



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 5.30 PM ON  
24 JUNE 2013**

**CM412**



## *Latrobe Community* **Vision**

*"In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership."*

## *Council* **Mission**

Latrobe City continues to implement the values, corporate directions and partnerships necessary to bring reality to the Latrobe's 2026 community vision for a liveable and sustainable region with collaborative and inclusive community leadership.

## *Council* **Values**

Latrobe City Council's values describe how it is committed to achieving the Latrobe 2026 community vision through:

- Providing responsive, sustainable and community focused services;
- Planning strategically and acting responsibly;
- Accountability, transparency and honesty;
- Listening to and working with the community; and
- Respect, fairness and equity.



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**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)****1. OPENING PRAYER**

Our Father in Heaven, hallowed be your Name, your kingdom come, your will be done on earth as in Heaven. Give us today our daily bread. Forgive us our sins as we forgive those who sin against us. Save us from the time of trial and deliver us from evil. For the kingdom, the power, and the glory are yours now and forever.

AMEN

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

We respectfully acknowledge that we are meeting here today on the traditional land of the braiakaulung people of the Gunnai/Kurnai Clan and pay our respect to their past and present elders.

**3. APOLOGIES AND LEAVE OF ABSENCE****4. DECLARATION OF CONFLICT OF INTEREST**

**Direct and indirect interests - Section 77A(1) Local Government Act 1989**

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.

**5. ADOPTION OF MINUTES****RECOMMENDATION**

**That the minutes of the Ordinary Council Meeting meeting held on 3 June 2013 and Special Council Meeting meeting held on 11 June 2013 be confirmed.**

**6. PUBLIC QUESTION TIME**

Suspension of Standing Orders for Members of the Public to Address Council.

**ORDINARY COUNCIL MEETING AGENDA  
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**7. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Status</b>	<b>Responsible Officer</b>
19/09/11	Traralgon Activity Centre Plan Key Directions Report	That having considered all submissions received in respect to the Stage 2 Key Directions Report September 2011, Council resolves the following: 1. To defer the endorsement of the Stage 2 Key Directions Report September 2011 until: (a) Council has been presented with the Traralgon Growth Area Review (b) Council has received information on the results of the Latrobe Valley Bus Review 2. That Council writes to the State Government asking them what their commitment to Latrobe City in respect to providing an efficient public transport system and that the response be tabled at a Council Meeting. 3. That Council proceeds with the Parking Precinct Plan and investigate integrated public parking solutions. 4. That the Communication Strategy be amended to take into consideration that the November/December timelines are inappropriate to concerned stakeholders and that the revised Communication Strategy be presented to Council for approval. 5. That in recognition of community concern regarding car parking in Traralgon the Chief Executive Officer establish a Traralgon Parking Precinct Plan Working Party comprising key stakeholders and to be chaired by the Dunbar Ward Councillor. Activities of the Traralgon Parking Precinct Plan Working Party to be informed by the Communication Strategy for the Traralgon Activity Centre Plan Stage 2 Final Reports (Attachment 3).	General Manager Governance
5/12/11	Investigation into Mechanisms Restricting the sale of Hubert Osborne Park Traralgon	That a draft policy be prepared relating to Hubert Osborne Park and be presented to Council for consideration.	General Manager Governance
19/12/11	Traralgon Greyhound Racing Club – Proposed Development and Request for Alterations to Lease	That a further report be presented to Council following negotiations with the Latrobe Valley Racing Club, Robert Lont and the Traralgon Greyhound Club seeking Council approval to the new lease arrangements at Glenview Park.	General Manager Recreational, Culture & Community Infrastructure

**ORDINARY COUNCIL MEETING AGENDA  
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Council Meeting Date	Item	Status	Responsible Officer
3/12/12	Public Highway Declaration – Verey Lane, Morwell	<ol style="list-style-type: none"> <li>1. That Council write to Jammatt Pty Ltd and Nestlan Pty Ltd requesting that they remove all obstructions from the road reserve contained in Certificate of Title Volume 9732 Folio 422, being part of Verey Lane, Morwell, pursuant to Schedule 11, Clause 5 of the <i>Local Government Act</i> 1989.</li> <li>2. That Council approach Jammatt Pty Ltd and Nestlan Pty Ltd regarding the possible transfer of the road reserve contained in Certificate of Title Volume 9732 Folio 422, being the road created on LP 33695, being part of Verey Lane, Morwell.</li> <li>3. That Council obtain an independent valuation of the road reserve contained in Certificate of Title Volume 9732 Folio 422, being the road created on LP 33695, owned by Jammatt Pty Ltd and Nestlan Pty Ltd as a basis for negotiations.</li> <li>4. That Council seek agreement from the owners of the properties at 24-28 Buckley Street, Morwell, to contribute towards the costs of acquiring the road reserve contained in Certificate of Title Volume 9732 Folio 422, being the road created on LP 33695, from Jammatt Pty Ltd and Nestlan Pty Ltd.</li> <li>5. That Council write to Simon Parsons &amp; Co. requesting that the temporary access to 24-28 Buckley Street, Morwell, be extended past 31 December 2012.</li> <li>6. That a further report be presented to Council detailing the outcomes of discussions with Jammatt Pty Ltd and Nestlan Pty Ltd and the owners of the properties at 24-28 Buckley Street, Morwell.</li> </ol>	General Manager Governance

