

This Protocol seeks to define how Latrobe City Council and Council's special committees will communicate.

**Council will:**

- Consult with the Committee in the development and implementation of capital works and maintenance programs.
- Consult with the Committee in developing and administering maintenance schedules.
- Provide the Committee with maintenance schedules and programs annually or prior to the commencement of the seasons whichever is applicable.
- Advise the nominated Committee representative of any variations to maintenance schedules and programs where they will interfere with the operation of the Council facility within 24 hours of the variation occurring.
- Respond to maintenance requests and letters from the within fourteen working days.
- Advise the Committee of any decisions or matters that will restrict or impinge on the use of their facilities within 24 hours of the decision.
- Provide the Committee with a list of designated Council Officers authorised to be the contact person for specific matters and concerns annually.
- Meet with the Committee formally once a year to discuss matters of interest and concern to both parties.

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- Explain clearly any decisions made that affect the Committee in respect to maintenance, capital works and the like.
- Regularly inspect the facilities to ensure it is being maintained in a proper condition in accordance with any service specifications and the like.

**Committees will:**

- Assist Council in ensuring that facilities are presented in the best possible condition taking into account the prevailing conditions.
- Advise the Recreation Liaison team annually of a nominated Committee representative, together with their address and phone numbers, who will be the Committee's contact person for Council for that year.
- Raise directly with the relevant, designated Council Officer any concerns or matters regarding contractor performance or any matters or concerns relating to maintenance schedules and programs.
- Not seek to direct Council contractors or Council staff when carrying out their duties at the facility.
- Discuss with the relevant nominated Council Officer all requests for services that are beyond scheduled service provision. Such requests are to be made in writing where possible at least two weeks prior to the service requested being required.
- When requesting maintenance work, provide a preferred time schedule, which Officers will confirm subject to the availability of trades people and previous commitments.
- Refer any requests for capital works or projects to the Recreation Liaison team no later than October each year with concept plans, costing and methods of funding to ensure that the project can be considered and a case prepared for the following year's budget.
- In the first instance discuss any matters regarding lease conditions or commercial issues (if relevant) with the Recreation Liaison team.

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- Refer any enquires regarding facility hire from other users to the Recreation Liaison team.

If the Committee is dissatisfied with the service provided they may, in the first instance, lodge a complaint with the Manager Recreation. If the Committee is unsatisfied with that outcome they can then write to the:

Chief Executive Officer

Latrobe City Council

PO Box 264

Morwell Victoria 3840

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### Schedule 3: Local Government Act 1989

#### *Extracts of requirements applying to Special Committees*

##### **Section 77: Confidential Information**

- (1) A person who is, or has been, a Councillor or a member of a special committee, must not disclose information that the person knows, or should reasonably know, is confidential information.
- (1A) A person who is, or has been, a Councillor or a member of a special committee, may disclose information that the person knows is confidential information in the following circumstances—
  - (a) for the purposes of any legal proceedings arising out of this Act;
  - (b) to a court or tribunal in the course of legal proceedings;
  - (c) pursuant to an order of a court or tribunal;
  - (d) to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;
  - (e) to a Councillor Conduct Panel in the course of a hearing and for the purposes of the hearing;
  - (f) to a municipal monitor to the extent reasonably required by the municipal monitor;
  - (g) to the extent reasonably required for any other law enforcement purposes.

##### **Sections 77A– 80: Direct & Indirect Interests**

- (1) A relevant person has a conflict of interest in respect of a matter if the relevant person has a direct interest or indirect interest in the matter.
- (2) A relevant person has a direct interest in a matter if the relevant person has an interest of a kind described in section 77B.
- (3) A relevant person has an indirect interest in a matter if the relevant person has—
  - (a) a close association as specified in section 78; or
  - (b) an indirect financial interest as specified in section 78A; or
  - (c) a conflicting duty as specified in section 78B; or
  - (d) received an applicable gift as specified in section 78C; or
  - (e) become an interested party as specified in section 78D; or
  - (f) a residential amenity that may be altered as specified in section 78E.
- (4) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest of the relevant person is so remote or insignificant that the direct interest or indirect interest could not reasonably be regarded as capable of influencing any actions or decisions of the relevant person in relation to the matter.
- (5) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest the relevant person holds—

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- (a) is held as a resident, ratepayer or voter and does not exceed the interests generally held by other residents, ratepayers or voters; or
- (b) is held in common with a large class of persons and does not exceed the interests generally held by the class of persons.
- (6) A relevant person does not have a conflict of interest in a matter if the relevant person—
  - (a) does not know the circumstances that give rise to the conflict of interest; and
  - (b) would not reasonably be expected to know the circumstances that give rise to the conflict of interest.

**Section 77B: Direct interest**

- (1) A person has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.
- (2) Without limiting subsection (1), a person has a direct interest in a matter if—
  - (a) there is a reasonable likelihood that the person will receive a direct benefit or loss that can be measured in financial terms if the matter is decided in a particular way;
  - (b) the person has, or the person together with a member or members of the person's family have, a controlling interest in a company or other body that has a direct interest in the matter.
- (3) A person who has a membership in a club or organisation that has a direct interest in a matter—
  - (a) does not, by reason of that membership, have a direct interest in the matter under subsection (1); and
  - (b) does not have an indirect interest in the matter, by reason of that membership, unless the person has an indirect interest in the matter under section 78A, 78B or 78C.
- (4) In subsection (2), **controlling interest** has the same meaning as it has in section 72(2) of the **Payroll Tax Act 2007**.

The factors that contribute to a member of a special committee having an indirect interest in a matter include:

- section 78 – indirect interest by association. That is close association with a person such as a relative or domestic partner that has a direct interest in a matter;
- section 78A – indirect interest that is an indirect financial interest;
- section 78B – indirect interest because of conflicting duties;
- section 78C – indirect interest because of an applicable gift
- section 78D – indirect interest as a consequence of becoming an interested party
- section 78E – indirect interest because of impact on residential amenity.

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**Section 86: Special Committees**

- (3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
- (4) A Council cannot delegate to a committee the following powers—
  - (a) this power of delegation;
  - (b) to declare a rate or charge;
  - (c) to borrow money;
  - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
  - (e) to incur any expenditure exceeding an amount previously determined by the Council;
  - (f) any prescribed power.
- (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.

**Section 87: Special committee meetings**

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (4) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (5) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (6) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

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**Section: 89 Meetings to be open to the public**

- (1) Unless subsection (2) applies, any meeting of a Council or a special committee must be open to members of the public.
- (2) Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
  - (a) personnel matters;
  - (b) the personal hardship of any resident or ratepayer;
  - (c) industrial matters;
  - (d) contractual matters;
  - (e) proposed developments;
  - (f) legal advice;
  - (g) matters affecting the security of Council property;
  - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
  - (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
  - (a) an ordinary council meeting; or
  - (b) a special council meeting; or
  - (c) a meeting of a special committee comprised solely of Councillors—  
  
give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
  - (a) give such public notice as is practicable; and
  - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chairperson of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

**Section 90: Voting**

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
  - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
  - (b) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
  - (ca) voting at a meeting that is open to members of the public must not be in secret;

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- (c) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
  - (d) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87 the matter is to be determined by lot.

**Section 91: Conduct of Meetings**

- (1) A Council must make local laws governing the conduct of meetings of the Council and special committees.
- (2) Except as provided in this Act and subject to any local laws, the conduct of meetings of a Council is in the Council's discretion.
- (3) Except as provided in this Act and subject to any local laws and any resolutions of a Council, the conduct of meetings of a special committee is in the special committee's discretion.
- (3A) A quorum at a meeting of the Council or a special committee must be at least a majority of the members of the Council or the special committee.
- (4) Resolutions made at a meeting of a Council or special committee must clearly state the intention and effect of the resolution.

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**Section 93: Minutes of Meetings**

- (1) The Council must keep minutes of each meeting of the Council.
- (2) The minutes of a Council meeting must be submitted to the next appropriate meeting of the Council for confirmation.
- (3) The Chairperson of a special committee must arrange for minutes of each meeting of the committee to be kept.
- (4) If subsection (3) applies, the Chairperson must submit the minutes of a committee meeting to the next meeting of the committee for confirmation.
- (5) If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.
- (6) The minutes of a meeting of the Council or a special committee must—
  - (a) contain details of the proceedings and resolutions made;
  - (b) be clearly expressed;
  - (c) be self-explanatory;
  - (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision

*Morwell Centenary Rose Garden Special Committee -  
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# Yallourn North Community Housing (Special Committee) *Instrument of Delegation*





## Instrument of Delegation

Pursuant to the exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, Latrobe City Council (the Council) hereby delegates to Yallourn North Community Housing Special Committee (the Committee), the powers, duties and functions set out in the Schedules attached and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on (*insert date*); and
  - 1.1. The delegation:
    - 1.1.1. comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 1.1.2. remains in force until varied or revoked;
    - 1.1.3. must be exercised in accordance with the attached schedules, and is subject to any conditions and limitations set out in the schedules;
    - 1.1.4. must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 1.2. Any member (not being a Councillor) of the Committee is exempt from provisions of section 81 of the *Local Government Act 1989* for the purposes of providing primary and ordinary returns;
  - 1.3. The Committee must annually report to Council concerning decisions made during and finances of the Committee for the preceding 12 months; and
  - 1.4. Council may remove a member from the Committee at any time.

[#Council seal clause#]





## Schedule One: Powers, Functions and Duties of the Special Committee

### 1. DEFINITIONS

1.1. In this delegation and schedules, the following words shall have the following meanings:

|                   |                                                                                                                                                           |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Committee     | means the Yallourn North Community Housing Special Committee appointed pursuant to the provisions of section 86 of the <i>Local Government Act 1989</i> . |
| Council           | means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.                                                      |
| Councillor        | means the individual(s) holding the office of a member of Latrobe City Council.                                                                           |
| Council officer   | means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.                                                          |
| The Units         | means the land and buildings known as Yallourn North Community Housing shown in Schedule 2 that is subject to this delegation.                            |
| Public notice     | means a notice published in a newspaper generally circulating in the municipal district of the Council.                                                   |
| Special Committee | means a committee to which the Council delegates a duty, function or power established under section 86 of the <i>Local Government Act 1989</i> .         |
| Management        | includes maintenance, control, operation, undertaking improvements and leasing of the Units.                                                              |

### 2. OBJECTIVES OF THE SPECIAL COMMITTEE

The principle objective of the Committee is to act as an agent of Latrobe City Council, not as an independent entity, in managing the Units which are entrusted in the Committee's care and to undertake functions and duties



relating to the Units, in particular:

- (a) carrying out the day to day management and improvement of the Units;  
and
- (b) ensuring that the Units operate in compliance with any relevant legislation, Council Local Laws and Policy, any Ministry of Housing requirements and is consistent with the community's housing and cultural needs.

### **3. COMPOSITION OF COMMITTEE**

#### **3.1. Membership**

3.2. The Committee will consist of up to 7 members appointed by the Council being:

- (a) a Latrobe City Councillor;
- (b) up to 6 community representatives, one of whom will be a resident of the Units.

3.3 The appointment of community representatives will be in accordance with clause 3.5.

3.4 No person nominated may be or act as a member of the Committee until their appointment is endorsed by Council.

#### **3.5 Expression of Interest – community representatives**

- (a) A public notice calling for expressions of interest from members of the community for Committee membership must be published in a newspaper within 14 days of the Council's decision to appoint a special committee.
- (b) Expressions of interest must be submitted in writing and must be received within 14 days of the public notice.
- (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.

#### **3.6 Qualifications for Committee membership - General**

- (a) Except with the prior approval of the Council, a person cannot be appointed to the Committee unless that person is 18 years of age and resides, owns property or works within the municipality;
- (b) All Committee members must be prepared to comply with conflict of interest requirements in the *Local Government Act 1989*; and
- (c) Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.



#### **4 TERM OF OFFICE**

- 4.1 Members of the Committee will hold office for a period of 3 years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it until the Council approves a new delegation and appoints a new Committee following the process required under clause 3.5
- 4.2 A member appointed to fill a casual vacancy on the Committee must retire at the end of the 3 year period applicable to the member whose inability to complete their term (for whatever reason) caused the vacancy.
- 4.3 A member of the Committee will be eligible for reappointment at the expiration of the period of office.

#### **5 VACANCIES**

- 5.1 Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 5.2 If a Committee member misses 3 consecutive meetings of the Committee without submitting their apology prior to the meeting, they will cease to be a member of the Committee upon confirmation by Council.
- 5.3 Casual Vacancies
  - (a) Where a vacancy on the Committee occurs through retirement, resignation, death, incapacity or loss of qualification, the Committee must within 1 month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
  - (b) Any vacancy caused by the resignation of a community representative, must only be filled by Council via an expression of interest process.

#### **6. APPOINTMENT OF OFFICE BEARERS**

- 6.1 Within 1 month of the Council's endorsement of the appointment of members of the Special Committee, the Committee must hold a special meeting to appoint its office bearers.
- 6.2 The officer bearers to be appointed and who will hold office for 12 months are:
  - Chair
  - Treasurer



- Secretary.

6.3 There must be segregation of duties amongst office bearers with no one person holding more than 1 position on the Committee. In special circumstances one person may, with the approval of Council, hold both the positions of Treasurer and Secretary.

6.4 The Committee must provide all nomination forms and notify the Council of the name and address of each office bearer within 7 days of that person's appointment.

## **7. COMMITTEE MEETINGS**

### 7.1 General Provisions

- The Committee must hold at least 3 meetings during the year on the dates the Chair appoints with the first meeting of the Committee to be held within 1 month of the Committee's appointment.
- The Secretary must give public notice of all meetings including special meetings of the Committee.
- The Secretary must distribute a notice of the meetings to all members of the Committee at least 7 clear days prior to the meeting and must advise the Council of any Committee meetings.

### 7.2 Meeting Procedures

- All requirements of the *Local Government Act 1989* applying to meetings and special meetings must be complied with.<sup>1</sup>
- The Chair must take the chair at all meetings at which the chair is present. If the chair is absent the members present may appoint one of their members to chair the meeting.

### 7.3 Quorum

- A meeting of the Committee must not proceed if a quorum cannot be obtained within 30 minutes of the published commencement time of the meeting.
- The quorum is a simple majority of the number of members of the appointed Committee.

### 7.4 Business of the Annual Meeting

<sup>1</sup> See Schedule Three for a list of applicable requirements from the Local Government Act 1989.



The Committee meeting to be held in July each year will be the Annual General Meeting of the Committee at which office bearers will be elected to the positions of Chair, Secretary, Treasurer and other positions determined by the Committee as being necessary for the efficient functioning of the Committee.

7.5 At this meeting the Committee will also receive:

- the annual report;
- a report on the program of planned activities proposed for the next year; and
- the annual financial statements.

7.6 Special Meetings

- (a) The Chair may call a special meeting and must call a special meeting if a written request for a special meeting is received from 2 members of the Committee and must give notice of the special meeting in accordance with the requirements of this provision.
- (b) The notice by the Chair or the request by the 2 Committee members must contain a statement of the purpose of the meeting.
- (c) The meeting will be held on such dates and at such time as fixed by the Chair.
- (d) Where the Chair calls a meeting in response to a request from 2 members, the meeting must be held within 21 days of receiving such request. The Chair must arrange for notice of the meeting to be given to all Committee members.
- (e) No business other than that specified in the notice must be transacted at that meeting.

7.7 Minutes of meetings

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



- contain details of the proceedings and resolutions made;
  - be clearly expressed; and
  - be self-explanatory.
- (d) Relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated in relation to resolutions recorded in the minutes.
- (e) The Chair must ensure that a copy of the minutes of each meeting of the Committee is sent to the Council within 28 days of the meeting.

#### 7.8 Voting

- (a) Each member present at a meeting of the Committee will have 1 vote on each matter being considered by the Committee.
- (b) In the event that voting on any matter is equal, the Chair has a casting vote.
- (c) A motion before a meeting of the Committee is to be determined as follows:
- each member of the Committee who is entitled to vote is entitled to 1 vote;
  - unless otherwise prohibited by the *Local Government Act 1989*, each member of the Committee present must vote;
  - unless the procedures of the Committee otherwise provide, voting must be by show of hands;
  - the motion is determined by a majority of the vote;
  - if there is an equality of votes the Chair has a second vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to it cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Committee members the matter must be submitted to the Council in writing and any decision made by the Council is final.

- 7.9 The Committee may form sub Committees from amongst its members for the purpose of recommending on matters relating to the provisions of this Instrument of Delegation, provided that no decision is made.





7.10 The Chair will be an ex-officio member of all sub committees.

7.11 A sub committee may only be established by resolution of the Committee and may only carry out the functions stated in the resolution.

7.12 Conflict of Interest

- (a) If a member of the Committee has a conflict of interest in any matter in which the Committee is concerned, the member must comply with the requirements in the *Local Government Act 1989*.
- (b) The member must not remain in the room in which the meeting at which the matter is to be discussed and must not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.
- (c) The minutes must record the member's disclosure of his or her conflict of interest and the time the member left and returned to the meeting.

7.13 Meetings open to the Public

- (a) Any meeting or special meeting of the Committee must be open to members of the public.
- (b) The Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:
  - contractual matters;
  - proposed development;
  - legal advice;
  - matters affecting the security of Council;
  - any other matters which the Committee considers would prejudice the Council or any person;
  - a resolution to close the meeting to members of the public.
- (c) If the Committee resolves to close the meeting to the public, the reason must be recorded in the Minutes of the meeting.

## **8 FINANCE**

8.2 Financial Administration

- (a) The Financial Year of the Committee will be from 1 July to 30 June next.





- (b) The Committee is required to ensure the effective financial control of the Units and must submit an annual budget to Council for consideration and approval by 30 November in each year for the next financial year.
- (c) All monies received on behalf of the Committee must be banked within 14 days of receipt in a bank account in the name of the Committee.
- (d) All money received by the Committee must be applied to the maintenance, operations, future developments and improvements of the Units and any other expenses which may be incurred by the Committee in its management of the units.
- (e) Council must have the ability at all times to access details of Committee bank accounts.
- (f) All invoices over \$50 (including GST) must be paid by cheque which must be signed by 2 Committee members or by electronic funds transfer (EFT).
- (g) The Treasurer must list all invoices received for payment to each meeting of the Committee and report on the state of the Committee's finances and must make such recommendations as he or she considers necessary which must be recorded in the Minutes of the meeting.
- (h) Monies held by the Committee must not exceed \$80,000 at the end of the financial year unless otherwise approved by Council. Funds in excess of that amount must be transferred to Council to be paid into a Trust Account in the name of the Committee that is maintained by the Council.
- (i) Committee members are entitled to be reimbursed from Committee funds for any out of pocket expenses incurred while carrying out the functions set out in this Delegation as long as a tax invoice is provided.
- (j) No voting member of the Committee is entitled to receive any remuneration or honorarium for carrying out any of his other duties as a member of the Committee without approval from the Council.
- (k) On dissolution of the Committee, the outgoing Committee must close all accounts and transfer the remaining funds to Council and provide evidence of such.

### 8.3 Annual Statements and Reports

- (a) The Committee must on or before the 10th July in each year ensure the accounts of the Committee are balanced up to the close of the financial year (30 June) and forward it's annual Financial Statements to Council.



- (b) The Treasurer must present an operating statement and statement of accounts at the conclusion of each financial year for presentation to the Annual General Meeting which will be based on a standard template provided by Council.
- (c) In addition to the statement of accounts, the Committee must provide an Annual Report to Council on the operation of the Units.

#### 8.4 Determination of rent

The Committee must determine the rent to be paid by the tenants having regard to the current Ministry of Housing basis for setting rents.

### 9 MANAGEMENT OF THE UNITS

#### 9.1 General Requirements

The Committee will manage the Units by:

- (a) ensuring that Units are monitored and that the physical condition of the assets are generally kept in a safe and clean condition and are fit for purpose;
- (b) ensuring that maintenance of the Units is undertaken to the satisfaction of Council and that the tenants in the Units maintain their units in accordance with their agreements;
- (c) selecting tenants for the Units from eligible applicants in accordance with any guidelines or policies that may prescribe the criteria for eligibility;
- (d) identifying any policy or rules that applying to occupation of the Units;
- (e) ensure the effective financial control of the Units to meet the objectives of Council and the Committee by collecting rentals to off set the operating costs incurred as far as possible; and
- (f) being an advisory and liaison body between the Council and the tenants who occupy the Units;
- (g) administering the Units in compliance with any relevant legislation,
- (h) making recommendations to the Council on the development of future capital works and the provision of future facilities and amenities to the Units; and
- (i) doing all things necessary and incidental to achieve the objectives in this Delegation.



- 9.2 The Committee may seek advice, assistance and expertise from the Council as is necessary for the proper and efficient management of the Units within the constraints of the budget and including the ability to invite persons to the meetings of the Committee as observers or advisers.
- 9.3 The Committee may incur expenditure up to \$80,000 annually to undertake its functions and powers but must comply with Council's Procurement Policy and must obtain Council's prior written approval before incurring any expenditure in excess of that amount.
- 9.4 Planning
- (a) A Plan identifying activities for the maintenance and management of the Units for the next 3 years must be prepared by the Committee and must be reviewed annually at the annual meeting of the Committee.
  - (b) The Committee must at least once a year inspect the Units and develop a schedule of works, prioritising the maintenance and works that need to be undertaken.
- 9.5 Undertaking Works and Maintenance
- (a) The Committee must not undertake major capital works<sup>2</sup>, development or construction of the Units or appoint any architect or consultant, without obtaining Council's prior written approval but may undertake tasks associated with general maintenance and upkeep of the Units.
  - (b) Subject to complying with Council's Procurement Policy, the Committee may employ a person to carry out maintenance and upkeep of the Units and any other matters required to be done for the proper management and control of the Units but when engaging contractors, must ensure that they are registered with Council. Volunteers must complete a *Volunteer Registration* form.
  - (c) The Committee must monitor any risk as part of its annual inspection and scheduled maintenance program and report to the next Committee meeting any risk or damage that has occurred to the Units.
- 9.6 Rental Agreements
- The Committee may enter into rental agreements with tenants of the Units.

<sup>2</sup> Major capital works means works in excess of \$10,000.



## 10 GENERAL REQUIREMENTS

### 10.1 General

- (a) The Committee must not delegate any of the powers delegated to it by the Council.
- (b) The Committee must not borrow or obtain funds by way of overdraft or loan.
- (c) Subject to prior consultation with Council, the Committee may obtain legal advice.
- (d) Any requests or directions, financial rules, policies or requirements made by the Council which relate to the management and operation of the Units must be complied with by the Committee.

### 10.2 Communications

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

### 10.3 Disputes

- (a) In the event of any dispute between the Committee and any tenant, the dispute resolution procedures in the lease will apply first instance. If the dispute is not able to be resolved the Committee will have regard to any other dispute mechanisms available under the *Residential Tenancies Act 1997*.
- (b) If there is a dispute between the Committee and any other person, the matter will be referred to Council for resolution.

### 10.4 Indemnity

The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with this Instrument of Delegation in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.