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Status</b>	<b>Responsible Officer</b>
3/12/12	Geotechnical Investigation and Detailed Design Remediation Treatments of Landslips	<ol style="list-style-type: none"> <li>1. That Council resolve that the geotechnical investigations and detailed design for the remediation treatment of landslips meets the requirements of Section 186 of the <i>Local Government Act 1989</i> and that the contract must be entered into because of an emergency.</li> <li>2. That Council resolves to enter into a schedule of rates contract with GHD Pty Ltd for the geotechnical investigations and detailed design for the remediation treatment of landslips due to it being an emergency.</li> <li>3. That a report be presented to a future Council meeting at the completion of the geotechnical investigations and detailed design for the remediation treatment of landslips outlining the actual costs incurred.</li> <li>4. That Council authorise the Chief Executive Officer to advise those residents impacted by landslips of Council's process and timelines for remediating landslips throughout the municipality.</li> </ol>	General Manager Recreation, Culture & Community Infrastructure
18/02/13	Affordable Housing Project – Our future our place	<ol style="list-style-type: none"> <li>1. That Council proceeds to publically call for Expressions of Interest as a mechanism to assess the viability and interest in developing an affordable housing project on land known as the Kingsford Reserve in Moe.</li> <li>2. That a further report be presented to Council for consideration on the outcome of the Expression of Interest process for the development of an affordable housing project on land known as the Kingsford Reserve in Moe.</li> </ol>	General Manager Recreation, Culture & Community Infrastructure
18/03/13	Proposed Sale of Land – Franklin Street, Traralgon	That Council defer considering this matter to the first meeting in September 2013.	General Manager Governance

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Status</b>	<b>Responsible Officer</b>
22/04/13	Latrobe Regional Motorsports Complex	<ol style="list-style-type: none"> <li>1. That Council reconvene the Latrobe Regional Motorsports Complex Advisory Committee to investigate current levels of commitment to the Motor Sport Complex and to identify the facilities desired by interested parties.</li> <li>2. That prior to November 2013, a report is provided to Council detailing the outcomes from the meetings and a recommendation for the future of the project.</li> <li>3. That Council seek further advice from Energy Australia in relation to the availability of land for the development of a motorsports complex.</li> </ol>	General Manager Recreation, Culture & Community Infrastructure
6/05/13	Latrobe City International Relations Advisory Committee - Amended Terms of Reference	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	General Manager Recreation, Culture & Community Infrastructure
6/05/13	Latrobe City International Relations Advisory Committee - Motion Re: Monash University	That the item be deferred until after the amended Terms of Reference for the Latrobe City International Relations Advisory Committee have been considered by Council.	General Manager Recreation, Culture & Community Infrastructure
6/05/13	Latrobe City International Relations Advisory Committee - Motion Re: Australian Garden Opening	That the item be deferred until after the amended Terms of Reference for the Latrobe City International Relations Advisory Committee have been considered by Council.	General Manager Recreation, Culture & Community Infrastructure
6/05/13	Proposed Sister Cities Visit - 2013/2014 Music Exchange Program	That the item be deferred to budget discussions and included therein.	General Manager Recreation, Culture & Community Infrastructure