### 10.5 Powers Excluded

The Committee is not by this Instrument of Delegation empowered to do any of the following things without the written approval of the Council:



- (a) Enter into contracts, exceeding a value of \$10,000 per annum.
- (b) Borrow money.
- (c) Incur any banking overdraft.

#### 10.6 Changes to Schedules or Delegation

No alteration to this delegation or the schedules will be effective unless first approved by the Council.

#### 10.7 Revocation

This Instrument of Delegation may be revoked at any time by Council, if in the view of Council the Committee is not managing the Units in the best interest of the tenants, the community and Council.



## Schedule 2: GIS Imagery of managed land







## Schedule 3: Local Government Act 1989

### *Extracts of requirements applying to Special Committees*

#### **Section 77: Confidential Information**

- (1) A person who is, or has been, a Councillor or a member of a special committee, must not disclose information that the person knows, or should reasonably know, is confidential information.
- (1A) A person who is, or has been, a Councillor or a member of a special committee, may disclose information that the person knows is confidential information in the following circumstances—
  - (a) for the purposes of any legal proceedings arising out of this Act;
  - (b) to a court or tribunal in the course of legal proceedings;
  - (c) pursuant to an order of a court or tribunal;
  - (d) to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;
  - (e) to a Councillor Conduct Panel in the course of a hearing and for the purposes of the hearing;
  - (f) to a municipal monitor to the extent reasonably required by the municipal monitor;
  - (g) to the extent reasonably required for any other law enforcement purposes.

#### **Sections 77A – 80: Direct & Indirect Interests**

- (1) A relevant person has a conflict of interest in respect of a matter if the relevant person has a direct interest or indirect interest in the matter.
- (2) A relevant person has a direct interest in a matter if the relevant person has an interest of a kind described in section 77B.
- (3) A relevant person has an indirect interest in a matter if the relevant person has—
  - (a) a close association as specified in section 78; or
  - (b) an indirect financial interest as specified in section 78A; or
  - (c) a conflicting duty as specified in section 78B; or
  - (d) received an applicable gift as specified in section 78C; or
  - (e) become an interested party as specified in section 78D; or
  - (f) a residential amenity that may be altered as specified in section 78E.
- (4) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest of the relevant person is so remote or insignificant that the direct interest or indirect interest could not reasonably be regarded as capable of influencing any actions or decisions of the relevant person in relation to the matter.





- (5) A relevant person does not have a conflict of interest in a matter if the direct interest or indirect interest the relevant person holds—
- (a) is held as a resident, ratepayer or voter and does not exceed the interests generally held by other residents, ratepayers or voters; or
  - (b) is held in common with a large class of persons and does not exceed the interests generally held by the class of persons.
- (6) A relevant person does not have a conflict of interest in a matter if the relevant person—
- (a) does not know the circumstances that give rise to the conflict of interest; and
  - (b) would not reasonably be expected to know the circumstances that give rise to the conflict of interest.

**Section 77B: Direct interest**

- (1) A person has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.
- (2) Without limiting subsection (1), a person has a direct interest in a matter if—
- (a) there is a reasonable likelihood that the person will receive a direct benefit or loss that can be measured in financial terms if the matter is decided in a particular way;
  - (b) the person has, or the person together with a member or members of the person's family have, a controlling interest in a company or other body that has a direct interest in the matter.
- (3) A person who has a membership in a club or organisation that has a direct interest in a matter—
- (a) does not, by reason of that membership, have a direct interest in the matter under subsection (1); and
  - (b) does not have an indirect interest in the matter, by reason of that membership unless the person has an indirect interest in the matter under section 78A, 78B or 78C.
- (4) In subsection (2), **controlling interest** has the same meaning as it has in section 72(2) of the **Payroll Tax Act 2007**.

The factors that contribute to a member of a special committee having an indirect interest in a matter include:

- section 78 – indirect interest by association. That is close association with a person such as a relative or domestic partner that has a direct interest in a matter;
- section 78A – indirect interest that is an indirect financial interest;
- section 78B – indirect interest because of conflicting duties;
- section 78C – indirect interest because of an applicable gift;
- section 78D - indirect interest as a consequence of becoming an interested party
- section 78E – indirect interest because of impact on residential amenity.



**Section 86: Special Committees**

- (3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
- (4) A Council cannot delegate to a committee the following powers—
  - (a) this power of delegation;
  - (b) to declare a rate or charge;
  - (c) to borrow money;
  - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
  - (e) to incur any expenditure exceeding an amount previously determined by the Council;
  - (f) any prescribed power.
- (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.

**Section 87: Special committee meetings**

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chair for a special committee.
- (3) If the Council has not appointed a Chair under subsection (2), the members of a special committee must appoint a Chair.
- (4) If the Chair is not present at a meeting of a special committee the members must appoint a Chair for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chair, or if the Chair is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

**Section: 89 Meetings to be open to the public**

- (1) Unless subsection (2) applies, any meeting of a Council or a special committee must be open to members of the public.



- (2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
- (a) personnel matters;
  - (b) the personal hardship of any resident or ratepayer;
  - (c) industrial matters;
  - (d) contractual matters;
  - (e) proposed developments;
  - (f) legal advice;
  - (g) matters affecting the security of Council property;
  - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
  - (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
- (a) an ordinary council meeting; or
  - (b) a special council meeting; or
  - (c) a meeting of a special committee comprised solely of Councillors—
- give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
- (a) give such public notice as is practicable; and
  - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chair of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

**Section 90: Voting**

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
- (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
  - (b) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
  - (ca) voting at a meeting that is open to members of the public must not be in secret;
  - (c) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;



- (d) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chair has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87 the matter is to be determined by lot.

**Section 91: Conduct of Meetings**

- (1) A Council must make local laws governing the conduct of meetings of the Council and special committees.
- (2) Except as provided in this Act and subject to any local laws, the conduct of meetings of a Council is in the Council's discretion.
- (3) Except as provided in this Act and subject to any local laws and any resolutions of a Council, the conduct of meetings of a special committee is in the special committee's discretion.
- (3A) A quorum at a meeting of the Council or a special committee must be at least a majority of the members of the Council or the special committee.
- (4) Resolutions made at a meeting of a Council or special committee must clearly state the intention and effect of the resolution.

**Section 93: Minutes of Meetings**

- (1) The Council must keep minutes of each meeting of the Council.
- (2) The minutes of a Council meeting must be submitted to the next appropriate meeting of the Council for confirmation.
- (3) The Chair of a special committee must arrange for minutes of each meeting of the committee to be kept.
- (4) If subsection (3) applies, the Chair must submit the minutes of a committee meeting to the next meeting of the committee for confirmation.
- (5) If the minutes are confirmed the Chair at the meeting must sign the minutes and certify that they have been confirmed.
- (6) The minutes of a meeting of the Council or a special committee must—
  - (a) contain details of the proceedings and resolutions made;
  - (b) be clearly expressed;
  - (c) be self-explanatory;
  - (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

# Latrobe City International Relations Advisory Committee

*Terms of Reference*



Adopted by Council: 11 July 2016





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1. **Establishment of the Committee**
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  - Attendance at meetings
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6. **Authority and Compliance Requirements**





## 1. Establishment of the Committee

- 1.1. The Latrobe City International Relations Committee (hereinafter referred to as "the Committee"), is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989*.
- 1.2. The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2. Objectives

- 2.1. The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision making authority.
- 2.3. The Committee is established to:
  - 2.3.1. provide advice to Council on matters related to all aspects of International Relations, specifically to promote economic, tourism and cultural development;
  - 2.3.2. support Councils initiatives in respect to International Relations across the community of Latrobe City;
  - 2.3.3. liaise where relevant with other Council committees on internal aspects of international relations
- 2.4. The Committee will carry out the following through the contribution of their expertise and advice in achieving the objectives and deliverables of the Latrobe City International Relations Plan These include;
  - 2.4.1. To provide advice and assistance with the development of a range of economic, cultural, sporting, educational, youth and exchange opportunities;
  - 2.4.2. To promote, through sister city and other international relationships, greater understanding between the communities of Latrobe City and the participating cities and, in doing so, contribute to the mutual welfare of all the communities involved;
  - 2.4.3. To advise Council of new international relationship opportunities;





- 2.4.4. Increase community awareness and participation in the various aspects of the Australian Sister Cities networks
- 2.4.5. In support of the Council, act as an advocate and channel of communication for the community and other stakeholders to enhance international relationships;
- 2.4.6. To engage with multicultural communities within Latrobe City to foster knowledge, understanding and co-operation;
- 2.4.7. Policy and Strategy Development
  - 2.4.7.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.8. Perform other activities related to this Terms of Reference as requested by the Council.

### **3. Membership**

#### Composition of the Committee

- 3.1. The Committee shall comprise a maximum of 21 members, being:
  - 3.1.1. Up to four Councillors
  - 3.1.2. Up to 9 Community representatives appointed via expression of interest process.
  - 3.1.3. Latrobe City Council Officers.
  - 3.1.4. Manager Economic Development
  - 3.1.5. International Engagement and Investment Officer
  - 3.1.6. Individuals co-opted to represent key stakeholders.

#### Length of appointment

- 3.2. While a Committee will be in place for as long as Latrobe City Council sees fit, the term of appointment of members will be for 3 years.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

#### Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.



- 3.5. The Committee may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

- 3.6. With the approval of the Chair, the Committee may invite other individuals to participate in the proceedings of the Committee on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

Attendance at meetings

- 3.7. All Committee members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations

- 3.10. All resignations from members of the Committee are to be submitted in writing to the General Manager of the relevant division, Latrobe City Council, PO Box 264, Morwell VIC 3840.

**4. Proceedings**

Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

Meeting schedule

- 4.4. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly initially or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.



Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided (see appendix one for the agenda template).
- 4.7. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act. Non Confidential must be identified in the minutes.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.9. A majority of the members constitutes a quorum.
- 4.10. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

- 4.11. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in Committee minutes.

Minutes of the Meeting

- 4.12. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.13. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).
- 4.14. Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council



- 4.18. With the approval of the Chair, a report to Council will be tabled annually on the Committee's progress towards the objectives included in this Terms of Reference.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. Reports to Council will be co-ordinated through the General Manager of the relevant division that the Committee falls under.

**5. Review of Committee and Duration of the Committee**

- 5.1. The committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
  - 5.4.1. The Committee's achievements
  - 5.4.2. Whether there is a demonstrated need for the Committee to continue, and
  - 5.4.3. Any other relevant matter.

**6. Authority and Compliance Requirements**

- 6.1. The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.
- 6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



**Appendix 1: Agenda Template**



| <b>[Name] Advisory Committee</b>                                                                                                                                                                                                                |                                                                                                                           |                     |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------|------------|
| Meeting Day, XX Month Year                                                                                                                                                                                                                      |                                                                                                                           |                     |            |
| Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm                                                                                                                                                                                    |                                                                                                                           |                     |            |
| Location: (include specific meeting room and address)                                                                                                                                                                                           |                                                                                                                           |                     |            |
| <small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small> |                                                                                                                           |                     |            |
| AGENDA ITEMS                                                                                                                                                                                                                                    |                                                                                                                           |                     |            |
| No.                                                                                                                                                                                                                                             | Item                                                                                                                      | Responsible Officer | Attachment |
| 1.                                                                                                                                                                                                                                              | Welcome & Introduction                                                                                                    | Chair               | N/a        |
| 2.                                                                                                                                                                                                                                              | Apologies                                                                                                                 | All                 |            |
| 3.                                                                                                                                                                                                                                              | Declarations of Interest                                                                                                  | All                 |            |
|                                                                                                                                                                                                                                                 | <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i> |                     |            |
| 4.                                                                                                                                                                                                                                              | Confirmation of Minutes                                                                                                   |                     |            |
|                                                                                                                                                                                                                                                 | <i>Confirmation of the previous minutes of the meeting.</i>                                                               |                     |            |
| 5.                                                                                                                                                                                                                                              | Matters arising from previous meeting                                                                                     | All                 |            |
|                                                                                                                                                                                                                                                 | <i>Review of action progress from previous meetings</i>                                                                   |                     |            |
| 6.                                                                                                                                                                                                                                              | Items for Consideration                                                                                                   |                     |            |
|                                                                                                                                                                                                                                                 | <i>Matters being presented for discussion in accordance with the terms of reference</i>                                   |                     |            |
|                                                                                                                                                                                                                                                 | •                                                                                                                         |                     |            |
|                                                                                                                                                                                                                                                 | •                                                                                                                         |                     |            |
|                                                                                                                                                                                                                                                 | •                                                                                                                         |                     |            |
| 7.                                                                                                                                                                                                                                              | General Business                                                                                                          |                     |            |
|                                                                                                                                                                                                                                                 | •                                                                                                                         | All                 |            |
|                                                                                                                                                                                                                                                 | •                                                                                                                         |                     |            |
|                                                                                                                                                                                                                                                 | •                                                                                                                         |                     |            |



**Appendix 2: Minutes Template**



**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
**Time Commenced: 00:00am/pm    Finish Time: 00:00am/pm**  
**Location: (include specific meeting room and address)**

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

| No. | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Responsible Person | Timeframe |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| 1.  | <b>Present</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |           |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |           |
| 2.  | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |           |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |           |
| 3.  | <b>Conflicts of Interest Disclosures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |           |
|     | <p><i>Members of the Committee declare any Conflicts of interest in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> |                    |           |





| [Name] Advisory Committee Minutes                                                                                                                                                                                                               |                                                                                                                                                                                                                                             |                    |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| Meeting Day, XX Month Year                                                                                                                                                                                                                      |                                                                                                                                                                                                                                             |                    |           |
| Time Commenced: 00:00am/pm Finish Time: 00:00am/pm                                                                                                                                                                                              |                                                                                                                                                                                                                                             |                    |           |
| Location: (include specific meeting room and address)                                                                                                                                                                                           |                                                                                                                                                                                                                                             |                    |           |
| Meeting Chair: < Name >                                                                                                                                                                                                                         |                                                                                                                                                                                                                                             |                    |           |
| <small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small> |                                                                                                                                                                                                                                             |                    |           |
| No.                                                                                                                                                                                                                                             | Item                                                                                                                                                                                                                                        | Responsible Person | Timeframe |
| <b>4.</b>                                                                                                                                                                                                                                       | <b>Matters arising from previous meeting</b>                                                                                                                                                                                                |                    |           |
|                                                                                                                                                                                                                                                 | <i>List the item and action agreed and assign any follow up actions and expected timeframes</i><br><br>1. Item Heading<br>Action(s):<br>•<br>•<br>2. Item Heading<br>Action(s):<br>•<br>•                                                   |                    |           |
| <b>5.</b>                                                                                                                                                                                                                                       | <b>Items for Consideration</b>                                                                                                                                                                                                              |                    |           |
|                                                                                                                                                                                                                                                 | <i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i><br><br>1. Item Heading<br>Action(s):<br>•<br><br>2. Item Heading<br>Action(s):<br>•<br><br>3. Item Heading<br>Action(s):<br>• |                    |           |







| <p><b>[Name] Advisory Committee Minutes</b></p> <p><b>Meeting Day, XX Month Year</b></p> <p><b>Time Commenced: 00:00am/pm Finish Time: 00:00am/pm</b></p> <p><b>Location: (include specific meeting room and address)</b></p> <p><b>Meeting Chair: &lt; Name &gt;</b></p> |                                                                                                                                                                                                                                                                                                                          |                    |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| <p><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>                    |                                                                                                                                                                                                                                                                                                                          |                    |           |
| No.                                                                                                                                                                                                                                                                       | Item                                                                                                                                                                                                                                                                                                                     | Responsible Person | Timeframe |
| 6.                                                                                                                                                                                                                                                                        | <p><b>General Business</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes</p> <p>1. Item Heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>2. Item Heading</p> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul> |                    |           |
| <p><b>Next Meeting:</b> &lt;Provide details of the next meeting date, time and location&gt;.</p>                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                          |                    |           |



**Agenda Item: 17.3**

**Agenda Item: Review of Council Policies**

**Sponsor: General Manager, Corporate Services**

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

**Status: For Decision**

**MOTION**

**Moved: Cr Law**

**Seconded: Cr Clancey**

**That Council:**

- 1. Adopts the following policies with an effective date of 05 March 2018:**
  - a. Application Fee Refund Policy**
  - b. Asset Accounting Policy**
  - c. Building Over Easements Policy**
  - d. Demolition Works Policy**
- 2. Notes that with the adoption of these policies listed, that any previous versions are now rescinded;**
- 3. Makes these policies available to the public on Council's website; and**
- 4. Rescinds the following policies effective from 05 March 2018 and removes these policies from circulation:**
  - a. Audit Policy**
  - b. Australian Citizenship Ceremonies Policy**
  - c. Community Based Aged and Disability Policy**
  - d. Derelict, Dangerous and Unsightly Buildings Policy**
  - e. Essential Safety Measures Audit Policy**
  - f. Swimming Pools and/or Spa Safety Barrier Policy**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Policies are reviewed regularly to ensure that they remain relevant and consistent with community and legislative expectations, and to lessen any bureaucratic burden from duplication.

The following policies have been reviewed, and are presented for adoption by Council:

- Application Fee Refund Policy
- Asset Accounting Policy
- Building Over Easements Policy
- Demolition Works Policy

In addition, a number of policies have been identified as obsolete or superseded. These are presented to Council to abolish accordingly:

- Audit Policy
- Australian Citizenship Ceremonies Policy
- Community Based Aged and Disability Policy
- Derelict, Dangerous and Unsightly Buildings Policy
- Essential Safety Measures Audit Policy
- Swimming Pools and/or Spa Safety Barrier Policy

**Declaration of Interests:**

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

**Background:**

The proposed policy has been considered in accordance with the requirements of the Charter of Human Rights and Responsibilities Act 2006.

The Policy Review Table set out below lists all policies presented for consideration in this stage, identifying the status assigned to each policy and the revisions made (if any) under the following headings:

|                         |                                          |
|-------------------------|------------------------------------------|
| <b>Statutory Review</b> | Policy review is a statutory requirement |
| <b>No change</b>        | No change to current policy              |
| <b>Title change</b>     | Amendment to existing policy title       |

|                              |                                                                                                                          |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Policy level change</b>   | Change from a Council policy to an operational policy or vice versa                                                      |
| <b>Minor change(s)</b>       | Minor amendment within policy content to reflect the passage of time; enhance language and/or correct grammatical errors |
| <b>Significant change(s)</b> | Significant amendments within policy content                                                                             |
| <b>Superseded / obsolete</b> | Existing policy no longer required and /or superseded by another document or policy                                      |
| <b>New</b>                   | New policy developed                                                                                                     |

| <b>Adopted Policy Title</b>                 | <b>Statutory Review</b> | <b>No change</b> | <b>Title Change</b> | <b>Policy level change</b> | <b>Minor Change(s)</b> | <b>Significant Change(s)</b> | <b>Superseded / Obsolete</b> | <b>New</b> |
|---------------------------------------------|-------------------------|------------------|---------------------|----------------------------|------------------------|------------------------------|------------------------------|------------|
| Application Fee Refund Policy               |                         |                  |                     |                            | X                      |                              |                              |            |
| Asset Accounting Policy                     |                         |                  |                     |                            |                        | X                            |                              |            |
| Audit Policy                                |                         |                  |                     |                            |                        |                              | X                            |            |
| Australian Citizenship Ceremonies Policy    |                         |                  |                     |                            |                        |                              | X                            |            |
| Building Over Easements Policy              |                         |                  |                     |                            | X                      |                              |                              |            |
| Community Based Aged and Disability Policy  |                         |                  |                     |                            |                        |                              | X                            |            |
| Demolition Works Policy                     |                         |                  |                     |                            | X                      |                              |                              |            |
| Derelict, Dangerous and Unsightly Buildings |                         |                  |                     |                            |                        |                              | X                            |            |

| Adopted Policy Title                            | Statutory Review | No change | Title Change | Policy level change | Minor Change(s) | Significant Change(s) | Superseded / Obsolete | New |
|-------------------------------------------------|------------------|-----------|--------------|---------------------|-----------------|-----------------------|-----------------------|-----|
| Essential Safety Measures Audit Policy          |                  |           |              |                     |                 |                       | X                     |     |
| Swimming Pools and/or Spa Safety Barrier Policy |                  |           |              |                     |                 |                       | X                     |     |

#### Application Fee Refund Policy

- The *Application Fee Refund Policy* (attached) has been reviewed.
- No changes are recommended, except for changing the policy into the current template style, and minor changes made to reflect current reporting structures, changes in legislation, spelling and grammar errors.

#### Asset Accounting Policy

- The *Asset Accounting Policy* (attached) has been reviewed and changes proposed. The *Audit and Risk Committee* have endorsed the policy at its meeting held on 30 November 2017, and the Policy will be presented to Council for adoption at the next available Council meeting.
- The proposed changes include updates to:
  - Current template style
  - Align Council's asset classifications with the model statement of capital works as set out in the *Local Government Model Financial Report* as required by the *Local Government (Planning and Reporting) Regulations 2014*
  - Ensure the policy recognises the requirements of *AASB116 Property, Plant & Equipment* and *AASB13 Fair Value Measurement*.
- In addition the past two external audits have identified the following issues that needed to review and update the policy and add guidance in the asset disposal process for assets that are partially renewed. The draft policy states in sub section 4.9 Disposal of Assets that "*Where existing assets are renewed the value of the component of the asset that has been renewed is to be disposed and a new asset created. If the part of the asset disposed of has been retained, its value needs to be recognised in the new asset or separated into a new asset component if its useful life differs materially to the new asset.*"

#### Audit Policy

- A review of the *Audit Policy* (attached) indicates that the policy is no longer accurate or provides any value to the Council.
- The requirements for internal audit are set within the current *Audit and Risk Committee Charter* and the *Provision of Internal Audit Services Contract*. The requirements for external audits are set by VAGO, and therefore there is no influence in that area for Council.
- Feedback was sought from Audit and Risk Committee members, who have agreed that the policy appears to be surplus to requirements.
- A further report will be tabled at the next Audit and Risk Committee meeting to confirm the feedback and coverage under the current *Audit and Risk Charter*. If changes are required to ensure clarity of our audit position, then the current *Audit and Risk Charter* will be reviewed and changes proposed accordingly.

#### Australian Citizenship Ceremonies Policy

- A review of the *Australian Citizenship Ceremonies Policy* (attached) has identified that the policy duplicates requirements set by the *Department of Immigration and Citizenship*.
- It has been recommended that an operational procedure replaces the current Policy.

#### Building over Easements Policy

- The *Building over Easements Policy* (attached) has been reviewed.
- The policy has been reformatted to meet current organisational standards. Minor changes within the policy have also been made to reflect current reporting structures, changes in legislation, grammar and the title of the infrastructure officer for referrals.

#### Community Based Aged and Disability Policy

- The review of the *Community Based Aged and Disability Policy* (attached) undertaken indicates that this policy is surplus to requirements and the content is not considered a 'policy'.
- The *Community Based Aged and Disability Policy* relates to providing Senior Citizens Centres as a building rather than about community based programs, and therefore could be considered a duplicate to the current *Asset Management Policy*.

#### Demolition Works Policy

- The *Demolition Works Policy* (attached) has been reviewed and minor changes proposed.

- The policy has been reformatted to meet current organisational standards. Minor changes within the policy have also been made to reflect current reporting structures, changes in legislation and the title of the planning officer for referrals.

#### Derelict, Dangerous and Unsightly Buildings Policy

- The *Derelict, Dangerous and Unsightly Buildings Policy* (attached) is recommended to be abolished as it has been replaced with clauses 93 and 94 in *Community Amenity Local Law No. 2* which will more effectively deal with the issue.

#### Essential Safety Measures Audit Policy

- The review undertaken has recommended abolishing the *Essential Safety Measures Audit Policy* (attached) and replacing it with a procedure.
- It has been identified that the procedure will more effectively deal with the issue of how to audit commercial, industrial, public and residential buildings all being non domestic buildings. The procedure delivers a balanced approach of education, meeting public expectations and enforcement whilst limiting the risk to Council.

#### Swimming Pools and/or Spa Safety Barrier Policy

- After a review of the *Swimming Pools and/or Spa Safety Barrier Policy* (attached) has been completed, it has been recommended to abolish the policy and replace it with a procedure.
- It has been identified that the procedure will more effectively deal with the issue of how to audit swimming pool and spa barriers and should deliver a balanced approach of education, meeting community expectations and enforcement whilst limiting the risk to Council.

#### **Reasons for Proposed Resolution:**

Good governance principles establish that Council should determine its policy position and put in place a periodic review process. Council adopted its Council Policy Development Policy at its meeting held on 29 February 2016. This report is a part of an ongoing program to ensure that all policies are kept relevant and up to date during the term of a Council.

#### **Issues:**

##### *Strategy Implications*

The Policy review program supports the Council Plan objective '*Ensure Council operates openly, transparently and responsibly*'.



### *Communication*

The following is planned for the communication of the decision:

- Policies that are abolished are removed from circulation and key internal stakeholders notified.
- The policies that have been adopted will be placed on Council's website (in a form compliant with disability discrimination requirements). Any implementation or communications plan identified for these policies will be also actioned.

### *Financial Implications*

There are no current financial implications with the adoption or removal of any of the proposed policies. However, the resource implications are positive, in that there is less red tape within Council through maintaining or implementing Council and operational policies.

### *Risk Analysis*

The proposed resolution will improve management of potential risks of staff not being aware of requirements as there will be a reduction of policies requiring maintenance and compliance by officers.

### *Legal and Compliance*

There are no other known legal and compliance issues with the adoption or removal of the policies listed.

### *Community Implications*

There are no further known community implications with the adoption (or removal) of the policies listed.

### *Environmental Implications*

There are no environmental implications with the removal or adoption of these policies. As previously outlined, where a policy is listed for removal, it has been covered by other documents.

### *Consultation*

Applicable consultation has occurred within the organisation and with the *Audit and Risk Committee* (where applicable) during each policy review.

### *Other*

Not applicable.

**Supporting Documents:**

*Council Policy Development Policy*











*Application Fee Refund Policy (current)*

*Asset Accounting Policy (current)*

*Building over Easements Policy (current)*

*Demolition Works Policy (current)*

**Attachments**

- 1 [↓](#).  Proposed Application Fee Refund Policy
- 2 [↓](#).  Proposed Asset Accounting Policy
- 3 [↓](#).  Audit Policy
- 4 [↓](#).  Australian Citizenship Ceremonies Policy
- 5 [↓](#).  Proposed Building over Easements Policy
- 6 [↓](#).  Community Based Aged and Disability Policy
- 7 [↓](#).  Proposed Demolition Works Policy
- 8 [↓](#).  Derelict, Dangerous and Unsightly Buildings
- 9 [↓](#).  Essential Safety Measures Audit Policy
- 10 [↓](#).  Swimming Pools and/or Spa Safety Barrier Policy

## **17.3**

### **Review of Council Policies**

|           |                                                             |            |
|-----------|-------------------------------------------------------------|------------|
| <b>1</b>  | <b>Proposed Application Fee Refund Policy.....</b>          | <b>703</b> |
| <b>2</b>  | <b>Proposed Asset Accounting Policy .....</b>               | <b>709</b> |
| <b>3</b>  | <b>Audit Policy .....</b>                                   | <b>725</b> |
| <b>4</b>  | <b>Australian Citizenship Ceremonies Policy .....</b>       | <b>727</b> |
| <b>5</b>  | <b>Proposed Building over Easements Policy.....</b>         | <b>731</b> |
| <b>6</b>  | <b>Community Based Aged and Disability Policy.....</b>      | <b>737</b> |
| <b>7</b>  | <b>Proposed Demolition Works Policy .....</b>               | <b>739</b> |
| <b>8</b>  | <b>Derelict, Dangerous and Unsightly Buildings.....</b>     | <b>745</b> |
| <b>9</b>  | <b>Essential Safety Measures Audit Policy .....</b>         | <b>747</b> |
| <b>10</b> | <b>Swimming Pools and/or Spa Safety Barrier Policy.....</b> | <b>751</b> |



## Application Fee Refund Policy

Version (No)

Approval Date: (insert date)

Review Date: (insert date)



## Application Fee Refund Policy

### DOCUMENT CONTROL

| Responsible GM            | Phil Stone                                 |                                 |
|---------------------------|--------------------------------------------|---------------------------------|
| Division                  | City Development                           |                                 |
| Last Updated (who & when) | Municipal Building Surveyor – Chris Watson | 2018                            |
| DOCUMENT HISTORY          |                                            |                                 |
| Authority                 | Date                                       | Description of change           |
| Council                   | February 2011                              | Revised Policy 11 POL-3         |
| Council                   | January 2018                               | Policy Reviewed and Reformatted |
|                           |                                            |                                 |
| References                | Refer to Section 8 and 9 of this policy    |                                 |
| Next Review Date          | June 2022                                  |                                 |
| Published on website      | Yes                                        |                                 |
| Document Reference No     |                                            |                                 |

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|----------------------|------------------|---------------|---------|-------------|------|
| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|



## Application Fee Refund Policy

### 1. Background

On behalf of Latrobe City, the municipal building surveyor receives large volumes of applications with associated fees for various statutory and discretionary building related functions. On occasions these applications are withdrawn or refused and the applicant requests the return of fees paid. The municipal building surveyor must determine the amount, if any, to be returned.

Decision making should be consistent, transparent, equitable and fair and the application fee refund policy will guide the municipal building surveyor in the appropriate decision.

### 2. Objectives

The policy has been established to facilitate a fair and equitable portion of fees to an applicant where applications are withdrawn.

### 3. Scope

The aim of this Policy is to calculate the amount of refund payable with respect to an application, when a request is received in writing to withdraw that application.

### 4. Principles of Management

4.1 An application or building permit to carry out building work within the municipal can be withdrawn by a request in writing to the municipal building surveyor from either the applicant or the subject property owner. The refund will be calculated as follows:

- 4.1.1 If the application fee has been received but not processed and no written correspondence has been circulated - 75% of application fees excluding GST (if applicable) are refundable.
- 4.1.2 If the application fee has been received, the application processed and written correspondence has been circulated but no formal written decision has been issued - 50% of application fees excluding GST (if applicable) are refundable.
- 4.1.3 If an application (other than a building permit) has been decided and written correspondence issued – no refund is payable.
- 4.1.4 If a building permit has been issued and no work has commenced on the proposed construction - 25% of the application fees excluding GST, lodgement fees, property information fees, statutory levies (if applicable) and other disbursements are refundable.
- 4.1.5 If a building permit has been issued and work has commenced on the proposed construction - no refund is payable.

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|----------------------|------------------|---------------|---------|-------------|------|
| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|



## Application Fee Refund Policy

4.2 If an application is refused - no refund is payable.

**Note:** The applicant or the subject property owner shall be given the opportunity to withdraw a building permit application prior to the application being refused.

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

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

#### 5.2. Chief Executive Officer

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

#### 5.3. General Manager

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

#### 5.4. Manager

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

#### 5.5. Employees, Contractors and Volunteers

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

### 6. Evaluation and Review

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|----------------------|------------------|---------------|---------|-------------|------|
| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|





## Application Fee Refund Policy

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

### 7. Definitions

An application includes a building permit application, report and consent application, temporary siting approval, section 173 agreements, property information request, building file information request and similar fees and charges.

### 8. Related Documents

- Annually adopted fees and charges schedule

### 9. Reference Resources

- Building Act 1993
- Building Interim Regulations 2017
- Planning and Environment Act 1987

### 10. Appendices

- None

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|----------------------|------------------|---------------|---------|-------------|------|
| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|



## Asset Accounting Policy

Version (No)

Approval Date: (insert date)

Review Date: (insert date)



## Asset Accounting Policy

### DOCUMENT CONTROL

| Responsible GM               | Greg Drumm                              |                                     |
|------------------------------|-----------------------------------------|-------------------------------------|
| Division                     | (Corporate Services)                    |                                     |
| Last Updated<br>(who & when) | (Manager Title & Name)                  | (Year)                              |
| DOCUMENT HISTORY             |                                         |                                     |
| Authority                    | Date                                    | Description of change               |
| Council                      | (day, month & year)                     | (Insert detail of change to policy) |
|                              |                                         |                                     |
|                              |                                         |                                     |
| References                   | Refer to Section 8 and 9 of this policy |                                     |
| Next Review Date             | (Month & Year)                          |                                     |
| Published on website         | (Yes or No)                             |                                     |
| Document Reference No        |                                         |                                     |

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| Responsible<br>Division | (Insert Division Name) | Approved<br>Date | (day, month,<br>Year) | Review<br>Date | (month & year) |
|-------------------------|------------------------|------------------|-----------------------|----------------|----------------|



## Asset Accounting Policy

### 1. Background

In accounting for its assets Council must comply with the requirements of the Australian Accounting Standards and Victorian Government Legislation. Failure to do so may lead to the Victorian Auditor General providing qualified audit opinions, together with the ramifications of legislative non-compliance.

### 2. Objectives

The purpose of this policy is to provide a framework that ensures assets are recognised and accounted for in accordance with Australian Accounting Standards and State Government legislation. The Policy also assists Council's commitment to Financial Sustainability.

### 3. Scope

This policy applies to non-current physical assets (i.e. Property, Infrastructure, Plant and Equipment) owned or controlled by Council. It applies to all staff who are involved in the management, including the acquisition, construction and disposal of council assets, together with all staff or contractors responsible for maintaining and reporting on Council's assets.

### 4. Principles of Management

#### 4.1. Capitalisation

##### 4.1.1. Initial Recognition

In accordance with AASB 116, the cost of an item of property, infrastructure, plant or equipment shall be recognised as an asset if and only if:

- It is probable that the future economic benefits will flow to the Council; and
- The asset has a cost or value that can be measured reliably.

Additionally:

- a) An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset shall be measured at its cost.
- b) Notwithstanding this where an asset is acquired at no cost, or for a nominal cost ( as is the case with developer and other contributed assets), the cost is its fair value as at the date of acquisition.

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| Responsible<br>Division | (Insert Division Name) | Approved<br>Date | (day, month,<br>Year) | Review<br>Date | (month & year) |
|-------------------------|------------------------|------------------|-----------------------|----------------|----------------|



## Asset Accounting Policy

Existing assets identified as not being reported in the financial statements for the preceding reporting period (found assets) will be treated in accordance with b) above.

### 4.1.2. Acquisition/Construction of assets

AASB 116 defines the cost of an item of property, plant and equipment as comprising:

- a) Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
- b) Any costs directly attributable to bring the assets to the location and condition necessary for it to be capable of operating in the manner intended by management;
- c) The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurred either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

Activities associated with acquisition/creation of new assets are detailed in the table below.

| Operating/Recurrent Expenditure                                                                                                                                                                                                                                                                                                            | Capital Expenditure                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Strategic Planning Reports</li> <li>Feasibility Studies</li> <li>Concept Plans</li> <li>Project Scoping</li> <li>Valuation reports</li> <li>Planning approvals</li> <li>Costs of opening a new facility (e.g. catering &amp; promotion).</li> <li>Administration &amp; general overheads</li> </ul> | <ul style="list-style-type: none"> <li>Survey &amp; Design</li> <li>Professional fees</li> <li>Site preparation</li> <li>Construction</li> <li>Council direct costs, wages, salaries, plant hire, materials, on-costs, traffic management</li> <li>Supervision</li> <li>Transport, assembly, installation and testing</li> <li>Project Management</li> <li>Future dismantling, removal and site restoration (where applicable)</li> </ul> |

### 4.1.3. Materiality (Capitalisation Thresholds)

Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements.

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|----------------------|------------------------|---------------|--------------------|-------------|----------------|
| Responsible Division | (Insert Division Name) | Approved Date | (day, month, Year) | Review Date | (month & year) |
|----------------------|------------------------|---------------|--------------------|-------------|----------------|



## Asset Accounting Policy

Assets must have an expected useful life of greater than one year in order for expenditure to be capitalised. Any expenditure considered to be Capital must also pass a materiality test. LCC has predetermined materiality thresholds which are set out in Appendix A. Capitalisation thresholds are set so as to provide a balance between efficiency of administrative effort whilst ensuring that Financial Statements are not materially misstated.

The general principle applied to the capitalisation thresholds within this policy, is that if the asset has been replaced in full, then it is generally treated as Capital expenditure. If only part of the asset has been replaced, then the decision to capitalise or expense the costs will be based on the capitalisation threshold, for the relevant Asset Category / Asset Component.

Expenditure may still be capitalised on items that fall below materiality thresholds individually but operate together as a cohesive whole to form a substantial/significant total value. Example is the computer network.

### 4.1.4. Classifying Capital Expenditure

For each capital project, which includes multiple asset Categories or Components, the capital expense for each Asset Category or Asset Component needs to be separated out in order to apply asset recognition rules within this Asset Accounting Policy. This process will be assisted via:

- The implementation of a robust Project Handover procedure, which details the minimum data required to be entered into the corporate Asset Register for each asset type.
- The analysis of post-construction contract schedules detailing actual values of assets, and components, and an appropriate allocation of costs.

Additionally for each capital project the expenditure must be able to be classified into whether it is renewal/replacement of an existing asset, upgrade of an existing asset, a new asset being created or expansion of an existing asset network.

### 4.2. System for capturing the asset

All recognised assets must be adequately recorded and detailed in Council's asset management systems.

### 4.3. Componentisation

Assets are grouped together in the appropriate asset category; they are then further broken up by Financial Class, Financial Sub-class and Component levels where applicable. This is detailed in Appendix A.

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## Asset Accounting Policy

### 4.4. Fair Value Measurement/Revaluation

#### 4.4.1. Measurement Subsequent to initial recognition

Subsequent to the initial recognition of an asset, non-current physical assets, other than plant and equipment are measured at fair value. Council annually reviews the carrying value of the individual classes of assets within the land and buildings and infrastructure assets categories to ensure each asset materially approximates its fair value. Where the carrying value materially differs from the value the class of asset is revalued in accordance with section 4.4.4.

#### 4.4.2. Assets not subject to revaluation

Assets under construction/development or plant and equipment are not subject to revaluation.

Assets under construction/development are measured at cost.

Plant and equipment are recognised at cost less accumulated depreciation and any accumulated impairment.

#### 4.4.3. Timing of Revaluation

A formal revaluation of land and buildings and infrastructure assets will be undertaken at a minimum of every 5 years and earlier if it is assessed that there has been a material movement in the values for that class of assets (see section 4.4.4). A formal valuation is to be performed by an experienced independent expert. However, in the interim years a recommendation may be made by an experienced council officer.

#### 4.4.4. Annual fair value assessment

Council will annually assess whether the carrying amounts for each Asset Class reflects its fair value at the end of the reporting period. This assessment may be made using price indexes such as Rawlinsons Australian Construction Handbook together with reference to actual capital construction & materials costs incurred by Council. This assessment will also include assessment as to whether there is any material impairment to Council Assets.

When the annual fair value assessment results in a compound movement in fair value since the last revaluation (scheduled, interim or managerial) that is:

- less than 10 per cent – no revaluation of the carrying amount of the asset class is required;

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## Asset Accounting Policy

- greater than 10 per cent and less than 20 per cent (referred to as material) – undertake a managerial revaluation. This involves the entity changing the carrying amounts of the asset class to the assessed fair value based on management (or internal) expertise; and
- 20 per cent or more (referred to as exceptionally material) – undertake an interim revaluation. An interim revaluation follows the same process as the five year scheduled revaluation.

### 4.4.5. Revaluation Process

To perform a revaluation the following is required:

- Assessment of fair value (i.e. market value or replacement cost)
- Assessment of asset condition
- Assessment of remaining asset life
- Affirmation of depreciation method
- Assessment of any asset impairment

### 4.5. Depreciation

All Property, Infrastructure, Plant & Equipment assets having a limited useful life are systematically depreciated over their useful lives to the Council in a manner which reflects the consumption of the service potential embodied in those assets. The depreciation method applied shall be the straight-line basis. Useful Lives/Depreciation rates shall be reviewed at the end of each financial year as per accounting standard requirements.

Various sub categories/components of asset classes have different estimated useful lives and therefore attract different depreciation rates.

Current useful lives and depreciation methods are included in Appendix A for all asset classes and components.

### 4.6. Residual Values

Unless there is evidence to the contrary, all of Council's depreciable physical assets, other than plant and equipment, have a residual value of zero.

### 4.7. Impairment of Assets

At each reporting date an assessment must be made as to whether there is any indication that the carrying amount of an asset may exceed its recoverable amount. Where such an indication is identified, the recoverable amount of the asset must be measured

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## Asset Accounting Policy

An impairment usually results in a reduction to the asset's recoverable amount and can arise from a number of causes, as follows;

- Decline in the market value of the asset
- Severe damage to the asset
- The asset has been rendered obsolete
- Changes of a technological or economic nature

### 4.8. Fixed Asset Register

Council will maintain a Fixed Asset register to ensure completeness and accuracy for all fixed assets and provide adequate record keeping.

### 4.9. Disposal of Assets

The difference between any net proceeds from disposal (after deducting selling costs) and the remaining carrying value of an asset will be treated as either a gain or loss in the year the asset is retired or disposed of.

Where existing assets are renewed the value of the component of the asset that has been renewed is to be disposed and a new asset created. If the part of the asset disposed of has been retained, its value needs to be recognised in the new asset or separated into a new asset component if its useful life differs materially to the new asset.

The cost of site restoration or remediation incurred after the disposal or retirement of the asset has already been included in the initial cost of the asset and depreciated over its useful life.

Further guidance and controls over the disposal of assets is provided under operational policy and procedures.

### 4.10. Minor Assets

Council defines minor assets as those items acquired for a cost below the capitalisation thresholds. The acquisition of minor assets is treated as an expense and items are procured by each team within the requirements of the current procurement policy. Further guidance and controls over the purchase, use and disposal of minor assets is provided under operational policy and procedures.

## 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

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## Asset Accounting Policy

- 5.1. Council**
- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution
- 5.2. Chief Executive Officer**
- Overall responsibility for compliance with this policy
  - Overall responsibility for enforcing accountability
  - Overall responsibility for providing resources
  - Overall responsibility for performance monitoring
- 5.3. General Manager**
- Responsibility for compliance with this policy
  - Responsibility for enforcing accountability
  - Responsibility for providing resources
  - Responsibility for performance monitoring
- 5.4. Manager Finance**
- Develop frameworks and procedures in compliance with this policy
  - Enforce responsibilities to achieve compliance with frameworks and procedures
  - Provide appropriate resources for the execution of the frameworks and procedures
  - Coordination of financial valuation process including determination and approval of Greenfield unit rates
  - Reporting fair value in the financial statements in line with accounting standards (including any impairment)
  - Assessment of asset impairments in conjunction with the Manager Infrastructure Development
- 5.5. Manager Infrastructure Development**
- Coordination of renewal valuation process including determination and approval of Brownfield unit rates
  - Approval and verification of condition assessments and review of asset lives
  - Assessment of asset impairments in conjunction with the Finance Manager
- 5.6. Coordinator Infrastructure Planning**
- Coordination of condition assessments and data collection

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## Asset Accounting Policy

- Keeping the Asset Management System/registers up to date (including asset condition, asset characteristics and other related (non-financial valuation) data)
- Undertaking annual asset review, documenting findings and providing information to finance department
- Collecting data through the asset handover process on Brownfield rates and reviewing / updating Brownfield unit rates annually

### 5.7. Coordinator Accounting Services

- Keeping the Asset Management System up to date through processing of all asset additions, renewals and disposals – including all data related to financial control of assets.
- Processing annual revaluations for financial reporting purposes including implementing changes to asset remaining useful lives, depreciation and impairments
- Collecting data and reviewing / updating Greenfield unit rates annually

### 5.8. Employees, Contractors and Volunteers

Participate where required in the development of frameworks and procedures in compliance with this policy.

Comply with frameworks and procedures developed to achieve compliance with this policy.

## 6. Evaluation and Review

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

## 7. Definitions

**Asset classes:** Latrobe City Council's assets fall under three main categories; Property, plant and equipment and Infrastructure. These are further broken into classes and sub-classes as per Appendix A.

**Brownfield Valuation:** Valuation method where the revaluation of assets involves only the costs of renewing or replacing an asset it excludes some costs of the initial acquisition/construction of the asset that will never be incurred again.e.g earth & site formation works.

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## Asset Accounting Policy

**Componentisation:** where an asset comprise of separate parts whose lives and associated depreciation charges are material, the components of the asset should be separately identified and depreciated.

**Consideration:** In the context of this policy, shall be recognised in “monetary terms” e.g. purchase cost.

**Depreciation:** the systematic allocation of the depreciable amount of an asset over its useful life.

**Depreciable amount:** the cost of an asset, or other amount substituted for cost, less its residual value.

**Depreciation methods:** those methods used to allocate the depreciable amount of an asset on a systematic basis over its useful life. These methods include:

- straight-line
- diminishing balance
- units of production method

**Depreciated replacement cost:** the current replacement cost of an asset less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

**Expenditure – Capital:**

- **Capital Expansion:** expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries.
- **Capital New:** expenditure that creates a new asset that provides a service that does not currently exist.
- **Capital Renewal:** expenditure that restores, rehabilitates or replaces an existing asset which returns the service potential or the life of the asset up to that which it had originally. Partial renewal is expenditure on an asset which increases the service potential of the asset but not up to its original service potential.
- **Capital Upgrade:** expenditure which enhances an existing asset to provide a higher level of service or extends the life beyond that which it had originally. This includes expenditure on new assets or that part of the costs that relates to the upgrade, where existing assets are replaced at a higher level of service, that part of the cost that relates to upgrade.

**Expenditure – Maintenance:** Expenditure on a non-current asset that does not meet capitalisation criteria is considered maintenance expenditure and must be expensed as incurred. In general, maintenance expenditure will allow the asset to realise its expected service levels and estimated life.

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## Asset Accounting Policy

**Fair value:** Is the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction. If there is no market-based evidence of fair value because of the specialised nature of the item of property, plant and equipment and the item is rarely sold, except as part of a continuing business, an entity may need to estimate fair value using an income or a depreciated replacement cost approach.

**Greenfield Valuation:** Valuation method where the initial recognition and subsequent revaluation of assets involves all the cost of initial acquisition/construction of the asset.