**ORDINARY COUNCIL MEETING AGENDA  
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Council Meeting Date	Item	Status	Responsible Officer
6/05/13	Former Moe Early Learning Centre	<ol style="list-style-type: none"> <li>1. That a community engagement process be undertaken to inform a potential Expression of Interest for funding from the State Government's <i>Putting Locals First Program</i> to redevelop the former Moe Early Learning Centre as a centre for community organisations, addressing the stated funding criteria.</li> <li>2. That subject to the community engagement process identifying a community need meeting the funding criteria, that an Expression of Interest for funding from the State Governments Putting Locals First Program be prepared and submitted.</li> <li>3. That a further report be presented to Council for consideration outlining the draft design of the former Moe Early Learning Centre based on feedback received during the community engagement process.</li> </ol>	General Manager Community Liveability
20/05/13	Traffic Investigation at Finlayson Crescent, Traralgon	<ol style="list-style-type: none"> <li>1. That this item be deferred until the first meeting in July 2013 to enable Councillors to have further discussions with the residents involved.</li> </ol>	General Manager Recreation, Culture & Community Infrastructure
20/05/13	Proposed Removal of Eucalyptus Saligna, Sydney Blue Gum from Agnes Brereton Park Traralgon	<ol style="list-style-type: none"> <li>1. That Council defers any decision on the removal of the Sydney Blue Gum discussed in Agnes Brereton Park, Traralgon and seeks submissions from the community on the proposed tree removal.</li> <li>2. That a further report be presented to Council following the public consultation process to provide details of community opinion on the proposed tree removal.</li> <li>3. That Council informs all affected parties of its decision.</li> </ol>	General Manager Recreation, Culture & Community Infrastructure



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<b>Council Meeting Date</b>	<b>Item</b>	<b>Status</b>	<b>Responsible Officer</b>
20/05/13	Draft Domestic Animal Management Plan 2013-17	<ol style="list-style-type: none"> <li>1. That Council releases the draft Domestic Animal Management Plan 2013-17 for public comment.</li> <li>2. That a copy of the draft Domestic Animal Management Plan 2013-17 be forwarded to all relevant stakeholders; be made available for viewing at Council Service Centres and Libraries and on Council's website; and public notices placed in the Council Noticeboard inviting community comment.</li> <li>3. That written submissions in relation to the draft Domestic Animal Management Plan 2013-17 be received until 5 pm on Monday, 17 June 2013.</li> <li>4. That following the community consultation process a further report is presented to Council detailing all submissions received and presenting a Domestic Animal Management Plan 2013-17 for consideration.</li> </ol>	General Manager Community Liveability
20/05/13	Review of Citizens Complaints Resolution Policy	<ol style="list-style-type: none"> <li>1. That Council adopts the Citizen Complaints Resolution Policy [13 POL-6] with the following amendment: <ul style="list-style-type: none"> <li>• Remove on page 2 the word (insert) under a "complaint is deemed" section.</li> </ul> </li> <li>2. That the Citizen Complaints Resolution Procedure 13PRO-1 be amended to reflect the intent of this policy and for the amended procedure to be brought to Council at the next Council meeting for endorsement.</li> <li>3. That the revised 2013-2016 Council Policy Manual – [13 POL-2] be produced and made available to the public.</li> </ol>	General Manager Governance
03/06/13	Proposed Road Discontinuance Or Road Barrier - Deakin Lane, Traralgon	<ol style="list-style-type: none"> <li>1. That the matter be deferred pending the outcome of the Ombudsman's investigation of this matter.</li> </ol>	General Manager Governance

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Status</b>	<b>Responsible Officer</b>
03/06/13	Request To Improve Visibility Of Signage At McDonalds Restaurant Moe	<p>1. That Council resolve to allow the removal of trees impacting visibility of the McDonalds Moe sign, with the following conditions:</p> <ul style="list-style-type: none"> <li>• No works/removal of trees are undertaken until such time that a detailed landscaping plan is provided to and approved by Council;</li> <li>• No works/removal of trees are undertaken until such time that a detailed landscaping plan is provided to and approved by the land owner, Vic Roads.</li> <li>• Upon approval of a landscaping plan, all works are undertaken by a suitably qualified arborist and landscape gardener.</li> <li>• That all costs associated in relation to above are borne by the franchisee of McDonalds Moe.</li> </ul>	General Manager Recreation, Culture & Community Infrastructure
03/06/13	CITY IMAGE STRATEGY	<p>1. That Council indefinitely defer further consideration of the draft City Image Strategy.</p>	General Manger Governance

# NOTICES OF MOTION

**8. NOTICES OF MOTION**

Nil reports

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

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

**9.1 LATROBE CITY COUNCIL ROAD MANAGEMENT PLAN 2013-2017**

**General Manager**

**Recreation, Culture &  
Community Infrastructure**

**For Decision**

**PURPOSE**

The purpose of this report is to present the results of the community engagement process in response to the draft Latrobe City Council Road Management Plan (RMP) 2013-2017 and to present the final plan to Council for consideration.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives*

*Built Environment*

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

*Latrobe City Council Plan 2012 - 2016*

*Shaping Our Future*

An active connected and caring community

*Supporting all*

Attract, retain, support

*Enhancing opportunity, learning and lifestyles*

*Strategic Direction –*

- Ensure Latrobe City Council's infrastructure is managed through a long term strategic approach to asset management.
- Ensure public infrastructure is maintained in accordance with community aspirations.
- Adequately identify and plan for future maintenance costs of assets and infrastructure to reduce the asset renewal gap in allocated funding.