**Impairment loss:** the amount by which the carrying amount of an asset exceeds its recoverable amount.

**Infrastructure assets:** Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

**Materiality:** In relation to financial information, that information which is omitted, misstated or not disclosed has the potential to adversely affect decisions about the allocation of scarce resources made by users of the financial report or the discharge of accountability by the management or governing body of the entity.

**Property, plant and equipment:** Tangible items that are:

- held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and
- Expected to be used during more than one period.

**Recoverable amount:** the higher of the net selling price of an asset and its value in use.

**Repairs and maintenance:** costs of day-to-day servicing of property, plant and equipment that are primarily labour and consumables, and may include the cost of small parts.

**Residual value:** estimated amount that an entity would realise at disposal of an asset, after deducting the estimated costs of disposal, at the end of its useful life.

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## Asset Accounting Policy

**Revaluation:** the assessment of an asset's fair value and subsequent adjustment to Council's asset register and balance sheet to ensure the book value reflects the revalued amount (i.e. its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses).

**Useful life:** Useful life is considered in the context of time or service:

- period over which an asset is expected to be available for use by the entity, or
- number of production or similar units expected to be obtained from the asset by an entity.

### 8. Related Documents

Asset Management Policy

Asset Management Strategy 2014-2018

[Click here to enter text.](#)

### 9. Reference Resources

AASB13 – Fair Value Measurement

AASB116 – Property, Plant and Equipment

AASB136 – Impairment of Assets

Australian Infrastructure Financial Management Guidelines (IPWEA)

Local Government: Accounting for non-current physical assets under AASB 116

### 10. Appendices

Appendix A - Assets Table

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## Asset Accounting Policy

| APPENDIX A<br>Asset group | Financial Class                  | Financial Subclass                                                                      | Asset Component                                              | Capitalised Depreciated (Y/N) need (Y/N) | Capitalisation Threshold \$ | Valuation Method |                                     | Formal Revaluation Frequency (Years) | Adopted Asset Life (Years) | Depreciation Method | Notes         |                                                                                                                                                                            |
|---------------------------|----------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------|-----------------------------|------------------|-------------------------------------|--------------------------------------|----------------------------|---------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |                                  |                                                                                         |                                                              |                                          |                             | Value Method     | if DRC Age-based or Condition-based |                                      |                            |                     |               |                                                                                                                                                                            |
| PROPERTY                  | Land                             | Freehold/Controlled                                                                     |                                                              | Y                                        | N                           | \$0              | MV                                  | N/A                                  | 5 Years                    | N/A                 |               |                                                                                                                                                                            |
|                           |                                  | Land Under Roads                                                                        |                                                              | Y                                        | N                           | \$0              | MV                                  | N/A                                  | 5 Years                    | N/A                 |               |                                                                                                                                                                            |
|                           | Buildings                        | Council Owned/Controlled Buildings/Heritage Buildings/Building & Leasehold Improvements | Land Improvements                                            |                                          | N                           | N                | N/A                                 | N/A                                  | N/A                        | N/A                 | N/A           | Consider for future recognition                                                                                                                                            |
|                           |                                  |                                                                                         | Pipe-structure                                               | Y                                        | Y                           | \$10,000         | DRC                                 | Condition                            | 5 Years                    | 80-150              | Straight-Line | Building componentisation and useful lives to be determined as part of revaluation in 2017/18 financial year. Current useful lives are 50 years over total building value. |
|                           |                                  |                                                                                         | Substructure                                                 | Y                                        | Y                           | \$10,000         | DRC                                 | Condition                            | 5 Years                    | 80-150              | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Roof                                                         | Y                                        | Y                           | \$10,000         | DRC                                 | Condition                            | 5 Years                    | 50-100              | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Services                                                     | Y                                        | Y                           | \$10,000         | DRC                                 | Condition                            | 5 Years                    | 25-80               | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Fit Out                                                      | Y                                        | Y                           | \$10,000         | DRC                                 | Condition                            | 5 Years                    | 20-80               | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Artwork                                                      | Y                                        | N                           | \$500            | MV                                  | N/A                                  | 5 Years                    | N/A                 | N/A           |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Computers                                                    | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 4                   | Straight-Line |                                                                                                                                                                            |
| PLANT & EQUIPMENT         | Computers and Telecommunications | Network Hardware (Servers, Router, Firewalls, Switch, Hub, Cable, microwave links)      | Y                                                            | Y                                        | \$1,000                     | HC               | N/A                                 | NA                                   | 4-5                        | Straight-Line       |               |                                                                                                                                                                            |
|                           |                                  | Phones (including system)                                                               | Y                                                            | Y                                        | \$1,000                     | HC               | N/A                                 | NA                                   | 3-7                        | Straight-Line       |               |                                                                                                                                                                            |
|                           |                                  | Peripherals (Scanners/Printers/copiers)                                                 | Y                                                            | Y                                        | \$1,000                     | HC               | N/A                                 | NA                                   | 5                          | Straight-Line       |               |                                                                                                                                                                            |
|                           |                                  | Faxines, fittings and furniture                                                         | Y                                                            | Y                                        | \$1,000                     | HC               | N/A                                 | NA                                   | 5-10                       | Straight-Line       |               |                                                                                                                                                                            |
|                           | Library Books                    | Library Books                                                                           | Library Books                                                | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 5-10                | Straight-Line | Were previously depreciated based on materiality and cost benefit analysis.                                                                                                |
|                           |                                  |                                                                                         | Heavy Plant (Handill computer generators, excavator rollers) | N                                        | NA                          | N/A              | N/A                                 | N/A                                  | NA                         | N/A                 |               |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Other Equipment                                              | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 5-10                | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | White posts                                                  | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 5-10                | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Pumps & Hoists                                               | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 5-10                | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Aquatic facilities                                           | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 5-10                | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Plant, machinery and equipment                               | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 5-10                | Straight-Line |                                                                                                                                                                            |
|                           |                                  |                                                                                         | Motor Vehicles                                               | Y                                        | Y                           | \$1,000          | HC                                  | N/A                                  | NA                         | 5-10                | Straight-Line |                                                                                                                                                                            |
| Gym Equipment             | Gym Equipment                    | Cardio Equipment (Treadmills, Spin Bikes, Garcia Bikes)                                 | Y                                                            | Y                                        | \$1,000                     | HC               | N/A                                 | NA                                   | 3-5                        | Straight-Line       |               |                                                                                                                                                                            |
|                           |                                  | Cable Equipment                                                                         | Y                                                            | Y                                        | \$1,000                     | HC               | N/A                                 | NA                                   | 6-10                       | Straight-Line       |               |                                                                                                                                                                            |
| Free Weight Equipment     | Free Weight Equipment            | Free Weight Equipment                                                                   | Y                                                            | Y                                        | \$1,000                     | HC               | N/A                                 | NA                                   | 8-12                       | Straight-Line       |               |                                                                                                                                                                            |

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# Asset Accounting Policy

| Asset group                      | Financial Class      | Financial Subclass                                               | Asset Component | Capitalised (Y/N) and Depreciated (Y/N) | Capitalisation Threshold \$ | Valuation Method  |                                     | Revaluation Frequency (Years) | Adopted Asset Life (Years) | Depreciation Method             | Notes                                                                                                                                                                                                                                                    |
|----------------------------------|----------------------|------------------------------------------------------------------|-----------------|-----------------------------------------|-----------------------------|-------------------|-------------------------------------|-------------------------------|----------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |                      |                                                                  |                 |                                         |                             | Fair Value Method | If DRC Age-based or Condition-based |                               |                            |                                 |                                                                                                                                                                                                                                                          |
| INFRASTRUCTURE                   | Aerodromes           | Surface                                                          |                 | Y                                       | \$10,000                    | HC                | Condition                           | 5 Years                       | TBD                        | Straight-Line                   | Latrobe Regional Airport assets are not currently all recognised. Those recognised have been recognised at Historical Cost. Future recognition of all material assets is required and the adoption of the Depreciated Replacement Cost Fair Value Method |
|                                  |                      | Pavement Base, Fertilisation and Earthworks, Concrete Structures |                 | Y                                       | \$10,000                    | HC                | Condition                           | 5 Years                       | TBD                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  | Bridges              | Structures                                                       |                 | Y                                       | \$10,000                    | HC                | Condition                           | 5 Years                       | TBD                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Vehicle Bridges/Pedestrian Bridges                               |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 100                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Sub-Structure                                                    |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 100                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Rail                                                             |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 25-100                     | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  | Drainage             | Major Culverts                                                   |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 100                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Rivers                                                           |                 | Y                                       | \$10,000                    | DRC               | Age-based                           | 5 Years                       | 100                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Pits and Endwalls                                                |                 | Y                                       | \$10,000                    | DRC               | Age-based                           | 5 Years                       | 100                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Open Drains                                                      |                 | Y                                       | \$10,000                    | DRC               | Age-based                           | 5 Years                       | 100                        | Straight-Line                   | "                                                                                                                                                                                                                                                        |
| Uplines                          |                      |                                                                  | Y               | \$10,000                                | DRC                         | Age-based         | 5 Years                             | 100                           | Straight-Line              | "                               |                                                                                                                                                                                                                                                          |
| Stormwater Gross Pollutant Traps |                      |                                                                  | Y               | \$10,000                                | DRC                         | Condition         | 5 Years                             | 100                           | Straight-Line              | "                               |                                                                                                                                                                                                                                                          |
| Footpaths and Cycleways          | Wetlands             |                                                                  | Y               | \$10,000                                | DRC                         | Age-based         | 5 Years                             | 100                           | Straight-Line              | "                               |                                                                                                                                                                                                                                                          |
|                                  |                      | Sealed                                                           |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 60                         | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  | Off street Car Parks | Sealed/longlife-Concrete                                         |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 60                         | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Sealed/Shortlife-Asphalt                                         |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 30                         | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Unsealed                                                         |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 15                         | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Miscellaneous Paved Areas                                        |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 60                         | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  | Other Infrastructure | Sealed/Unsealed                                                  |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 14-17                      | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  |                      | Signage                                                          |                 | Y                                       | \$10,000                    | DRC               | Condition                           | 5 Years                       | 25-87                      | Straight-Line                   | "                                                                                                                                                                                                                                                        |
|                                  | Marine Assets        | Piers & Jetties                                                  |                 | N                                       | N/A                         | N/A               | N/A                                 | N/A                           | Indefinite                 | N/A                             | Consider for future recognition                                                                                                                                                                                                                          |
|                                  |                      | Buoys                                                            |                 | N                                       | N/A                         | N/A               | N/A                                 | N/A                           | N/A                        | N/A                             | Consider for future recognition                                                                                                                                                                                                                          |
| Booms                            |                      |                                                                  | N               | N/A                                     | N/A                         | N/A               | N/A                                 | N/A                           | N/A                        | Consider for future recognition |                                                                                                                                                                                                                                                          |
| Ground Sea walls                 |                      |                                                                  | N               | N/A                                     | N/A                         | N/A               | N/A                                 | N/A                           | N/A                        | Consider for future recognition |                                                                                                                                                                                                                                                          |
| Caravan Parks                    |                      |                                                                  | N               | N/A                                     | N/A                         | N/A               | N/A                                 | N/A                           | N/A                        | Consider for future recognition |                                                                                                                                                                                                                                                          |

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| Responsible Division | (Insert Division Name) | Approved Date | (day, month, Year) | Review Date | (month & year) |
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# Asset Accounting Policy

| Asset group      | Financial Class                                                          | Financial Subclass                                               | Asset Component | Capitalised (Y/N) | Depreciated (Y/N) | Capitalisation Threshold | Valuation Method  |                                     | Revaluation Frequency (Years) | Adopted Asset Life (Years) | Depreciation Method | Notes                                                                                                                             |                                 |
|------------------|--------------------------------------------------------------------------|------------------------------------------------------------------|-----------------|-------------------|-------------------|--------------------------|-------------------|-------------------------------------|-------------------------------|----------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|                  |                                                                          |                                                                  |                 |                   |                   |                          | Fair Value Method | if DRC Age-based or Condition-based |                               |                            |                     |                                                                                                                                   |                                 |
| INFRASTRUCTURE   | Parks, Open Space<br>Streetscapes                                        | Monuments & Statues, Plaques, Drinking Fountains, Water Features |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | Consider for future recognition                                                                                                   |                                 |
|                  |                                                                          | Play Grounds                                                     |                 | Y                 | Y                 | \$5,000                  | DRC               | Condition                           | 5 Years                       | 20                         | Straight-Line       |                                                                                                                                   |                                 |
|                  |                                                                          | Skate Parks                                                      |                 | Y                 | Y                 | \$5,000                  | DRC               | Condition                           | 5 Years                       | 20                         | Straight-Line       |                                                                                                                                   |                                 |
|                  |                                                                          | BMX Tracks                                                       |                 | Y                 | Y                 | \$5,000                  | DRC               | Condition                           | 5 Years                       | 20                         | Straight-Line       |                                                                                                                                   |                                 |
|                  |                                                                          | Gardens/Landscaping                                              |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Street scaping                                                   |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Natural conservation areas                                       |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Residential Bins                                                 |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Bins & Surrounds                                                 |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Outdoor Furniture                                                |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  | Barbecues                                                                |                                                                  | N               | N/A               | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | Consider for future recognition                                                                                                   |                                 |
|                  | Recreational, Leisure and community facilities                           | Playing Surfaces (grassed)                                       |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Playing Surfaces (Synthetic)                                     |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Playing Surfaces (Asphalt)                                       |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Pool Structure                                                   |                 | Y                 | Y                 | \$10,000                 | DRC               | Condition                           | 5 Years                       | TBD                        | Straight-Line       | Currently recognised in buildings, to be reclassified and useful lives to be determined in 2017/18 buildings revaluation process. |                                 |
|                  |                                                                          | Heritage Street Lighting                                         |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Decorative Street Lighting                                       |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Sports & Flood Lighting                                          |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Public Lighting (incl. Security Lighting/CCTV Lighting)          |                 | N                 | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | N/A                                                                                                                               | Consider for future recognition |
|                  |                                                                          | Surfacing                                                        |                 | Y                 | Y                 | \$10,000                 | DRC               | Condition                           | 5 Years                       | 14                         | Straight-Line       |                                                                                                                                   |                                 |
| Pavement Base    |                                                                          |                                                                  | Y               | Y                 | \$10,000          | DRC                      | Condition         | 5 Years                             | 87                            | Straight-Line              |                     |                                                                                                                                   |                                 |
| Roads            | Formation and Earthworks                                                 |                                                                  | Y               | N                 | \$10,000          | DRC                      | Condition         | 5 Years                             | Indefinite                    | N/A                        |                     |                                                                                                                                   |                                 |
|                  | Kebs                                                                     |                                                                  | Y               | Y                 | \$10,000          | DRC                      | Condition         | 5 Years                             | 77                            | Straight-Line              |                     |                                                                                                                                   |                                 |
|                  | Traffic Calming Devices / Traffic Lights / Roundabouts / Traffic Islands |                                                                  | N               | N/A               | N/A               | N/A                      | N/A               | N/A                                 | N/A                           | N/A                        | N/A                 | Consider for future recognition                                                                                                   |                                 |
| Waste Management | Signage and traffic management devices                                   |                                                                  |                 |                   |                   |                          |                   |                                     |                               |                            |                     |                                                                                                                                   |                                 |
|                  | Landfill Cells                                                           |                                                                  | Y               | Y                 | \$10,000          | DRC                      | N/A               | N/A                                 | 2-3                           | Straight-Line              |                     |                                                                                                                                   |                                 |
|                  | Weightbridges                                                            |                                                                  | Y               | Y                 | \$10,000          | DRC                      | N/A               | 5 Years                             | 20                            | Straight-Line              |                     |                                                                                                                                   |                                 |

**Fair Value Acronym Definitions:**

- DRC Depreciated Replacement Cost
- HC Held at original cost
- MV Market Value

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| Responsible Division | (Insert Division Name) | Approved Date | (day, month, Year) | Review Date | (month & year) |
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Document Name: **Audit Policy** **11 POL-4**

Adopted by Council: **7 February 2011**

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### **Policy Goals**

In accordance with Section 139 of the *Local Government Act 1989* Council will maintain an Audit Committee of Council. An Audit Committee is a mechanism established to co-ordinate the activities of management, the internal audit process and the Auditor-General's work with a view to achieving overall organisational objectives in an efficient and effective manner. The role of an Audit Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.

The Auditing Policy is designed to ensure that the scope of the internal and external audits are adequate and that due emphasis is placed on areas where the Audit Committee, management, the Victorian Auditor-General and the auditors believe that attention is necessary. As part of Council's duty to fulfil its governance obligations to its community, Council has constituted an Audit Committee to receive reports on internal audits completed by an independent contractor and to ensure:

- effective management of financial risks;
- reliable management and financial reporting;
- compliance with laws and regulations;
- maintenance of an effective and efficient audit system.

The internal audit process is designed to: -

- Provide independent appraisals to management, and
- Contribute to the quality and performance of the Council by ensuring that accounting and operational control procedures and practices throughout are sound and consistent, and are adequate to safeguard its assets and facilitate its operations.

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### Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### Regulation and Accountability

##### Latrobe 2026:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

##### Council Plan:

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.
- Ensure audit programs are conducted in accordance with best practice guidelines.

#### Governance

##### Latrobe 2026:

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

##### Council Plan:

- Conduct all Council and committee meetings in strict accordance with the law and in an open and transparent manner.
- Ensure that Latrobe City Council continues to meet the highest standards of financial probity.
- Ensure that all strategic decisions reflect Latrobe City Council's Long Term Financial Plan and Annual Budget.
- Ensure that Latrobe City Council applies a sound risk management approach to decision making and service delivery.

### Policy Implementation

The implementation of this policy is set out in the charter of the Audit Committee with the charter being reviewed by the committee annually.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : \_\_\_\_\_  
Chief Executive Officer

Date : 08/02/2011.

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Document Name: **Australian Citizenship Ceremonies Policy** 11 POL-4

Adopted by Council: **7 February 2011**

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### Policy Goals

Latrobe City Council's role is to arrange and administer citizenship ceremonies where the Department of Immigration and Citizenship has issued Evidence of Australian Citizenship certificates for such purposes. Latrobe City Council acts as a distribution agency in relation to application forms for Australian citizenship, which must be lodged with the Department of Immigration and Citizenship in accordance with the relevant legislation.

The purpose of this policy is to ensure compliance with all Federal government legislation impacting on citizenship ceremonies and provide sufficient flexibility within the process to cater for a variety of ceremonies suitable to the needs of the candidates.

### Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### Regulation and Accountability

**Latrobe 2026:**

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

**Council Plan:**

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

#### Governance

**Latrobe 2026:**

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

**Council Plan:**

- Conduct all Council and committee meetings in strict accordance with the law and in an open and transparent manner.

#### Our Community

**Latrobe 2026:**

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

**Council Plan:**

- Provide access to information, knowledge, technology and activities that strengthens and increases participation in community life.
- Support initiatives that promote diversity and social inclusion.

**Culture**

**Latrobe 2026:**

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

**Council Plan:**

- Facilitate and support events, community festivals and arts programs that reflect and celebrate cultural diversity and heritage.

**Policy Implementation**

1. This policy refers to the 'Australian Citizenship Ceremonies Code' book revised in 2008 by the Department of Immigration and Citizenship and letter of 02/02/09 from Senator Chris Evans, Federal Minister for Immigration and Citizenship. (Reference: DataWorks document number: 376185).
2. In Victoria, only the persons who are holding, occupying or performing the duties of any of the following positions have been authorised to preside at Australian citizenship ceremonies:
  - (i) Lord Mayor of Melbourne City Council;
  - (ii) Mayor of a Municipal Council;
  - (iii) Deputy Mayor of Casey City Council;
  - (iv) Chief Executive Officer of a Municipal Council;
  - (v) General Manager of a Municipal Council;
  - (vi) Governor in Council appointed Administrator of a Municipal Council;
  - (vii) Directors of Municipal Councils;
  - (viii) Councillor, Robinvale Ward, Swan Hill Rural City Council.

It is the Minister's expectation that the permanent occupant of the authorised position preside at citizenship ceremonies.

Section 73 of the *Local Government Act 1989* allows councils to appoint an acting Mayor in situations where the Mayor is absent or incapable of presiding. In order for an acting Mayor to have authorisation to preside at Australian citizenship ceremonies, the nominated person must be performing all of the duties of Mayor for a period of time.



Additional persons can only be authorised to preside at Australian citizenship ceremonies upon written request to the Federal Minister for Immigration and Citizenship.

3. Latrobe City Council Mayor, Chief Executive Officer and General Managers are authorised to conduct Australian citizenship ceremonies. (Officers of Latrobe City Council are delegated authority to assist in the administration of citizenship ceremonies).
4. Ceremonies will be carried out in strict accordance with the *Australian Citizenship Act 2007*, the *Australian Citizenship Ceremonies Code 2008* and only where all formal documentation from the federal government has been provided.
5. The format of citizenship ceremonies may vary, as Latrobe City Council will endeavour to meet the needs of the candidates receiving their Australian citizenship. However, in most instances, ceremonies will be a public event, and will be scheduled to be held during the day or evening. To promote civic participation, a public citizenship ceremony will be incorporated into Latrobe City Council's Australia Day celebrations each year.
6. A summary of information relating to citizenship ceremonies conducted by Latrobe City Council will be included on the Annual Report each year.
7. The Australian Citizenship Ceremonies Policy will be reviewed on an annual basis and in the event of any changes in applicable legislation.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : \_\_\_\_\_  
Chief Executive Officer

Date : 08/02/2011.



## Building Over Easements Policy

Version (No)

Approval Date: (insert date)

Review Date: (insert date)



## Building Over Easement Policy

### DOCUMENT CONTROL

| Responsible GM            | Phil Stone                                 |                                 |
|---------------------------|--------------------------------------------|---------------------------------|
| Division                  | City Development                           |                                 |
| Last Updated (who & when) | Municipal Building Surveyor – Chris Watson | 2018                            |
| DOCUMENT HISTORY          |                                            |                                 |
| Authority                 | Date                                       | Description of change           |
| Council                   | February 2011                              | Revised Policy 11 POL-4         |
| Council                   | January 2018                               | Policy Reviewed and Reformatted |
|                           |                                            |                                 |
| References                | Refer to Section 8 and 9 of this policy    |                                 |
| Next Review Date          | June 2022                                  |                                 |
| Published on website      | Yes                                        |                                 |
| Document Reference No     |                                            |                                 |

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| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
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## Building Over Easement Policy

### 1. Background

Latrobe City receives formal requests under Regulation 310, Building Interim Regulations 2017, to construct a building or structure over an easement that is vested in the interests of Council. Council's delegated officer must decide these requests within 14 days of receipt of all information.

Decision making should be transparent, equitable and fair and the building over easements policy will guide Council's delegated officer in the appropriate decision.

Consistency in the application processes is important and the building over easements policy will provide guidance to our delegated officer in the application of our processes.

### 2. Objectives

The policy has been established to protect public drainage infrastructure networks and drainage pathways.

### 3. Scope

This policy is designed to protect Latrobe City assets in easements vested in Council and the interest of the subject property owner. It describes how Council's delegated officer will decide applications to building over an easement. In special circumstances, Latrobe City may conditionally approve an application to build over such easements.

### 4. Principles of Management

Applications to build over an easement that is vested in Council must be in writing pursuant to the requirements of the building regulations. The applicant must submit a consent and report form with the associated design documents, site plans, titles application fees and the like.

Applications to build over an easement will be assessed against the likely impact of the proposed development including:

- The size and depth of the stormwater drain and the width of easement required to maintain/replace the drain,
- Future needs to augment or enlarge the drain,
- Impact of the development on access to other parts of the easement, and
- Agreement from other parties with a legal entitlement to the use of the easement, (eg. Other lot owners and service authorities such as Gippsland Water).

Approval to build over an existing Council asset in an easement or an easement that is not currently used but may be required for future drainage will be refused to

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## Building Over Easement Policy

protect existing public and future infrastructure and allow for the maintenance of drains, future drainage construction, or to ensure the non-obstruction of a flood path.

Approval to build within the easement but not within 300 mm of an existing pipe but not normally over an existing pipe, may be approved subject to the landowner entering into an agreement under Section 173 of the Planning and Environment Act 1987 to indemnify Council. The agreement will be lodged against the property title, will require the owner to dismantle all or part of the building if access is required to that section of the easement reserve and protects Council against damages to the building from drainage assets.

The fee for drafting the Agreement under Section 173 of the Planning and Environment Act 1987 will be payable by the applicant in accordance with the Councils annual fees and charges schedule.

Where in the particular circumstance, an easement that is vested in the Council is not in use and in the opinion of the Manager Infrastructure Development, it appears likely it will never be used, the Agreement may be negated.

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

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

#### 5.2. Chief Executive Officer

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

#### 5.3. General Manager

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

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## Building Over Easement Policy

- Responsibility for performance monitoring
- 5.4. Manager
- Develop frameworks and procedures in compliance with this policy
  - Enforce responsibilities to achieve compliance with frameworks and procedures
  - Provide appropriate resources for the execution of the frameworks and procedures
- 5.5. Employees, Contractors and Volunteers
- Participate where required in the development of frameworks and procedures in compliance with this policy.
  - Comply with frameworks and procedures developed to achieve compliance with this policy.

### 6. Evaluation and Review

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

### 7. Definitions

- **Easements** are reserved land, within a title, that have been set aside for the exclusive use of an authority or authorities and commonly contain drainage, sewage, gas, power, telecommunications and similar infrastructure. Almost all easements are created when the land was originally subdivided and are shown on the property title.
- **Building** includes structure, temporary building, temporary structure and any part of a building or structure. Building Act 1993 Section 3.

### 8. Related Documents

- Annually adopted fees and charges schedule
- Application for Consent and Report
- Generic Section 173 Agreement

### 9. Reference Resources

- Building Act 1993
- Planning and Environment Act 1987
- Building Interim Regulations 2017
- National Construction Code (Building Code of Australia) produced by Australian Building Codes Board
- Practice Note 2014-57 issued by the Victorian Building Authority

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## Building Over Easement Policy

### 10. Appendices

None specified.

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| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|



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Document Name: **Community Based Aged and Disability Services Policy** **11 POL-5**

Adopted by Council: **22 August 2011**

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### Policy Goals

Latrobe City will provide designated facilities for use by senior citizens and other members of the Home and Community Care Program's target group. Senior citizens centres provide facilities for persons over the age of 55 years and persons with disabilities, in which they can meet and find companionship, entertainment and a range of programs and activities to promote self help and independence. Senior citizens centres provide venues for independent groups of senior citizens to meet and may also serve as a base for the operations of the planned activity service.

### Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### Our Community

##### Latrobe 2026:

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

##### Council Plan:

- Support initiatives that promote diversity and social inclusion.
- Facilitate and support initiatives that strengthen the capacity of the community.
- Provide access to information, knowledge, technology and activities that strengthens and increases participation in community life.
- Promote community participation and volunteerism to support improved health and well-being through all stages of life.

#### Recreation

##### Latrobe 2026:

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

##### Council Plan:

- Foster the health and wellbeing of the community by promoting active living and participation in community life.
- Provide diverse and accessible recreational, leisure and sporting facilities, that are financially sustainable.

**Built Environment**

**Latrobe 2026:**

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

**Council Plan:**

- Develop high quality community facilities that encourage access and use by the community.
- Ensure public infrastructure is maintained in accordance with community aspirations.

**Policy Implementation**

**1. Senior Citizens Program**

Senior Citizens Centre programs operate out of Council owned and maintained community facilities. The Council will encourage senior citizens centres to be used for senior citizens clubs, planned activity service programs, disability and carers groups, meals and other activities. The facilities are also available for hire to other community groups and organisations or individuals within Latrobe City. However, preference will be given to members of the Home and Community Care (HACC) programs target group.

Access will not be restricted on the basis of membership or non-membership of a particular social group. An individual or groups inability to pay any centre fee or charge should not prevent them from accessing and using the senior citizens centre facilities. In particular carers, people with a disability and ethnic groups are encouraged to use the premises for regular sessions and other activities. This practice of equitable access is in accordance with the Home and Community Care Program National Services Standards ensuring that each person's access to a service is decided on the basis of relative need.

**2. Planned Activity Service**

Latrobe City will provide a centre based program for clients who are assessed as requiring support to meet their individual needs, while enhancing their social, psychological and intellectual skills. In consultation with consumers, a variety of programs will be provided that will encourage participation, independence, social interaction and enable those in attendance to remain connected to their community.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : \_\_\_\_\_  
*Chief Executive Officer*

Date : <insert date.



## Demolition Works Policy

Version (No)

Approval Date: (insert date)

Review Date: (insert date)



## Demolition Works Policy

### DOCUMENT CONTROL

| Responsible GM            | Phil Stone                                 |                                 |
|---------------------------|--------------------------------------------|---------------------------------|
| Division                  | City Development                           |                                 |
| Last Updated (who & when) | Municipal Building Surveyor – Chris Watson | 2018                            |
| DOCUMENT HISTORY          |                                            |                                 |
| Authority                 | Date                                       | Description of change           |
| Council                   | February 2011                              | Revised Policy 11 POL-4         |
| Council                   | January 2018                               | Policy reviewed and reformatted |
|                           |                                            |                                 |
| References                | Refer to Section 8 and 9 of this policy    |                                 |
| Next Review Date          | January 2022                               |                                 |
| Published on website      | No                                         |                                 |
| Document Reference No     |                                            |                                 |

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| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
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## Demolition Works Policy

### 1. Background

Latrobe City receives formal requests under Section 29A, Building Act 1993, to demolish a building or structure or alter its façade. That building, structure or façade may have historic value or warrant protection under the provisions of Latrobe City Council's Planning Scheme. Council's delegated officer must decide these requests within 14 days of receipt of all information.

Decision making should be transparent, equitable and fair and the demolition works policy will guide Council's delegated officer in the appropriate decision.

Consistency in the application processes is important and the demolition works policy will provide guidance to our delegated officer in the application of our processes.

### 2. Objectives

The policy has been established to protect buildings and structures that may offer historical value.

### 3. Scope

Latrobe City has developed the Demolition Works Policy as an overarching strategy to ensure that full consideration is given to the heritage value of an identified building within the municipality prior to the issuing of any building or demolition permit. The aim of this policy is to protect the cultural and historical heritage of the municipality as presented either visually or through association in respect to buildings. The policy will apply to all buildings or parts thereof throughout Latrobe City.

### 4. Principles of Management

#### Policy Implementation - Building Permits

All applications for building permits will be scrutinised to determine if a building is to be substantially demolished or its façade will be significantly altered within the confines of section 29A of the Building Act 1993. Where the demolition or alteration of a façade is identified, the building will be cross referenced against any relevant heritage study, planning scheme and/or heritage overlay.

All applications for report and consent to demolish or to alter a building's façade pursuant to section 29A of the Building Act 1993 will be cross referenced against any relevant heritage study (including places that are identified in the study that require further research), planning scheme and/or heritage overlay.

Should the building not be identified within a relevant heritage study, planning scheme or heritage overlay, consent shall be granted to carry out the works.

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|----------------------|------------------|---------------|---------|-------------|------|
| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|



## Demolition Works Policy

Should the building be identified in the planning scheme or heritage overlay, consent shall be refused and the applicant must make application for a planning permit to undertake the works.

Should the building be identified in the current heritage study or in the opinion of the Municipal Building Surveyor should be included in a heritage study, a referral shall be made to the Statutory Planning Co-ordinator to assess the heritage value of the building and the resultant proposed works. The Statutory Planning Co-ordinator may determine the proposed demolition of the building or alterations to the façade are inconsequential and authorise that consent be granted or that the building in its current status has significant heritage value and determine that the application be suspended.

If an application is suspended, the Manager Planning Services must recommend to the CEO to immediately make application to the Minister for Planning under Section 20 of the Planning and Environment Act 1987 for an interim heritage overlay amendment or a permanent heritage overlay amendment where the building is considered to be of state or regional significance.

### Policy Implementation - Planning Permits

In any areas of the municipality where there are heritage studies being undertaken or where they have been completed, any planning application that has a part of the proposed development, any proposed demolition, are to be checked against the heritage study to establish whether the building is included. This arrangement will apply until the relevant heritage overlay to the Planning Scheme is in place. In addition all such planning applications must be reported to the Statutory Planning Coordinator for a decision.

## 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 5.1. Council

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

### 5.2. Chief Executive Officer

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

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|                      |                  |               |         |             |      |
|----------------------|------------------|---------------|---------|-------------|------|
| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|



## Demolition Works Policy

### 5.3. General Manager

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

### 5.4. Manager

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

### 5.5. Employees, Contractors and Volunteers

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

## 6. Evaluation and Review

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

## 7. Definitions

None specified.

## 8. Related Documents

- Application for Demolition Report and Consent

## 9. Reference Resources

- Building Act 1993
- Planning and Environment Act 1987
- Practice Note 2014-43 issued by the Victorian Building Authority
- Ministers Guideline MG-09 issued by Rob Hulls, Minister for Planning
- Latrobe City Planning Scheme

## 10. Appendices

None specified.

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Page 5 of 5

|                      |                  |               |         |             |      |
|----------------------|------------------|---------------|---------|-------------|------|
| Responsible Division | City Development | Approved Date | 01/2018 | Review Date | 2022 |
|----------------------|------------------|---------------|---------|-------------|------|



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Document Name: **Derelict, Unightly and Dangerous Buildings Policy** 11 POL-3  
Adopted by Council: **7 February 2011**

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### Policy Goals

The aim of this policy is to allay community anxieties about the risks and dangers that arise from the existence of derelict and dangerous buildings and to safeguard the community against those risks and dangers.

### Relationship to Council Plan & Latrobe 2026

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### Built Environment

##### Latrobe 2026:

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

##### Council Plan:

- Protect public and private infrastructure against disaster, deterioration and pests through the application of appropriate building and planning controls.

#### Regulation and Accountability

##### Latrobe 2026:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

##### Council Plan:

- Monitor, review and enforce local laws and animal management practices that reflect community conditions and aspirations and support community cohesion.

### Policy Implementation

1. That where there is a perceived risk to the public and the landowner(s) is/are unwilling or unable to secure or barricade the dangerous building then:-
  - a) Council will carry out the works of barricading or security.
  - b) Council will seek recompense from the landowner(s).

- 
2. That where there is a risk to the public safety and the duty of care becomes imperative and where the landowner(s) is/are unwilling or unable to meet their civic duty then:-
- a) The matter be reported to Council with a recommendation for action supported by a budgetary assessment.
  - b) Council will seek recompense from the landowner(s).

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : \_\_\_\_\_  
*Chief Executive Officer*

Date : 08/02/2011.

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Document Name: **Essential Safety Measure Audit Policy** **14 POL-4**  
Adopted by Council: **5 November 2014**

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### **Policy Goals**

The aim of this policy is to ensure that there is a consistent approach to the inspection and audit of essential safety measures in all residential, commercial, industrial and public buildings. Council recognises and accepts that passive and active safety systems are incorporated in most buildings and that these systems must be appropriately maintained at specified levels to ensure acceptable life safety is preserved.

### **Relationship to Latrobe 2026 & Council Plan**

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### **Regulation and Accountability**

##### **Latrobe 2026:**

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights outline obligations and support community values and cohesion.

##### **Council Plan:**

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

#### **Built Environment Accountability**

##### **Latrobe 2026:**

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

##### **Council Plan:**

- Protect public and private infrastructure against disaster, deterioration and pests through the application of appropriate building and planning controls.

### **Policy Implementation**

Part 12 Division 1 of the Building Regulations 2006 requires owners of all residential, commercial, industrial and public buildings to identify the essential safety measures in their buildings, determine minimum maintenance levels, inspect and maintain the essential safety measures to the determined level, record details of the inspection and maintenance carried out, (if any) and finally produce an annual report for inspection by the chief officer, Country Fire Authority or the municipal building surveyor. Occupancy permits and certificates of final inspection issued after 1 July 1994 should identify the essential safety

measures incorporated the building. The owner may rely on a determination by a building surveyor of the essential safety measures incorporated in the building and the necessary maintenance levels in other situations.

Council through its municipal building surveyor has a responsibility to audit the essential safety measures and related documentation to ensure that adequate safety levels have been maintained.

1. Using appropriate risk management tools, residential, commercial, industrial and public buildings will be categorised into an inspection priority and systematically scheduled for a future audit.
2. The landowner/s and occupier (if applicable), will be advised in writing of a forthcoming audit of the essential safety measures in their building/s.
3. A representative of the Country Fire Authority and/or the municipal building surveyor may be present at the inspection. Oral advice and direction may be given during the course of the audit for the benefit of the owner/occupier.
4. Following the audit, the landowner/s and occupier (if applicable), will be provided with a written inspection report of the observations made during the audit. Relevant brochures and internet links will also be provided to assist owners achieve optimum future compliance.
5. Enforcement
  - a) Should an opinion be formed during the inspection that there is a danger to life safety of the buildings occupants, a building notice requesting why the building should not be upgraded or why essential safety measures have not been maintained may be issued. An infringement notice to the value of two penalty units, may accompany the building notice.
  - b) Should there be a refusal to maintain the essential safety measures or produce and annual report an infringement notice to the value of two penalty units, may be issued.
  - c) Subject to the owner's response to the building notice and a subsequent inspection, a building order may be issued to ensure that the items specified in the building notice or a mutually agreeable alternative works are carried out.
  - d) Should a reinspection demonstrate reasonable compliance, then the building notice or building order will be cancelled.
  - e) Should the owners substantially fail to comply with the building order within the given time, then legal advice will be sort from Council's legal team with a recommendation to pursue legal action which may incorporate a court order to carry out the works.

**Appendix A** – Flow chart of the audit process.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : \_\_\_\_\_  
*Chief Executive Officer*

Date :



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Document Name: **Swimming Pool and/or Spa Safety Barrier Policy** 14 POL-5  
Adopted by Council: **5 November 2014**

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### **Policy Goals**

The aim of this policy is that there is a consistent approach in the provision and maintenance of safety barriers around swimming pool and/or spas. Council recognises and accepts that a swimming pool and/or spa that does not have suitable safety barriers represents a danger to young children. Council also recognises and accepts that action is required pursuant to the Building Act 1993 to remove or abate that danger.

### **Relationship to Latrobe 2026 & Council Plan**

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

**Regulation and Accountability** **Latrobe 2026:**  
In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

**Council Plan:**

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

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

**Council Plan:**

- Protect public and private infrastructure against disaster, deterioration and pests through the application of appropriate building and planning controls.

**Our Community** **Latrobe 2026:**  
In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

**Council Plan:**

- Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, well-being and safety of all within Latrobe City.

## Policy Implementation

### 1. Educational

The Council, at its service centres and on the Latrobe City web site, will have safety information and self assessment sheets, relating to the requirements of the provision and maintenance of safety barriers around swimming pools and/or spas. A series of articles on safety barriers around swimming pools and/or spas will be prepared for release in the media.

### 2. Audit Process

Part 7 Division 1 of the Building Regulations 2006 requires swimming pools and/or spas that were installed or approved to be installed, prior to 8 April 1991, to have safety barriers to restrict the access to the part of the allotment containing the swimming pool and/or spa, by young children. Swimming pools and/or spas constructed after that date must have erected barriers as part of the construction. Part 12 Division 2 of the Regulations requires that the installed safety barrier be maintained and operating effectively at all times.

1. Upon Council becoming aware of a swimming pool and/or spa, the property will be identified and the details recorded for a future audit.
2. The landowner will be advised in writing of a forthcoming audit of the swimming pool and/or spa safety barrier.
3. After the audit the landowner will be notified in writing and depending on the result advised on what actions are necessary and if a follow up audit will be required.
4. A second and third audit may be necessary to ensure reasonable compliance is achieved.
5. Enforcement
  - a) Should the third audit fail, a minor works order will be issued. An infringement notice may also be issued which will incur a maximum of two penalty units.
  - b) Should the fourth audit comply, then the minor works order will be cancelled.
  - c) Should the fourth audit substantially fail to comply then legal advice will be sought Council's legal team with a recommendation to pursue legal action which may incorporate a court order to carry out the works.

### Appendix A - Flow chart of the audit process.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

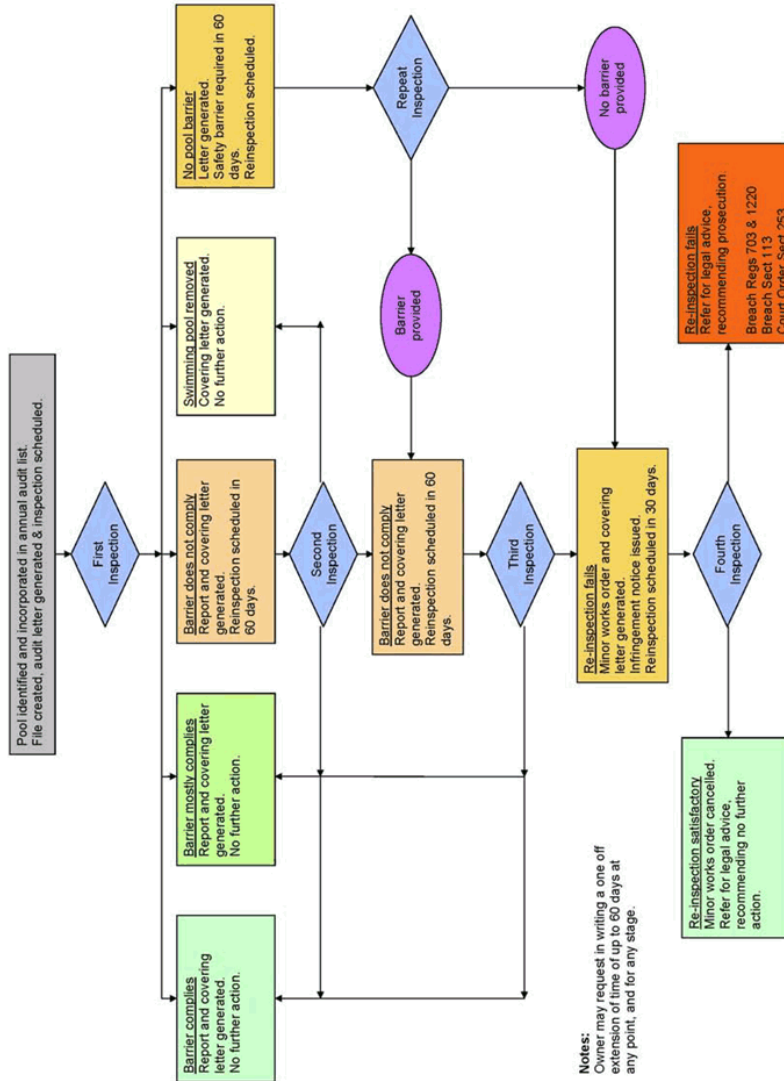
Signed : \_\_\_\_\_  
Chief Executive Officer

Date :



Appendix A

**SWIMMING POOL AND/OR SPA SAFETY BARRIER AUDIT PROCESS**



**Notes:**  
Owner may request in writing a one off extension of time of up to 60 days at any point, and for any stage.

Swimming Pool and/or Spa Safety Barrier Audit Process -2010 Flow Chart.doc

**Agenda Item: 17.4**

**Agenda Item: Finance Report - December 2017**

**Sponsor: General Manager, Corporate Services**

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

**Status: For Information**

#### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Middlemiss

**That Council receives and notes the Finance Report for the six months ended 31 December 2017, prepared in accordance with the requirements of the *Local Government Act 1989*.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

The December 2017 Finance Report is presented for Council's consideration.

This report meets the requirements of the *Local Government Act 1989* to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.

The report is provided for Council's information.

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

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

**Background:**

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 31 December 2017 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results for the first three months of the financial year.

The attached report provides the overall outcomes of the first six months of the 2017/2018 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The “Income Statement” report forecasts a surplus result for the full financial year of \$6.6M which is an unfavourable variance of \$3.5M to the original budget. This result is due to a number of offsetting variances with a forecast increase in income of \$5.2M and additional expenditure of \$8.6M. The increased income is mainly a result of additional capital grant funding principally for Latrobe Valley Sports and Community Initiative projects (\$6.5M), Nation Building Blackspot Program (\$1.7M), Roads to Recovery Program (\$1.2M), the Morwell to Traralgon shared pathway (\$1.1M), the Gippsland Logistics Precinct project (\$0.3M) and the Latrobe City Sports Field pavilion (\$0.2M). Other income categories are forecast to be unfavourable mainly due to 2017/18 Victorian Grants Commission funding being advanced to Council in the 2016/17 financial year (\$5.9M) together with reduced rates revenue as a result of the closure of the Hazelwood Power Station and reduction in user fees mainly due to expected reductions in Landfill and art exhibition fees. The forecasted additional expenditure in employees costs (\$1.7M) and materials and services (\$5.8M) is primarily a result of funding carried forward from the higher than expected surplus in 2016/17 together with unbudgeted government grants to be received in 2017/18.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with \$124.1M in current assets compared to \$19.7M current liabilities (a liquidity ratio of 6.3:1).

- The “Statement of Cash Flows” shows that Council has \$71.5M in Cash and Financial assets (i.e. investments). The level is higher than anticipated in the budget due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected (most notably \$5.9M Victoria Grants Commission funding). The amount has decreased by \$9.0M in the two quarters as overall outflows have exceeded inflows. This is largely due to expenditure of carry forward funds together with Council only receiving 40% of rates and charges to date whilst 50% of employee costs and materials and services cash flow budgets have been spent to date.
- The “Statement of Capital Works” shows as at the 31 December 2017 Council had spent \$12.0M on capital works mostly on Property (land & buildings) \$4.4M and Infrastructure projects \$6.7M (including Roads projects \$4.6M) . Full year forecasted capital expenditure is \$40.9M compared to the budget of \$28.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. for Latrobe Valley Sports and Community Initiative projects , Latrobe City Sports & Entertainment Stadium acquisition and upgrade, Nation Building Blackspot Program funding, Roads to Recovery funding, Morwell to Traralgon Shared Pathway funding and the completion of cell 5 at the Hyland Highway Landfill facility.
- The “Financial Performance Ratios’ indicate that Council remains within the industry expected ranges.