*Service Provision –***Infrastructure Development:**

Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.

**Infrastructure Maintenance:**

Provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks.

*Major Initiatives -*

Review the Road Management Plan and present to Council for consideration.

**Strategy:***Road Management Plan**Legislation -*

Road Management Act 2004

Road Management (General) Regulations 2005

Road Safety Act 1986

Local Government Act 1989

Road Management (General) Regulations 2005

*Key Strategic Actions -**Policy -*

Asset Management Policy (GEN 11 POL – 4)

Vehicle Crossing Policy (GEN 11 POL – 4)

## **BACKGROUND**

In 2005, Council developed a RMP in response to the implementation of the *Road Management Act 2004*. This is the third review of the plan.

Following internal review, a proposed 'Summary of Changes' document was developed, including the following items:

- Updated road lengths from 1500 to 1560 kms.
- Boolarra Mirboo North Road has been removed from the 'Current List of Vic Roads Declared Main Roads' within Latrobe City' (Page 6 of RMP) as it is now Council responsibility and Tramway Road has been added to this list.
- Path Hierarchy description has been expanded to reflect the current practice of inspecting smaller towns.
- Removal of range of times to indicate when inspections will take place. A maximum time is now reflected to mirror the current practice of Council Officers who inspect at these frequencies.
- Removal of 2009-2013 footpath inspection program and update of footpath inspection dates to reflect 2013-2017 inspection program.
- 'Erect signage within 24 hours of detection or notification' has been added to categories to ensure adequate warning of hazards.

All proposed changes were detailed in full on page 2 of the Draft RMP 2013-2017.

At its ordinary meeting held on 6 May, 2013, Council resolved the following:

1. *That Council invites public submissions in relation to the Draft Road Management Plan 2013 - 2017; and*
2. *That Council considers the Draft Road Management Plan 2013 - 2017 and all submissions received at the Ordinary Council Meeting to be held on 17<sup>th</sup> June 2013.  
(This meeting date subsequently changed)*

This report responds to the above resolution.

## **ISSUES**

The draft RMP has been subject to a formal review and public submission process pursuant to S223 of the *Local Government Act 1989*.

The requisite notices were published in the Government Gazette and the Latrobe Valley Express on Thursday 9 May, 2013.

As no submissions were received, there are no alterations to the draft RMP other than the proposed 'Summary of Changes' list on Page 2 of the draft RMP.



## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

The timeline for the review is presented in the table below and has been adjusted from the previous Council report to reflect completed actions.

Process	Time
Review of Current RMP to commence	Completed
Review meeting with key stakeholders: Maintenance; Infrastructure; Development; Asset Management; Develop an initial draft review of the RMP	Completed
Meeting to receive legal advice regarding the current RMP and the new RMP Review	Completed
Report to Council meeting	Completed
Advertise Victorian Government Gazette 9th May 2013	Completed
Advertise Public notice of RMP Review in Latrobe Valley Express 9th May 2013	Completed
Public Submissions process	Closed
Final Report to Council presenting submissions and requesting adoption of the RMP 2013-2017	24 June 2013
If adopted, RMP 2013-2017 comes into effect	1 July 2013
If adopted, place RMP on Council website and at Service Centres.	1 July 2013

### **FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

The *Road Management Act 2004 (Vic)* clarifies the law relating to civil liability for the management of public roads.

Compliance with the RMP limits Council's public liability to legal action from claims for damages for incidents attributable to the use of these assets. A sound RMP provides a reasonable level of policy defence. This ensures Council is not liable for an act or omission, which has been undertaken in accordance with an approved policy of the municipality (provided it does not constitute a wrongful act or failure to act).

The policy defence is limited to the extent that it must not be so unreasonable that no municipal council in that position acting reasonably could have made that policy.

**INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

Council gave notice in the Government Gazette and the Latrobe Valley Express on Thursday 9 May, 2013, stating the purpose and general purport of the revised RMP. The draft RMP has been on display for the required 28 days in the following locations:

- Morwell Headquarters
- Morwell Library
- Moe Service Centre
- Moe Library
- Traralgon Service Centre/Library
- Churchill Service Centre/Library
- Latrobe City Council website

*Details of Community Consultation / Results of Engagement:*

The submission period of 28 days has elapsed and no submissions have been received.