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works expenditure to date and full year forecasts, together with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

**Reasons for Proposed Resolution:**

The attached report provides financial details, as required by the *Local Government Act 1989*. The report indicates that Council is operating within the parameters of its 2017/2018 adopted budget. Variances arising mainly from higher than expected carry forward funds which led to a higher than expected ‘cash’ surplus in 2016/17 have resulted in a forecasted decreased operating surplus for the current financial year.

**Issues:**

*Strategy Implications*

This report provides information to the Council and community on how Council is performing against its adopted budget and supports the Council Plan objective of ensuring openness, transparency and responsibility.

*Communication*

No consultation required.

*Financial Implications*

The attached report provides details of budget variances for the six months to 31 December 2017 and the forecasted full financial year. The result indicates that Council remains in a strong financial position and has sufficient funds to meet current and forecast financial commitments.

*Risk Analysis*

This report ensures legislative requirements are met and informs Council as to whether it is acting within the parameters of its Adopted Budget.

*Legal and Compliance*

This report meets the requirements of the *Section 138 (1)* to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

*Community Implications*

Not applicable.

*Environmental Implications*

Not applicable

*Consultation*

No engagement.

*Other*

Not applicable

**Supporting Documents:**

2017/18 Annual Budget

**Attachments**

1 [↓](#)  Finance Report - December 2017

## **17.4**

### **Finance Report - December 2017**

|          |                                             |            |
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# Quarterly Finance Report

December 2017

**LATROBE2026**

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

**Quarterly Finance Report  
December 2017**



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| - Financial Performance Ratios | 14          |

**DECEMBER 2017 Quarterly Report Summary****KEY ISSUES**

The attached report provides the overall outcomes of the first half of the 2017/2018 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$6.6M which is an unfavourable variance of \$3.5M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with \$124.1M in current assets compared to \$19.7M current liabilities (a liquidity ratio of 6.3:1).
- The "Statement of Cash Flows" shows that Council has \$71.5M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$40.9M compared to the budget of \$28.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

**BACKGROUND**

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public

**INCOME STATEMENT ANALYSIS****Overview**

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand our existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. In 2016/17 Council held \$80.6M in cash and investments which was \$28.3M favourable to budget largely due to funds generated that had not yet been spent for ongoing projects and commitments.

The "Income Statement" report forecasts a surplus result for the full financial year of \$6.6M which is an unfavourable variance of \$3.5M to the original budget. This result is due to a number of offsetting variances with a forecast increase in income of \$5.2M and additional expenditure of \$8.6M. The increased income is mainly a result of additional capital grant funding principally for Latrobe Valley Sports and Community Initiative projects (\$6.5M), Nation Building Blackspot Program (\$1.7M), Roads to Recovery Program (\$1.2M), the Morwell to Traralgon shared pathway (\$1.1M), the Gippsland Logistics Precinct project (\$0.3M) and the Latrobe City Sports Field pavilion (\$0.2M). Other income categories are forecast to be unfavourable mainly due to 2017/18 Victorian Grants Commission funding being advanced to Council in the 2016/17 financial year (\$5.9M) together with reduced rates revenue as a result of the closure of the Hazelwood Power Station and reduction in user fees mainly due to expected reductions in Landfill and art exhibition fees. The forecasted additional expenditure in employees costs (\$1.7M) and materials and services (\$5.8M) is primarily a result of funding carried forward from the higher than expected surplus in 2016/17 together with unbudgeted government grants to be received in 2017/18.

**Year to date**

The year to date result shows an operating position of \$42.3M surplus which is \$4.7M unfavourable to budget. The key items that make up this variance are as follows;

- Rates and charges (\$1.4M unfavourable) mainly due to payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items.

**DECEMBER 2017 Quarterly Report Summary**

- Grants – Operating (\$4.4M unfavourable) mainly a result of the State Government advancing 50% of the 2017/18 Victorian Grants Commission funding in the previous financial year.

**Full year forecast**

The full year forecasted result shows an operating surplus of \$6.6M which is an \$3.5M unfavourable variance to the adopted budget. The key items that make up this variance are as follows;

- Grants – Operating (\$3.7M unfavourable) mainly due to the State Government advancing 50% of the 2017/18 Victorian Grants Commission funding in the previous financial year.
- Rates and charges (\$1.4M unfavourable) mainly due to payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items
- User Charges (\$1.2M unfavourable) mainly due to lower than expected landfill gate fees as a result of the expected loss of a current customer, arts exhibition fees, and third party home care service and child care fees.
- Grants – Capital (\$11.1M favourable) mainly for Latrobe Valley Sports and Community Initiative projects (\$6.5M), Nation Building Blackspot Program (\$1.7M), Roads to Recovery Program (\$1.2M), the Morwell to Traralgon shared pathway (\$1.1M), the Gippsland Logistics Precinct project (\$0.3M) and the Latrobe City Sports Field pavilion (\$0.2M).
- Employee costs (\$1.7M unfavourable) increased salaries mainly as a result of funding carried forward and additional externally funded employee costs in Family Services and project management for the Latrobe Valley Sports and Community Initiative .
- Materials and Services (\$5.8M unfavourable) mainly due to unexpended funds carried over from the 2016/17 financial year to complete projects in 2017/18, combined with the allocation of surplus funds to undertake new projects and unbudgeted government grant funding to be received.

**BALANCE SHEET**

The significant movements in the balance sheet over the six months were as follows;

- Cash and Cash Equivalents (\$25.9M increase) together with Other Financial Assets (i.e. investments) (\$34.9M decrease). The overall decrease is mainly due to Council having received approximately 40% of its rates revenue but has spent approximately 50% of budgeted cash expenditure.
- Trade and Other receivables (\$44.0M increase) this is primarily due to the annual rates notices being raised in the first quarter and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the remainder of the year in line with instalment and full payment due dates.
- Other Assets (\$2.1M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2017 having now been reversed/received in the current financial year.
- Property, plant and equipment (\$0.7M decrease) depreciation expense has exceeded capital expenditure for the half year.
- Payables (\$8.6M decrease) is primarily due to amounts that were outstanding to suppliers at 30 June 2017. These amounts have now been paid in the current financial year.
- Interest-bearing Liabilities (\$0.9M decrease) relates to the repayment of borrowings over the first half year,

**DECEMBER 2017 Quarterly Report Summary**

**STATEMENT OF CASH FLOWS**

The budgeted cash & investments at the beginning of the year was \$52.3 million, the actual opening balance was \$80.6 million. The additional \$28.3 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. Total Cash and financial assets (investments) as at the end of December stand at \$71.5M.

**STATEMENT OF CAPITAL WORKS**

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure e.g. Community Minor Capital Grants Program.

As at the 31 December 2017 Council had spent \$12.0M on capital works mostly on Property (land & buildings) \$4.4M and Infrastructure projects \$6.7M (including Roads projects \$4.6M) . Full year forecasted capital expenditure is \$40.9M compared to the budget of \$28.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. for Latrobe Valley Sports and Community Initiative projects , Latrobe City Sports & Entertainment Stadium acquisition and upgrade, Nation Building Blackspot Program funding, Roads to Recovery funding, Morwell to Traralgon Shared Pathway funding and the completion of cell 5 at the Hyland Highway Landfill facility.

**FINANCIAL PERFORMANCE RATIOS**

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the first half of the financial year show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

**INCOME STATEMENT**  
For The Quarter Ended 31 December 2017

|                                                                                 | NOTE | YTD Actual<br>\$'000 | YTD Budget<br>\$'000 | Variance YTD<br>Act/Bud<br>\$'000 | Variance Type<br>(P)ermanent/<br>(T)iming | Full Year<br>Forecast<br>\$'000 | Annual Budget<br>\$'000 | Variance<br>Annual<br>Budget<br>/Forecast<br>\$'000 |
|---------------------------------------------------------------------------------|------|----------------------|----------------------|-----------------------------------|-------------------------------------------|---------------------------------|-------------------------|-----------------------------------------------------|
| <b>INCOME</b>                                                                   |      |                      |                      |                                   |                                           |                                 |                         |                                                     |
| Rates and charges                                                               | 1    | 75,427               | 76,869               | (1,442)                           | P                                         | 75,423                          | 76,869                  | (1,446)                                             |
| Statutory fees and fines                                                        | 2    | 1,109                | 981                  | 128                               | T                                         | 2,155                           | 2,184                   | (29)                                                |
| User fees                                                                       | 3    | 6,867                | 6,959                | (91)                              | P                                         | 13,383                          | 14,566                  | (1,183)                                             |
| Grants - operating                                                              | 4    | 10,134               | 14,545               | (4,412)                           | P                                         | 19,185                          | 22,889                  | (3,704)                                             |
| Grants - capital                                                                | 5    | 1,515                | 1,484                | 31                                | P                                         | 16,362                          | 5,307                   | 11,055                                              |
| Contributions - monetary                                                        | 6    | 150                  | 38                   | 113                               | P                                         | 679                             | 510                     | 169                                                 |
| Contributions - non monetary                                                    | 7    | 0                    | 0                    | 0                                 | P                                         | 3,000                           | 3,000                   | 0                                                   |
| Net gain (loss) on disposal of property,<br>infrastructure, plant and equipment | 8    | 91                   | 0                    | 91                                | P                                         | 72                              | 0                       | 72                                                  |
| Other income                                                                    | 9    | 2,150                | 1,933                | 217                               | P                                         | 3,981                           | 3,688                   | 293                                                 |
| <b>TOTAL INCOME</b>                                                             |      | <b>97,443</b>        | <b>102,809</b>       | <b>(5,365)</b>                    |                                           | <b>134,240</b>                  | <b>129,012</b>          | <b>5,227</b>                                        |
| <b>EXPENSES</b>                                                                 |      |                      |                      |                                   |                                           |                                 |                         |                                                     |
| Employee costs                                                                  | 10   | 26,072               | 25,976               | (97)                              | P                                         | 57,168                          | 55,453                  | (1,715)                                             |
| Materials and services                                                          | 11   | 14,906               | 15,668               | 762                               | T                                         | 40,345                          | 34,500                  | (5,845)                                             |
| Bad and doubtful debts                                                          | 12   | (1)                  | 5                    | 6                                 | P                                         | 4                               | 12                      | 8                                                   |
| Depreciation and amortisation                                                   | 13   | 12,679               | 12,485               | (194)                             | P                                         | 25,761                          | 24,969                  | (792)                                               |
| Borrowing costs                                                                 | 14   | 393                  | 391                  | (1)                               | T                                         | 742                             | 742                     | 0                                                   |
| Other expenses                                                                  | 15   | 1,116                | 1,285                | 169                               | P                                         | 3,627                           | 3,249                   | (378)                                               |
| <b>TOTAL EXPENSES</b>                                                           |      | <b>55,165</b>        | <b>55,810</b>        | <b>645</b>                        |                                           | <b>127,646</b>                  | <b>118,924</b>          | <b>(8,722)</b>                                      |
| <b>SURPLUS (DEFICIT) FOR THE YEAR</b>                                           |      | <b>42,278</b>        | <b>46,999</b>        | <b>(4,720)</b>                    |                                           | <b>6,594</b>                    | <b>10,088</b>           | <b>(3,495)</b>                                      |

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****1. Rates and charges**

**Year to Date - (\$1.442M) Unfavourable**

The unfavourable variance is primarily a result of payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items.

**Full Year - (\$1.446M) Unfavourable**

The unfavourable variance is primarily a result of payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items.

**2. Statutory fees and fines**

**Year to Date - \$0.128M Favourable**

The favourable variance is due mainly to higher than expected planning permit fees received to date together with Local Government election fines received that were not budgeted for.

**Full Year - (\$0.029M) Unfavourable**

A favourable variance is anticipated mainly as a result of un budgeted income from Local Government election fines.

**3. User fees**

**Year to Date - (\$0.091M) Unfavourable**

The unfavourable variance is mainly due to lower than expected income in arts exhibition fees and third party home care services, partially offset by favourable year to date variances in Landfill fees.

**Full Year - (\$1.183M) Unfavourable**

The unfavourable variance is mainly due to lower than expected landfill gate fees (\$0.32M) as a result of the loss of a major customer, Arts Exhibition fees (\$0.35M), third party home care services (\$0.31M) and Child Care fees (\$0.18M).

**4. Grants - operating**

**Year to Date - (\$4.412M) Unfavourable**

The unfavourable variance is due to the State Government advancing \$5.8 million of the 2017/18 Grants Commission funding to Council in the 2016/17 financial year together with funding budgeted for Arts Exhibitions that was not successful, partially offset by higher than expected funding for Kindergarten Inclusion support and disability programs.

**Full Year - (\$3.704M) Unfavourable**

The unfavourable variance is due to the State Government advancing \$5.8 million of the 2017/18 Grants Commission funding to Council in the 2016/17 financial year together with funding budgeted for Arts Exhibitions that was not successful. Overall including the funding received in 2016/17 Council's Victorian Grants Commission funding is \$0.52 million in excess of the budgeted amount. Additional funding is also expected for LVA funded events, Aged & Disability and Family Services programs.



**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****5. Grants - capital****Year to Date - \$0.031M Favourable**

Minor variance.

**Full Year - \$11.055M Favourable**

The additional capital funding forecasted is mainly for Latrobe Valley Sports and Community Initiative projects (\$6.5M), Nation Building Blackspot Program (\$1.7M), Roads to Recovery Program (\$1.2M), the Morwell to Traralgon shared pathway (\$1.1M), the Gippsland Logistics Precinct project (\$0.3M) and the Latrobe City Sports Field pavilion (\$0.2M).

**6. Contributions - monetary****Year to Date - \$0.113M Favourable**

The favourable variance is mainly due to unbudgeted developer contributions for public open space and drainage works.

**Full Year - \$0.169M Favourable**

The favourable variance is mainly due to unbudgeted contributions for special charge schemes and developer public open space and drainage works.

**7. Contributions - non monetary****Year to Date - \$0.000M Nil Variance**

No variance.

**Full Year - \$0.000M Nil Variance**

No variance identified to date.

**8. Net gain (loss) on disposal of property, infrastructure, plant and equipment****Year to Date - \$0.091M Favourable**

The favourable variance is the due to a surplus to date associated with the trade-in of Fleet and Plant.

**Full Year - \$0.072M Favourable**

The favourable variance is the due to a surplus to date associated with the trade-in of Fleet and Plant.

**9. Other income****Year to Date - \$0.217M Favourable**

The favourable variance is primarily due to higher interest on investments due to higher cash and investments holdings as a result of grants received in advance and other funds carried forward from the 2016/17 financial year.

**Full Year - \$0.293M Favourable**

The favourable variance reflects additional income forecast for interest on investments and unbudgeted insurance claim reimbursements received for additional expenditure.

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****10. Employee costs**

**Year to Date - (\$0.097M) Unfavourable**

The unfavourable variance is mainly due to additional externally funded employee costs in Family Services and project management for the Latrobe Valley Sports and Community Initiative projects.

**Full Year - (\$1.715M) Unfavourable**

The additional expenditure is due to increased salaries as a result of funding carried forward and additional revenue mainly in Family Services, Community Resilience and project management for the Latrobe Valley Sports and Community Initiative projects.

**11. Materials and services**

**Year to Date - \$0.762M Favourable**

The favourable variance is mainly due to permanent savings achieved in insurance premium costs and timing variances with electricity costs.

**Full Year - (\$5.845M) Unfavourable**

The additional expenditure is due to unexpended funds carried over from the 2016/17 financial year to complete projects in 2017/18, combined with the allocation of surplus funds to undertake new projects and unbudgeted government grant funding to be received.

**12. Bad and doubtful debts**

**Year to Date - \$0.006M Favourable**

Minor variance.

**Full Year - \$0.008M Favourable**

Minor variance.

**13. Depreciation and amortisation**

**Year to Date - (\$0.194M) Unfavourable**

The unfavourable variance is due to higher than anticipated depreciation on roads as a result of higher than anticipated developer contributed assets in 2016/17 and prior revaluations that were not factored into the budget calculations .

**Full Year - (\$0.792M) Unfavourable**

The unfavourable variance is due to higher than anticipated depreciation on roads as a result of higher than anticipated developer contributed assets in 2016/17 and prior revaluations that were not factored into the budget calculations .

**14. Borrowing costs**

**Year to Date - (\$0.001M) Unfavourable**

Minor variance.

**Full Year - \$0.000M Favourable**

No variance.

**15. Other expenses**

**Year to Date - \$0.169M Favourable**

The favourable variance is mainly a result of the timing of payments of community grants being less than anticipated to date.

**Full Year - (\$0.378M) Unfavourable**

The additional expenditure mainly relates to higher than expected EPA landfill levies together with Community grant funding carried over from the 2016/17 financial year.

**RECONCILIATION OF INCOME STATEMENT TO CASH BUDGET**  
For The Quarter Ended 30 September 2017

|                                            | NOTE | YTD Actual<br>\$'000 | YTD Budget<br>\$'000 | Variance YTD<br>Act/Bud<br>\$'000 | Full Year<br>Forecast<br>\$'000 | Annual Budget<br>\$'000 | Variance<br>Annual Budget<br>/Forecast<br>\$'000 |
|--------------------------------------------|------|----------------------|----------------------|-----------------------------------|---------------------------------|-------------------------|--------------------------------------------------|
| <b>Operating Surplus (Deficit)</b>         |      | <b>42,278</b>        | <b>46,999</b>        | <b>(4,720)</b>                    | <b>6,594</b>                    | <b>10,088</b>           | <b>(3,495)</b>                                   |
| <b>Reconciliation to Cash Budget</b>       |      |                      |                      |                                   |                                 |                         |                                                  |
| Plus Depreciation                          |      | 12,679               | 12,485               | 194                               | 25,761                          | 24,969                  | 792                                              |
| Plus Written Down Value of Assets Disposed |      | 437                  | 0                    | 437                               | 739                             | 467                     | 272                                              |
| Less Developer Contributed assets          |      | 0                    | 0                    | 0                                 | (3,000)                         | (3,000)                 | 0                                                |
| Less Capital Expenditure                   |      | (12,029)             | (9,635)              | (2,394)                           | (40,889)                        | (28,576)                | (12,313)                                         |
| Less Loan Principal Repayments             |      | (915)                | (915)                | (0)                               | (1,869)                         | (1,869)                 | (0)                                              |
| Less Landfill Rehabilitation Expenditure   |      | (682)                | (330)                | (352)                             | (2,470)                         | (3,825)                 | 1,355                                            |
| Plus Internal Transfers                    |      | 18,270               | (620)                | 18,890                            | 12,785                          | (604)                   | 13,389                                           |
| Plus Loan Proceeds                         |      | 0                    | 0                    | 0                                 | 2,350                           | 2,350                   | 0                                                |
| Net Other Non-Operating Items              |      | 0                    | (0)                  | 0                                 | (0)                             | 0                       | (0)                                              |
| <b>Net Total Non-Operating items</b>       |      | <b>(17,759)</b>      | <b>(984)</b>         | <b>(16,775)</b>                   | <b>6,594</b>                    | <b>10,088</b>           | <b>(3,495)</b>                                   |
| <b>Cash Budget Surplus (Deficit)</b>       |      | <b>60,038</b>        | <b>47,983</b>        | <b>12,055</b>                     | <b>0</b>                        | <b>0</b>                | <b>(0)</b>                                       |

**INCOME STATEMENT**  
For The Quarter Ended 30 September 2017 Compared To Previous Financial Year

|                                                                              | 2017/18       |                |                      | 2016/17       |               |                      |
|------------------------------------------------------------------------------|---------------|----------------|----------------------|---------------|---------------|----------------------|
|                                                                              | YTD Actuals   | YTD Budgets    | Variance YTD Act/Bud | YTD Actuals   | YTD Budgets   | Variance YTD Act/Bud |
| <b>INCOME</b>                                                                |               |                |                      |               |               |                      |
| Rates and charges                                                            | 75,427        | 76,869         | (1,442)              | 75,008        | 74,509        | 499                  |
| Statutory fees and fines                                                     | 1,109         | 981            | 128                  | 995           | 892           | 103                  |
| User fees                                                                    | 6,867         | 6,959          | (91)                 | 7,173         | 6,425         | 749                  |
| Grants - operating                                                           | 10,134        | 14,545         | (4,412)              | 12,322        | 11,349        | 973                  |
| Grants - capital                                                             | 1,515         | 1,484          | 31                   | 1,324         | 1,308         | 16                   |
| Contributions - monetary                                                     | 150           | 38             | 113                  | 273           | 20            | 252                  |
| Contributions - non monetary                                                 | 0             | 0              | 0                    | 0             | 0             | 0                    |
| Net gain (loss) on disposal of property, infrastructure, plant and equipment | 91            | 0              | 91                   | 291           | 0             | 291                  |
| Other income                                                                 | 2,150         | 1,933          | 217                  | 2,127         | 1,644         | 483                  |
| <b>TOTAL INCOME</b>                                                          | <b>97,443</b> | <b>102,809</b> | <b>(5,365)</b>       | <b>99,513</b> | <b>96,148</b> | <b>3,365</b>         |
| <b>EXPENSES</b>                                                              |               |                |                      |               |               |                      |
| Employee costs                                                               | 26,072        | 25,976         | (97)                 | 24,929        | 25,161        | 231                  |
| Materials and services                                                       | 14,906        | 15,668         | 762                  | 15,059        | 17,566        | 2,508                |
| Bad and doubtful debts                                                       | (1)           | 5              | 6                    | 13            | 8             | (6)                  |
| Depreciation and amortisation                                                | 12,679        | 12,485         | (194)                | 12,347        | 12,135        | (212)                |
| Borrowing costs                                                              | 393           | 391            | (1)                  | 462           | 427           | (35)                 |
| Other expenses                                                               | 1,116         | 1,285          | 169                  | 1,467         | 1,371         | (96)                 |
| <b>TOTAL EXPENSES</b>                                                        | <b>55,165</b> | <b>55,810</b>  | <b>645</b>           | <b>54,278</b> | <b>56,668</b> | <b>2,390</b>         |
| <b>SURPLUS (DEFICIT) FOR THE YEAR</b>                                        | <b>42,278</b> | <b>46,999</b>  | <b>(4,720)</b>       | <b>45,235</b> | <b>39,480</b> | <b>5,755</b>         |

**BALANCE SHEET**  
As at 31 December 2017

|                                      | Current<br>Balance<br>\$'000s | Opening<br>Balance<br>1/07/2017<br>\$'000s | Movement for<br>Year to Date<br>\$'000s | Balance as at<br>30/09/16<br>\$'000s |
|--------------------------------------|-------------------------------|--------------------------------------------|-----------------------------------------|--------------------------------------|
| <b>CURRENT ASSETS</b>                |                               |                                            |                                         |                                      |
| Cash and Cash Equivalents            | 34,963                        | 9,071                                      | 25,893                                  | 6,106                                |
| Other Financial Assets               | 36,584                        | 71,518                                     | (34,934)                                | 50,518                               |
| Other Assets                         | 512                           | 2,562                                      | (2,050)                                 | 348                                  |
| Trade and Other Receivables          | 51,645                        | 7,663                                      | 43,982                                  | 55,246                               |
| Non-Current Assets Held for Sale     | 385                           | 385                                        | 0                                       | 175                                  |
| <b>Total Current Assets</b>          | <b>124,090</b>                | <b>91,199</b>                              | <b>32,891</b>                           | <b>112,393</b>                       |
| <b>NON CURRENT ASSETS</b>            |                               |                                            |                                         |                                      |
| Property, Plant and Equipment        | 1,179,221                     | 1,179,889                                  | (669)                                   | 1,169,958                            |
| Intangible Assets                    | 356                           | 798                                        | (443)                                   | 1,210                                |
| Trade and Other Receivables          | 16                            | 16                                         | 0                                       | 0                                    |
| Financial Assets                     | 2                             | 2                                          | 0                                       | 2                                    |
| <b>Total Non-Current Assets</b>      | <b>1,179,595</b>              | <b>1,180,706</b>                           | <b>(1,111)</b>                          | <b>1,171,171</b>                     |
| <b>TOTAL ASSETS</b>                  | <b>1,303,684</b>              | <b>1,271,905</b>                           | <b>31,780</b>                           | <b>1,283,564</b>                     |
| <b>CURRENT LIABILITIES</b>           |                               |                                            |                                         |                                      |
| Payables                             | 662                           | 9,222                                      | (8,560)                                 | 742                                  |
| Interest-bearing Liabilities         | 954                           | 1,869                                      | (915)                                   | 953                                  |
| Provisions - Employee Benefits       | 11,575                        | 11,951                                     | (377)                                   | 11,625                               |
| Provisions - Landfill                | 4,115                         | 4,797                                      | (682)                                   | 3,256                                |
| Trust Funds and Deposits             | 2,384                         | 2,349                                      | 35                                      | 4,162                                |
| <b>Total Current Liabilities</b>     | <b>19,691</b>                 | <b>30,189</b>                              | <b>(10,499)</b>                         | <b>20,737</b>                        |
| <b>NON CURRENT LIABILITIES</b>       |                               |                                            |                                         |                                      |
| Interest-bearing Liabilities         | 14,281                        | 14,281                                     | 0                                       | 16,150                               |
| Provisions - Employee Benefits       | 1,573                         | 1,573                                      | 0                                       | 1,948                                |
| Provisions - Landfill                | 14,421                        | 14,421                                     | 0                                       | 19,987                               |
| <b>Total Non-Current Liabilities</b> | <b>30,276</b>                 | <b>30,276</b>                              | <b>0</b>                                | <b>38,085</b>                        |
| <b>TOTAL LIABILITIES</b>             | <b>49,966</b>                 | <b>60,465</b>                              | <b>(10,499)</b>                         | <b>58,823</b>                        |
| <b>NET ASSETS</b>                    | <b>1,253,718</b>              | <b>1,211,440</b>                           | <b>42,278</b>                           | <b>1,224,741</b>                     |
| <b>EQUITY</b>                        |                               |                                            |                                         |                                      |
| Current Year Surplus/(Deficit)       | 42,278                        | 31,964                                     | 10,315                                  | 45,235                               |
| Accumulated Surplus                  | 701,503                       | 669,640                                    | 31,863                                  | 669,666                              |
| Reserves                             | 509,937                       | 509,837                                    | 100                                     | 509,840                              |
| <b>TOTAL EQUITY</b>                  | <b>1,253,718</b>              | <b>1,211,440</b>                           | <b>42,278</b>                           | <b>1,224,741</b>                     |

**STATEMENT OF CASH FLOWS**  
For the Quarter ended 31 December 2017

|                                                           | NOTE     | YTD Cash Flow          | Adopted Budget Annual Cashflow | Cash Flow 2016/17      |
|-----------------------------------------------------------|----------|------------------------|--------------------------------|------------------------|
|                                                           |          | \$'000s                | \$'000s                        | \$'000s                |
|                                                           |          | Inflows<br>(Outflows)  | Inflows<br>(Outflows)          | Inflows (Outflows)     |
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>               |          |                        |                                |                        |
| Rates and charges                                         |          | 30,662                 | 76,528                         | 75,398                 |
| Statutory Fees & Fines                                    |          | 1,042                  | 2,184                          | 2,160                  |
| User fees                                                 |          | 6,954                  | 14,766                         | 15,670                 |
| Grants - operating                                        |          | 10,134                 | 22,888                         | 30,683                 |
| Grants - capital                                          |          | 1,782                  | 5,307                          | 7,988                  |
| Contributions - monetary                                  |          | 150                    | 510                            | 463                    |
| Interest received                                         |          | 1,316                  | 1,448                          | 2,066                  |
| Trust funds and deposits taken/(repaid)                   |          | 35                     | (54)                           | (383)                  |
| Other receipts                                            |          | 1,694                  | 2,240                          | 3,419                  |
| Net GST refund/(payment)                                  |          | 618                    | 0                              | 2,190                  |
| Employee costs                                            |          | (26,791)               | (55,098)                       | (50,780)               |
| Materials & services                                      |          | (22,650)               | (34,168)                       | (39,363)               |
| Other Payments                                            |          | (1,116)                | (7,074)                        | (3,439)                |
| <b>Net cash from operating activities</b>                 |          | <b>3,829</b>           | <b>29,477</b>                  | <b>46,072</b>          |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>               |          |                        |                                |                        |
| Proceeds from Property, Plant & Equipment                 |          | 528                    | 467                            | 656                    |
| Proceeds from Investments                                 |          | 59,518                 | 0                              | 138,884                |
| Payments for Property, Plant & Equipment                  |          | (12,090)               | (28,576)                       | (24,937)               |
| Payments for Investments                                  |          | (24,584)               | 0                              | (157,518)              |
| <b>Net Cash Flows used in investing activities</b>        |          | <b>23,372</b>          | <b>(28,109)</b>                | <b>(42,915)</b>        |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>               |          |                        |                                |                        |
| Finance costs                                             |          | (393)                  | (742)                          | (883)                  |
| Proceeds from borrowings                                  |          | 0                      | 2,350                          | 0                      |
| Repayment of borrowings                                   |          | (915)                  | (1,869)                        | (1,883)                |
| <b>Net Cash Flows from Financing Activities</b>           |          | <b>(1,308)</b>         | <b>(261)</b>                   | <b>(2,766)</b>         |
| <b>Net Increase/(Decrease) in cash held</b>               |          | <b>25,893</b>          | <b>1,107</b>                   | <b>390</b>             |
| <b>Cash &amp; cash equivalents at beginning of year</b>   |          | <b>9,071</b>           | <b>12,311</b>                  | <b>8,680</b>           |
| <b>Cash &amp; cash equivalents at end of period</b>       |          | <b>34,963</b>          | <b>13,418</b>                  | <b>9,071</b>           |
| <b>Summary of Cash &amp; Investments</b>                  |          |                        |                                |                        |
|                                                           |          | <b>Current Balance</b> | <b>Current year Movement</b>   | <b>Opening Balance</b> |
| Cash & Cash Equivalents                                   |          | 34,963                 | 25,893                         | 9,071                  |
| Other Financial Assets (Investments)                      |          | 36,584                 | (34,934)                       | 71,518                 |
| <b>Total Cash &amp; Investments</b>                       | <b>1</b> | <b>71,547</b>          | <b>(9,041)</b>                 | <b>80,589</b>          |
| <b>Budgeted Opening Balance of Cash &amp; Investments</b> |          |                        |                                | <b>52,311</b>          |
| <b>Variance in Opening Balance</b>                        |          |                        |                                | <b>28,278</b>          |

**NOTES**

1. The budgeted cash & investments at the beginning of the year was \$52.3 million, the actual opening balance was \$80.6 million. The additional \$28.3 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs.

**STATEMENT OF CAPITAL WORKS**  
**For The Quarter Ended 31 December 2017**

|                                              |             | <i>YTD<br/>Actuals</i> | <i>Full Year<br/>Forecast</i> | <i>Annual Budget</i> | <i>Variance<br/>Annual Budget<br/>/Forecast</i> |
|----------------------------------------------|-------------|------------------------|-------------------------------|----------------------|-------------------------------------------------|
|                                              | <b>NOTE</b> | <b>\$'000</b>          | <b>\$'000</b>                 | <b>\$'000</b>        | <b>\$'000</b>                                   |
| <b>Property</b>                              |             |                        |                               |                      |                                                 |
| Land                                         | 1           | 22                     | 322                           | 0                    | (322)                                           |
| Buildings                                    | 2           | 4,363                  | 8,862                         | 7,520                | (1,342)                                         |
| Heritage buildings                           | 3           | 48                     | 287                           | 196                  | (90)                                            |
| <b>Total Property</b>                        |             | <b>4,433</b>           | <b>9,470</b>                  | <b>7,716</b>         | <b>(1,754)</b>                                  |
| <b>Plant and Equipment</b>                   |             |                        |                               |                      |                                                 |
| Plant, machinery & equipment                 | 4           | 731                    | 2,763                         | 1,652                | (1,111)                                         |
| Fixtures, fittings & furniture               | 5           | 2                      | 10                            | 10                   | 0                                               |
| Computers & telecommunications               | 6           | 114                    | 352                           | 469                  | 117                                             |
| Artwork collection                           | 7           | 0                      | 25                            | 15                   | (10)                                            |
| <b>Total Plant and Equipment</b>             |             | <b>847</b>             | <b>3,150</b>                  | <b>2,146</b>         | <b>(1,004)</b>                                  |
| <b>Infrastructure</b>                        |             |                        |                               |                      |                                                 |
| Roads                                        | 8           | 4,610                  | 13,927                        | 10,415               | (3,513)                                         |
| Bridges & culverts                           | 9           | 232                    | 765                           | 940                  | 175                                             |
| Footpaths & cycleways                        | 10          | 1,041                  | 3,536                         | 5,000                | 1,464                                           |
| Drainage                                     | 11          | 95                     | 306                           | 725                  | 419                                             |
| Waste management                             | 12          | 268                    | 2,000                         | 900                  | (1,100)                                         |
| Parks, open space and streetscapes           | 13          | 321                    | 889                           | 610                  | (279)                                           |
| Recreational, leisure & community facilities | 14          | 107                    | 6,324                         | 0                    | (6,324)                                         |
| Aerodromes                                   | 15          | 0                      | 0                             | 0                    | 0                                               |
| Offstreet carparks                           | 16          | 75                     | 410                           | 125                  | (285)                                           |
| Other infrastructure                         | 17          | 0                      | 113                           | 0                    | (113)                                           |
| <b>Total Infrastructure</b>                  |             | <b>6,749</b>           | <b>28,269</b>                 | <b>18,715</b>        | <b>(9,554)</b>                                  |
| <b>Total Capital Works expenditure</b>       |             | <b>12,029</b>          | <b>40,889</b>                 | <b>28,576</b>        | <b>(12,313)</b>                                 |
| <b>REPRESENTED BY;</b>                       |             |                        |                               |                      |                                                 |
| New asset expenditure                        | 18          | 3,322                  | 10,739                        | 7,432                | (3,306)                                         |
| Asset renewal expenditure                    | 19          | 7,447                  | 22,249                        | 18,687               | (3,562)                                         |
| Asset expansion expenditure                  | 20          | 91                     | 769                           | 525                  | (244)                                           |
| Asset upgrade expenditure                    | 21          | 1,170                  | 7,132                         | 1,932                | (5,200)                                         |
| <b>Total Capital Works expenditure</b>       |             | <b>12,029</b>          | <b>40,889</b>                 | <b>28,576</b>        | <b>(12,313)</b>                                 |

**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**

**1. Land (\$0.322M) Unfavourable**

The unfavourable variance is in relation to unbudgeted costs in relation to a land exchange in relation to the Churchill Central Activity Plan.

**2. Buildings (\$1.342M) Unfavourable**

The forecast additional expenditure is due to funds carried over from the 2016/17 financial year for the Latrobe City Sports & Entertainment Stadium purchase together with a number of other projects, partially offset by current year funding now expected to be carried over to the 2018/19 year mainly for the Latrobe Creative Precinct design and the pavilion construction at Latrobe City Sports Field Churchill.

**3. Heritage buildings (\$0.090M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year for the Traralgon Court House upgrade project.

**4. Plant, machinery & equipment (\$1.111M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year for the Fleet & Plant replacement programs together with additional funding required for performing arts venues equipment.

**5. Fixtures, fittings & furniture \$0.000M Nil Variance**

No variance.



**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances****6. Computers & telecommunications \$0.117M Favourable**

The forecast favourable variance relates to IT expenditure on items that don't meet Council's capitalisation criteria...

**7. Artwork Collection (\$0.010M) Unfavourable**

Minor variance relating to funding carried forward from the 2016/17 financial year.

**8. Roads (\$3.513M) Unfavourable**

The forecast additional expenditure mainly relates to National Blackspot program and special charge scheme road sealing projects that were not included in the adopted budget together with Roads to Recovery program funding originally scheduled to be paid in 2016/17 but subsequently deferred to 2017/18.

**9. Bridges & culverts \$0.175M Favourable**

The forecast reduction in expenditure relates to savings expected from alterations in the scope of works for the Downies Lane Bridge project.

**10. Footpaths & cycleways \$1.464M Favourable**

The forecast additional expenditure mainly relates to increased government grant funding to be received for the Morwell to Traralgon Shared pathway.

**11. Drainage \$0.419M Favourable**

The forecast reduced expenditure mainly relates to drainage augmentation works now expected to be carried out in the 2018/19 financial year.

**12. Waste management (\$1.100M) Unfavourable**

The forecast additional expenditure relates mainly to the construction of cell 5 at the Hyland Way Landfill which commenced in 2016/17 and has carried over to be completed in the 2017/18 financial year.

**13. Parks, open space and streetscapes (\$0.279M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year, together with additional funding requirements identified for the Playground Renewal & upgrade programs.

**14. Recreational, leisure & community facilities (\$6.324M) Unfavourable**

The forecast additional expenditure relates to government funding to upgrade the Latrobe City Sports & Entertainment Stadium together with other Latrobe Valley Sports and Community Initiative projects.

**15. Aerodromes \$0.000M Nil Variance**

No variance.

**16. Offstreet carparks (\$0.285M) Unfavourable**

The forecast additional expenditure relates mainly to the Harold Preston Reserve carpark project which has been funded from savings in road projects.

**17. Other infrastructure (\$0.113M) Unfavourable**

The forecast additional expenditure relates to council funds carried forward for the Hazelwood Pondage wastewater project which is currently on hold.

**18. New asset expenditure (\$3.306M) Unfavourable**

The additional expenditure is mainly due to funds for the Latrobe City Sports & Entertainment Stadium acquisition carried over from 2016/17 together with additional government funding secured for the Latrobe Valley Sports and Community Initiative projects.

**19. Asset renewal expenditure (\$3.562M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year which is largely relating to the new landfill cell and Plant & Fleet Replacement programs, together with Roads to Recovery funding deferred by the federal government to the 2017/18 financial year.

**20. Asset expansion expenditure (\$0.244M) Unfavourable**

The forecast additional expenditure mainly relates to additional government funding secured for the Latrobe Valley Sports and Community Initiative projects for the Traralgon Sports Stadium.

**21. Asset upgrade expenditure (\$5.200M) Unfavourable**

The forecast additional expenditure mainly relates to unbudgeted government grant funding for Nation Building Blackspot program and Latrobe Valley Sports and Community Initiative projects.

## FINANCIAL PERFORMANCE RATIOS

As at 31 December 2017

|                                                                                                                                                                                                                                                                                                                                       | Year to Date Ratios |                      |                      |                         | Expected Range |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|----------------------|-------------------------|----------------|-----------------------|
|                                                                                                                                                                                                                                                                                                                                       | \$'000s             | Ratio at<br>31/12/17 | Ratio at<br>31/12/16 | Forecast at<br>30/06/18 |                | Budget at<br>30/06/18 |
| <b>OPERATING POSITION</b>                                                                                                                                                                                                                                                                                                             |                     |                      |                      |                         |                |                       |
| <b>Adjusted Underlying Result Indicator</b>                                                                                                                                                                                                                                                                                           |                     |                      |                      |                         |                |                       |
| (Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)                                                                                                                      |                     |                      |                      |                         |                |                       |
| <b>Adjusted underlying surplus (or deficit)</b>                                                                                                                                                                                                                                                                                       |                     |                      |                      |                         |                |                       |
| <u>Adjusted net Surplus/(Deficit)</u>                                                                                                                                                                                                                                                                                                 | 40,613              | 42.4%                | 44.6%                | (10.6%)                 | 2.0%           | -20% - +20%           |
| Adjusted underlying revenue                                                                                                                                                                                                                                                                                                           | 95,778              |                      |                      |                         |                |                       |
| The ratio takes out the effect of once off capital grants & developer contributions.                                                                                                                                                                                                                                                  |                     |                      |                      |                         |                |                       |
| <b>Note:</b> The forecasted lower ratio of (10.6%) is mainly a result of unspent 2016/2017 recurrent project and program expenditure which led to a greater than expected 'cash' surplus result at the end of the financial year. The underlying result is now forecasted to be a deficit as the previous year's surplus is expended. |                     |                      |                      |                         |                |                       |
| <b>LIQUIDITY</b>                                                                                                                                                                                                                                                                                                                      |                     |                      |                      |                         |                |                       |
| <b>Working Capital Indicator</b>                                                                                                                                                                                                                                                                                                      |                     |                      |                      |                         |                |                       |
| (Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)                                                                                                                              |                     |                      |                      |                         |                |                       |
| <b>Current assets compared to current liabilities</b>                                                                                                                                                                                                                                                                                 |                     |                      |                      |                         |                |                       |
| <u>Current Assets</u>                                                                                                                                                                                                                                                                                                                 | 124,090             | 630.2%               | 542.0%               | 267.9%                  | 244.2%         | 100% - 300%           |
| Current Liabilities                                                                                                                                                                                                                                                                                                                   | 19,691              |                      |                      |                         |                |                       |
| <b>Unrestricted Cash Indicator</b>                                                                                                                                                                                                                                                                                                    |                     |                      |                      |                         |                |                       |
| (Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity )                                                                                                                                            |                     |                      |                      |                         |                |                       |
| <u>Unrestricted Cash</u>                                                                                                                                                                                                                                                                                                              | 29,178              | 148.2%               | 213.1%               | 26.3%                   | 28.2%          | 0.0% - 200%           |
| Current Liabilities                                                                                                                                                                                                                                                                                                                   | 19,691              |                      |                      |                         |                |                       |

|                                                                                                                                                                                                                                                                                          | Year to Date Ratios |                   |                   |                      | Expected Range |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|-------------------|----------------------|----------------|--------------------|
|                                                                                                                                                                                                                                                                                          | \$'000s             | Ratio at 31/12/17 | Ratio at 31/12/16 | Forecast at 30/06/18 |                | Budget at 30/06/18 |
| <b>OPERATING POSITION</b>                                                                                                                                                                                                                                                                |                     |                   |                   |                      |                |                    |
| <b>OBLIGATIONS</b>                                                                                                                                                                                                                                                                       |                     |                   |                   |                      |                |                    |
| <b>Loans and borrowings Indicator</b>                                                                                                                                                                                                                                                    |                     |                   |                   |                      |                |                    |
| (Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations) |                     |                   |                   |                      |                |                    |
| <b>Loans and borrowings compared to rates</b>                                                                                                                                                                                                                                            |                     |                   |                   |                      |                |                    |
| <u>Interest Bearing loans and borrowings</u>                                                                                                                                                                                                                                             | 15,235              | 20.2%             | 22.8%             | 21.4%                | 21.6%          | 0% - 50%           |
| Rate Revenue                                                                                                                                                                                                                                                                             | 75,427              |                   |                   |                      |                |                    |
| <b>Note:</b> This ratio is expected to be in line with the budgeted result.                                                                                                                                                                                                              |                     |                   |                   |                      |                |                    |
| <b>Loans and borrowings repayments compared to rates</b>                                                                                                                                                                                                                                 |                     |                   |                   |                      |                |                    |
| <u>Interest &amp; principal repayments</u>                                                                                                                                                                                                                                               | 1,307               | 1.7%              | 1.9%              | 3.5%                 | 3.4%           | 0% - 10%           |
| Rate Revenue                                                                                                                                                                                                                                                                             | 75,427              |                   |                   |                      |                |                    |
| <b>Note:</b> This ratio is expected to be in line with the budgeted result.                                                                                                                                                                                                              |                     |                   |                   |                      |                |                    |
| <b>Indebtedness Indicator</b>                                                                                                                                                                                                                                                            |                     |                   |                   |                      |                |                    |
| (Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)                |                     |                   |                   |                      |                |                    |
| <b>Non-current liabilities compared to own source revenue</b>                                                                                                                                                                                                                            |                     |                   |                   |                      |                |                    |
| (to ensure Council has the ability to pay its long term debts & provisions)                                                                                                                                                                                                              |                     |                   |                   |                      |                |                    |
| <u>Non Current Liabilities</u>                                                                                                                                                                                                                                                           | 30,276              | 35.4%             | 27.4%             | 32.8%                | 35.1%          | 0% - 50%           |
| Own Source Revenue                                                                                                                                                                                                                                                                       | 85,644              |                   |                   |                      |                |                    |
| Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)                                                                                                                                              |                     |                   |                   |                      |                |                    |
| <b>Asset Renewal Indicator</b>                                                                                                                                                                                                                                                           |                     |                   |                   |                      |                |                    |
| (Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)                                                                           |                     |                   |                   |                      |                |                    |
| <u>Asset Renewal Expenditure</u>                                                                                                                                                                                                                                                         | 7,447               | 60.9%             | 63.9%             | 90.2%                | 78.4%          | 50%-100%           |
| Depreciation                                                                                                                                                                                                                                                                             | 12,236              |                   |                   |                      |                |                    |
| <b>Note:</b> This ratio is forecasted to be higher due to carry forward funding and additional government grants for asset renewal works.                                                                                                                                                |                     |                   |                   |                      |                |                    |

|                                                                                                                                                                                                        | Year to Date Ratios                        |                   |                   |                      | Expected Range |                    |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------|-------------------|----------------------|----------------|--------------------|-----------------|
|                                                                                                                                                                                                        | \$'000s                                    | Ratio at 31/12/17 | Ratio at 31/12/16 | Forecast at 30/06/18 |                | Budget at 30/06/18 |                 |
| <b>OPERATING POSITION</b>                                                                                                                                                                              |                                            |                   |                   |                      |                |                    |                 |
| <b>STABILITY</b>                                                                                                                                                                                       |                                            |                   |                   |                      |                |                    |                 |
| <b>Rates Concentration Indicator</b>                                                                                                                                                                   |                                            |                   |                   |                      |                |                    |                 |
| (Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)                          |                                            |                   |                   |                      |                |                    |                 |
| <b>Rates compared to adjusted underlying revenue</b>                                                                                                                                                   |                                            |                   |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | Rate Revenue                               | 75,427            |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | Adjusted underlying revenue                | 95,778            | 78.8%             | 76.6%                | 65.4%          | 63.1%              | 40% - 80%       |
| <b>Rates Effort Indicator</b>                                                                                                                                                                          |                                            |                   |                   |                      |                |                    |                 |
| (Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)         |                                            |                   |                   |                      |                |                    |                 |
| <b>Rates compared to property values</b>                                                                                                                                                               |                                            |                   |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | Rate Revenue                               | 75,427            |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | property values (CIV)                      | 10,796,549        | 0.7%              | 0.7%                 | 0.7%           | 0.7%               | 0.2% to 0.7%    |
| <b>EFFICIENCY</b>                                                                                                                                                                                      |                                            |                   |                   |                      |                |                    |                 |
| <b>Expenditure Level Indicator</b>                                                                                                                                                                     |                                            |                   |                   |                      |                |                    |                 |
| (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)  |                                            |                   |                   |                      |                |                    |                 |
| <b>Expenses per property assessment</b>                                                                                                                                                                |                                            |                   |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | Total expenses                             | 55,165            |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | Number of property assessments             | 38                | \$ 1,443          | \$ 1,425             | \$ 3,339       | \$ 3,122           | \$2000 - \$4000 |
| Note: The forecasted increase in expenses per assessment is mainly related to employee costs and materials and services expenditure funded from additional government funding and carry forward funds. |                                            |                   |                   |                      |                |                    |                 |
| <b>Revenue Level Indicator</b>                                                                                                                                                                         |                                            |                   |                   |                      |                |                    |                 |
| (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)        |                                            |                   |                   |                      |                |                    |                 |
| <b>Average residential rate per residential property assessment</b>                                                                                                                                    |                                            |                   |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | Residential Rate Revenue                   | 55,384            |                   |                      |                |                    |                 |
|                                                                                                                                                                                                        | Number of residential property assessments | 34                | \$ 1,608          | \$ 1,582             | \$ 1,608       | \$ 1,608           | \$800 - \$1,800 |

**Agenda Item: 17.5**

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

**Sponsor: General Manager, Corporate Services**

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

**Status: For Information**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

**That Council receives and notes the Assembly of Councillors records tabled for the period 29 January 2018 to 15 February 2018.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

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

| Date            | Assembly Details    | In Attendance                                                                                                                                                                                                                                | Confidential                                                                                                                                                                       | Declarations of Interest                                      |
|-----------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 29 January 2018 | Councillor Briefing | Councillor<br><br>Crs McFarlane, Middlemiss, White, Harriman, O'Callaghan, Howe, Clancey, Law,<br><br>Officers<br><br>Gary Van Driel, Phil Stone, Steve Piasente, Greg Drumm, Sara Rhodes -Ward, Brett McCulley, Amy Phillips, Helen Proctor | Confidential under section 89(2)<br><br>(e) proposed developments<br><br>(h) any matter which the Council or special committee considers would prejudice the Council or any person | Cr Gibson<br><br>Cr Harriman – interest, not being a conflict |

| Date             | Assembly Details                                   | In Attendance                                                                                                                                             | Confidential     | Declarations of Interest |
|------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|
| 07 February 2018 | Tourism Advisory Committee                         | Councillor<br>Crs White, Howe, Clancey<br><br>Officers<br>Linda Brock                                                                                     | Not confidential | Nil                      |
| 12 February 2018 | Workshop with Councillors – Coal Opportunities     | Councillor<br>Crs McFarlane, Middlemiss, White, Harriman, Howe, Clancey, Law<br><br>Officers<br>Gary Van Driel, Phil Stone, Steven Piasente, Bruce Graham | Not confidential | Nil                      |
| 13 February 2018 | Latrobe Creative Precinct Project Reference Group  | Councillor<br>Cr McFarlane, Cr Clancey, Cr Law<br><br>Officers<br>Phil Stone, Michael Bloyce, Andrea Smith                                                | Not confidential | Nil                      |
| 14 February 2018 | Latrobe City Cultural Diversity Advisory Committee | Councillor<br>Cr Clancey<br><br>Officers<br>Steve Tong, Teresa Pugliese                                                                                   | Not confidential | Nil                      |

| Date             | Assembly Details                                          | In Attendance                                                                                                     | Confidential     | Declarations of Interest |
|------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|
| 15 February 2018 | Gippsland Regional Aquatic Centre Project Reference Group | Councillor<br>Cr Harriman, Cr Howe, Cr Clancey<br><br>Officers<br>Larry Sengstock, Like McGrath, Janine Alexander | Not confidential | Nil                      |

**Declaration of Interests:**







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

**Reasons for Proposed Resolution:**

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

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

**Attachments**

1.  Councillor Briefing 29 January 2018
2.  Tourism Advisory Committee 07 February 2018
3.  Workshop with Councillors - Coal Opportunities 12 February 2018
4.  Latrobe Creative Precinct Project Reference Group 13 February 2018
5.  Latrobe City Cultural Diversity Advisory Committee 14 February 2018
6.  Gippsland Regional Aquatic Centre Project Reference Group 15 February 2018



## **17.5**

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

|          |                                                                                            |            |
|----------|--------------------------------------------------------------------------------------------|------------|
| <b>1</b> | <b>Councillor Briefing 29 January 2018.....</b>                                            | <b>783</b> |
| <b>2</b> | <b>Tourism Advisory Committee 07 February 2018.....</b>                                    | <b>785</b> |
| <b>3</b> | <b>Workshop with Councillors - Coal Opportunities 12<br/>February 2018 .....</b>           | <b>787</b> |
| <b>4</b> | <b>Latrobe Creative Precinct Project Reference Group 13<br/>February 2018 .....</b>        | <b>789</b> |
| <b>5</b> | <b>Latrobe City Cultural Diversity Advisory Committee 14<br/>February 2018 .....</b>       | <b>793</b> |
| <b>6</b> | <b>Gippsland Regional Aquatic Centre Project Reference<br/>Group 15 February 2018.....</b> | <b>795</b> |



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |                                                  |
|---------------------------|--------------------------------------------------|
| <b>Assembly details:</b>  | Councillor Briefing                              |
| <b>Date:</b>              | 29 January 2018                                  |
| <b>Time:</b>              | 6.00pm -10.11pm                                  |
| <b>Assembly Location:</b> | Nambur Wariga Room , 141 Commercial Road Morwell |

**In Attendance**

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                           |                                                      |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b> | <input checked="" type="checkbox"/> Cr Alan McFarlane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> Cr Graeme Middlemiss  | <input checked="" type="checkbox"/> Cr Darrell White |
|                                                                     | <input checked="" type="checkbox"/> Cr Dale Harriman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> Cr Kellie O'Callaghan | <input checked="" type="checkbox"/> Cr Darren Howe   |
|                                                                     | <input checked="" type="checkbox"/> Cr Dan Clancey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> Cr Brad Law           | <input type="checkbox"/> Cr Sharon Gibson            |
| <b>Officer/s:</b>                                                   | Gary Van Driel, Phil Stone, Steve Piasente, Greg Drumm, Sara Rhodes - Ward, Brett McCulley, Amy Phillips, Helen Proctor (6:55pm-7:10pm)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           |                                                      |
| <b>Matters discussed:</b>                                           | Future presentations<br>Matters Arising from Presentations<br>Upcoming Council Meeting<br>Upcoming Significant Items<br>Mayor's Update<br>CEO's General Update<br>Transition Briefing - Confidential Section 89(2) (h)<br>Request for Meeting to Discuss Environmental Reporting<br>Midyear Capital Works Status<br>Live Work Latrobe (Amendment C105) Update<br>Local Government Act Review<br>Proposed Meeting Procedure Local Law<br>Social Impact Assessment - Proposed Great Forest National Park - confidential under Section 89(2) (e)<br>Boolarra BMX Trarck Proposal<br>Process for the Newborough Football Netball Club to undertake Works at |                                                           |                                                      |



|                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                            | Northern Reserve Newborough<br>Traralgon Bypass Consultation Response<br>Interconnecting Railway Bridge<br>Strategic Issues for Future Briefings<br>Outstanding Issues |
| <p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p> |                                                                                                                                                                        |

**Conflict Of Interest Disclosures:**

| <b>Councillor / Officer making disclosure</b>                     | <b>Left Meeting: Yes / No</b> |
|-------------------------------------------------------------------|-------------------------------|
| Cr Gibson x 2                                                     | Not in attendance             |
| Cr Harriman - Personal interest, not being a conflict of interest | No                            |

**Record Completed by:** Amy Phillips, Coordinator Governance





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |                                        |
|---------------------------|----------------------------------------|
| <b>Assembly details:</b>  | Tourism Advisory Committee             |
| <b>Date:</b>              | 7 February 2018                        |
| <b>Time:</b>              | 7.50pm                                 |
| <b>Assembly Location:</b> | Nambur Wariga Meeting room, HQ Morwell |

**In Attendance**

|                                                                                                                                                                                                                                                                                                                                              |                                                                                                                          |                                                |                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b>                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Cr Alan McFarlane                                                                               | <input type="checkbox"/> Cr Graeme Middlemiss  | <input checked="" type="checkbox"/> Cr Darrell White<br>5.45pm - 7.32pm |
|                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Cr Dale Harriman                                                                                | <input type="checkbox"/> Cr Kellie O'Callaghan | <input checked="" type="checkbox"/> Cr Darren Howe<br>5.45pm - 7.32pm   |
|                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> Cr Dan Clancey<br>5.30pm - 6.43pm                                                    | <input type="checkbox"/> Cr Bradley Law        | <input type="checkbox"/> Cr Sharon Gibson                               |
| <b>Officer/s:</b>                                                                                                                                                                                                                                                                                                                            | Linda Brock,                                                                                                             |                                                |                                                                         |
| <b>Matters discussed:</b>                                                                                                                                                                                                                                                                                                                    | Signs on overhead bridges<br>Report from Prof Erik Ekland on Industrial Heritage Events and the Latrobe Valley Authority |                                                |                                                                         |
| <p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p> |                                                                                                                          |                                                |                                                                         |

**Conflict Of Interest Disclosures:**

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

**Record Completed by:** Linda Brock





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------|
| <b>Assembly details:</b>  | Workshop with Councillors - Coal Opportunities                                                |
| <b>Date:</b>              | 12 February 2018                                                                              |
| <b>Time:</b>              | 5:30 pm                                                                                       |
| <b>Assembly Location:</b> | Nambur Wariga meeting room<br>Latrobe City Council<br>141 Commercial Road<br>Morwell VIC 3840 |

**In Attendance**

|                                                                                                                                                                                                                     |                                                                                                                                                                                                      |                                                          |                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------|
| <b>Councillors:</b>                                                                                                                                                                                                 | <input checked="" type="checkbox"/> Cr Alan McFarlane                                                                                                                                                | <input checked="" type="checkbox"/> Cr Graeme Middlemiss | <input checked="" type="checkbox"/> Cr Darrell White |
|                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> Cr Dale Harriman                                                                                                                                                 | <input type="checkbox"/> Cr Kellie O'Callaghan           | <input checked="" type="checkbox"/> Cr Darren Howe   |
|                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> Cr Dan Clancey                                                                                                                                                   | <input checked="" type="checkbox"/> Cr Bradley Law       | <input type="checkbox"/> Cr Sharon Gibson            |
| <b>Arrival /<br/>Departure<br/>Time:</b>                                                                                                                                                                            |                                                                                                                                                                                                      |                                                          |                                                      |
| <b>Officer/s:</b>                                                                                                                                                                                                   | Gary Van Driel, CEO<br>Phil Stone, General Manager City Development<br>Steven Piasente, General Manager Infrastructure & Recreation (arrived 6:15 pm)<br>Bruce Graham, Coordinator Regional Strategy |                                                          |                                                      |
| <b>Matters discussed:</b>                                                                                                                                                                                           | Market opportunities for brown coal                                                                                                                                                                  |                                                          |                                                      |
| <p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> |                                                                                                                                                                                                      |                                                          |                                                      |





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

**Conflict Of Interest Disclosures:**

| Councillor / Officer making disclosure | Left Meeting: Yes / No |
|----------------------------------------|------------------------|
| NIL                                    |                        |
|                                        |                        |

**Record Completed by:** Bruce Graham, Coordinator Regional Strategy



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |                                                   |
|---------------------------|---------------------------------------------------|
| <b>Assembly details:</b>  | Latrobe Creative Precinct Project Reference Group |
| <b>Date:</b>              | Tuesday, 13 February 2018                         |
| <b>Time:</b>              | 3.30 pm                                           |
| <b>Assembly Location:</b> | Meeting Room, Latrobe Regional Gallery.           |

**In Attendance**

|                                                                                                                                                                                                                                                                                                          |                                                                                                  |                                                    |                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b>                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> Cr Alan McFarlane                                            | <input type="checkbox"/> Cr Graeme Middlemiss      | <input type="checkbox"/> Cr Darrell White |
|                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Cr Dale Harriman                                                        | <input type="checkbox"/> Cr Kellie O'Callaghan     | <input type="checkbox"/> Cr Darren Howe   |
|                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> Cr Dan Clancey                                               | <input checked="" type="checkbox"/> Cr Bradley Law | <input type="checkbox"/> Cr Sharon Gibson |
| <b>Officer/s:</b>                                                                                                                                                                                                                                                                                        | Phil Stone, Michael Bloyce, Andrea Smith.                                                        |                                                    |                                           |
| <b>Matters discussed:</b>                                                                                                                                                                                                                                                                                | 1. Design Progress<br>2. Budget Update<br>3. Macfarlane Burnet room<br>4. ECI Procurement Update |                                                    |                                           |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes. |                                                                                                  |                                                    |                                           |

**Conflict Of Interest Disclosures:**

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





**Record Completed by:** Andrea Smith





### **Guidance Notes for Completing Assembly of Councillor Records**

#### **Assembly of Councillors Local Government Act 1989 requirements:**

##### **Section 3 Definition**

*"An Assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be—*

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—*

*but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;"*

##### **Section 80A – Written Record**

*"(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:*

- (a) the names of all Councillors and members of Council staff attending;*
- (b) the matters considered;*
- (c) any conflict of interest disclosures made by a Councillor attending under subsection (3);*

*(2) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."*

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable –*

- (a) reported at an ordinary meeting of the Council; and*
- (b) incorporated in the minutes of that Council meeting"*

##### **Section 80A – Conflict of Interest**

*"(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly.*

*(4) A Councillor must disclose the conflict of interest either—*

- (c) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or*
- (d) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."*

##### **Additional Notes and Examples**

Examples of an Assembly of Councillors include:

- Councillor Briefings; onsite inspections; meetings with residents, developers, other clients of Council; meetings with local organisations, Government Departments, Statutory Authorities

Provided:

- The meeting was planned;
- At least five Councillors and one Council Officer is present (excluding Advisory Committees)
- The matter/s considered are intended or likely to be subject of a future decision by the Council or an officer decision under delegated authority; and
- That the meeting was not a meeting of any other organisation.

Advisory Committee meetings require at least one Councillor to be in attendance in order to be classed as an Assembly of Councillors.



Public events **are not** classified as an Assembly of Councillors.

Audit and Risk Committee **is not** classified as an Assembly of Councillors.

For all items, only the title of the matter being discussed is required to be listed, not the details or minutes of any discussion. This includes confidential matters.

Conflicts of Interest

All Councillors and Council Officers are required:

- To declare any Conflict of Interest prior to the discussion of any matter, or as soon as they become aware of a conflict; and
- Leave the meeting while the item is being discussed, and have this noted on the Assembly of Councillor record. To leave the meeting, a Councillor or Officer should move to a location outside the room where he or she cannot see or hear the meeting. Arrangements should be made to notify the Councillor when the relevant matter is concluded.

Recording of Confidential Matters

Assembly of Councillor records are presented in the public section of Council Meetings wherever possible.

Confidential Matters discussed should be listed with a note, including the confidential reason as per the *Local Government Act 1989* as below:

Example only

|                           |                                                                                                                                                                       |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Matters discussed:</b> | 1. Matter discussed<br>2. Matter discussed - confidential under Section 89(2)(e) proposed developments (Please choose the reason that applies)<br>3. Matter discussed |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The Assembly of Councillors record will then be provided as a confidential attachment to the open Council report.

Confidential reasons:

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

Leaving a Meeting

It is only necessary to record when a Councillor or Officer leaves the room due to a Conflict of Interest. It is not necessary to list any other arrivals or departures.

Officer completing Assembly of Councillors record

Please insert your name, and title in the Record Completed By field

**Any queries on whether a meeting forms an Assembly of Councillors, how to list a confidential item or any other question should be directed to the Governance Officer on 5128 5717 or [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au)**



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |                                                            |
|---------------------------|------------------------------------------------------------|
| <b>Assembly details:</b>  | Latrobe City Cultural Diversity Advisory Committee meeting |
| <b>Date:</b>              | Wednesday 14 February 2018                                 |
| <b>Time:</b>              | 6.00pm - 8.20 pm                                           |
| <b>Assembly Location:</b> | Nambur Wariga Room                                         |

**In Attendance**

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                |                                           |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b> | <input type="checkbox"/> Cr Alan McFarlane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Cr Graeme Middlemiss  | <input type="checkbox"/> Cr Darrell White |
|                                                                     | <input type="checkbox"/> Cr Dale Harriman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Cr Kellie O'Callaghan | <input type="checkbox"/> Cr Darren Howe   |
|                                                                     | <input checked="" type="checkbox"/> Cr Dan Clancey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Cr Bradley Law        | <input type="checkbox"/> Cr Sharon Gibson |
| <b>Officer/s:</b>                                                   | Steve Tong, Manager Community Development<br>Teresa Pugliese, Community Development Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                |                                           |
| <b>Matters discussed:</b>                                           | <p>Conflicts of Interest Disclosures</p> <p>Latrobe City Cultural Diversity Action Plan 2014 - 2018 Year Three Annual report</p> <p>Action Plans from other local governments (benchmarking).</p> <p>Municipal Public Health and Wellbeing Plan 2017 - 2021 weblink.</p> <p>'Services for All. Promoting Access and Equity in Local Government' document.</p> <p>Discussion on facilitators with experience in developing cultural diversity plans.</p> <p>Discussion on whether Citizenship ceremonies should be held on Australia Day.</p> <p>Correspondence In - Donna Caneleo, Department of Human Services regarding membership on the Committee.</p> <p>Latrobe Settlement Network Update</p> <p>Development of the Cultural Diversity Action Plan 2018 - 2022, presentation by Steve Tong.</p> <p>Committee Members Reports</p> |                                                |                                           |



|  |                                                                                 |
|--|---------------------------------------------------------------------------------|
|  | Tentative Citizenship Ceremony Dates, 2018<br>Committee Meeting Dates for 2018. |
|--|---------------------------------------------------------------------------------|

**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

Yes       No

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

**Conflict Of Interest Disclosures:**

| Councillor / Officer making disclosure | Left Meeting: Yes / No |
|----------------------------------------|------------------------|
|                                        |                        |
|                                        |                        |

**Record Completed by:** Teresa Pugliese





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |                                                           |
|---------------------------|-----------------------------------------------------------|
| <b>Assembly details:</b>  | Gippsland Regional Aquatic Centre Project Reference Group |
| <b>Date:</b>              | Thursday 15 February 2018                                 |
| <b>Time:</b>              | 5.30pm - 6.55pm                                           |
| <b>Assembly Location:</b> | Nambur Wariga Rom, Latrobe City Council Offices, Morwell  |

**In Attendance**

|                                                                                                                                                                                                                                                                                                          |                                                                                                   |                                                    |                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b>                                                                                                                                                                                                                                      | <input type="checkbox"/> Cr Alan McFarlane                                                        | <input type="checkbox"/> Cr Graeme Middlemiss      | <input type="checkbox"/> Cr Darrell White          |
|                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> Cr Dale Harriman                                              | <input type="checkbox"/> Cr Kellie O'Callaghan     | <input checked="" type="checkbox"/> Cr Darren Howe |
|                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> Cr Dan Clancey                                                | <input checked="" type="checkbox"/> Cr Bradley Law | <input type="checkbox"/> Cr Sharon Gibson          |
| <b>Officer/s:</b>                                                                                                                                                                                                                                                                                        | Larry Sengstock, Luke McGrath, Janine Alexander                                                   |                                                    |                                                    |
| <b>Matters discussed:</b>                                                                                                                                                                                                                                                                                | 1. Governance/Terms of Reference<br>2. Project Background<br>3. Project Status update<br>4.<br>5. |                                                    |                                                    |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes. |                                                                                                   |                                                    |                                                    |

**Conflict Of Interest Disclosures:**

| <b>Councillor / Officer making disclosure</b> | <b>Left Meeting: Yes / No</b> |
|-----------------------------------------------|-------------------------------|
| Nil                                           | No                            |



|  |  |
|--|--|
|  |  |
|--|--|

**Record Completed by:** Janine Alexander







### **Guidance Notes for Completing Assembly of Councillor Records**

#### **Assembly of Councillors Local Government Act 1989 requirements:**

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|                           |                                                                                                                                                                       |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Matters discussed:</b> | 1. Matter discussed<br>2. Matter discussed - confidential under Section 89(2)(e) proposed developments (Please choose the reason that applies)<br>3. Matter discussed |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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Confidential reasons:

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

Leaving a Meeting

It is only necessary to record when a Councillor or Officer leaves the room due to a Conflict of Interest. It is not necessary to list any other arrivals or departures.

Officer completing Assembly of Councillors record

Please insert your name, and title in the Record Completed By field

**Any queries on whether a meeting forms an Assembly of Councillors, how to list a confidential item or any other question should be directed to the Governance Officer on 5128 5717 or [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au)**

# **URGENT BUSINESS**

**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:*

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

# **MEETING CLOSED TO THE PUBLIC**

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

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

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

### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Howe

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

**19.1 Latrobe Creative Precinct Construction Contractor and Options for the Macfarlane Burnet and Latrobe Rooms.**

***Agenda item 19.1 Latrobe Creative Precinct Construction Contractor and Options for the Macfarlane Burnet and Latrobe Rooms. is designated as confidential as it relates to contractual matters (s89 2d)***

**19.2 Delegation to Chief Executive Officer to award Latrobe Leisure Evaporative Cooling contract**

***Agenda item 19.2 Delegation to Chief Executive Officer to award Latrobe Leisure Evaporative Cooling contract is designated as confidential as it relates to contractual matters (s89 2d)***

**19.3 Contract No 12979 - Provision of Acceptance and Processing of Recyclables**

***Agenda item 19.3 Contract No 12979 - Provision of Acceptance and Processing of Recyclables is designated as confidential as it relates to contractual matters (s89 2d)***

**19.4 Request to enter into MAV Contract MS4333-2017 Microsoft Software Licencing**

***Agenda item 19.4 Request to enter into MAV Contract MS4333-***

**2017 Microsoft Software Licencing is designated as confidential as it relates to contractual matters (s89 2d)**

**19.5 Unblocking Infrastructure Barriers**

**Agenda item 19.5 *Unblocking Infrastructure Barriers* is designated as confidential as it relates to proposed developments (s89 2e)**

**CARRIED UNANIMOUSLY**

**The Meeting closed to the public at 7:14 pm.**

**The meeting re-opened to the public at 7.42 pm.**

**There being no further business the meeting was declared closed at 7.42 pm.**

**I certify that these minutes have been confirmed.**

**Mayor: \_\_\_\_\_**

**Date: \_\_\_\_\_**