**OPTIONS**

The review of the Latrobe City Council's RMP is a requirement of the *Road Management Act 2004* through *Road Management (General) Regulations 2005* and is required to be completed by 30 June 2013.

Council could resolve to:

1. Adopt the RMP 2013-17 as presented in this report.
2. Amend and adopt the RMP 2013-2017.

**CONCLUSION**

The RMP identifies the responsibilities, maintenance standards and inspection regimes required to manage Council's road assets including footpath, kerb and channel, bridges and roads.

The *Road Management Act 2004* requires Council to review its RMP at certain prescribed times. This RMP review process ensures the document is aligned with Council's current policies and procedures.

The requisite notices have been published and a formal process has occurred for public submissions.

As a result of receiving no submissions, it is proposed that the Draft RMP 2013-2017 be adopted.

**ORDINARY COUNCIL MEETING AGENDA  
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**Attachments**

1. Road Management Plan 2013-2017

**RECOMMENDATION**

- 1 That Council adopts the Road Management Plan 2013 – 2017, effective 1 July 2013.

## **9.1**

### **Latrobe City Council Road Management Plan 2013-2017**

<b>1</b>	<b>Road Management Plan 2013-2017 .....</b>	<b>25</b>
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# Road Management Plan 2013-2017





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### DOCUMENT MANAGEMENT

Version No.	Date	Type
RMP V1	2005	Adopted
RMP V2	2009	Adopted
RMP V3	30/5/2013	Final





## Introduction

Latrobe City Council has developed this Road Management Plan (RMP) in response to the Road Management Act 2004 (RMA). The RMP was originally adopted by Council in 2005 and this is the third revision of that plan.

This plan is made under Division 5 of the RMA and the objective is to have regard to the principle object of road management and the works and infrastructure management principles and to establish a management system based on policy and operational objectives and available resources and to set relevant standards in the performance of those road management functions.

This RMP sets out the responsibilities of Council and also the responsibilities of other stakeholders including road users. The primary objective of this plan is to balance community expectations for service with the ability of Council to fund the capital and operational costs of its infrastructure. The road and path assets should provide an appropriate level of service that is fit for purpose, accessible, responsive and sustainable to the community in accordance with the Council Plan, Asset Management Policy and Asset Management Strategy.

The long term assessment of the asset management requirements will be detailed in individual Asset Management Plans for Bridges, Footpaths and Roads.



## Legislation

**The following Victorian legislation applies to the Road Management Plan:**

Road Management Act 2004  
Road Management (General) Regulations 2005  
Road Safety Act 1986





## Scope of this Plan

This plan addresses the maintenance standards and systems for road management functions and the levels of service for Latrobe City’s bridges, paths, road pavement and associated infrastructure on the 1560 km of sealed and unsealed municipal road network for which the Council is the coordinating or responsible road authority.

The full list of roads for which Council is responsible can be viewed in Appendix 1 – Register of Public Roads.

Freeways and their associated infrastructure are the sole responsibility of VicRoads and the road pavement on arterial roads is also maintained by VicRoads with Council maintaining the area outside the road pavement and kerbs. Each party’s exact areas of responsibility for different road situations is set out in the Code of Practice – Operational Responsibility for Public Roads which is accessible on the VicRoads website at:

<http://www.gazette.vic.gov.au/gazette/Gazettes2004/GG2004S267.pdf>

Figure 1 below shows a typical cross section showing Council’s area of responsibility outside the kerbs of the VicRoads declared main road. Any service lanes and paths outside of this area whether on a single or dual carriageway are Council’s responsibility.

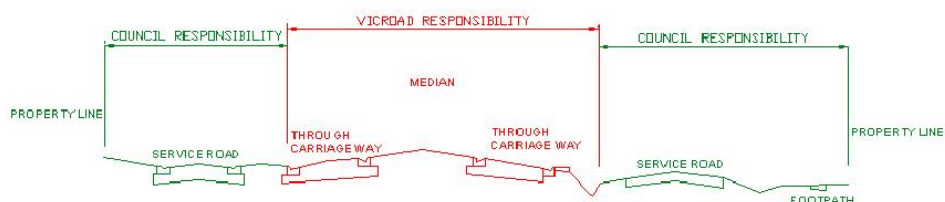


Figure 1 - Typical VicRoads Declared Main Road



## Current list of VicRoads Declared Main Roads within Latrobe City:

Boolarra Churchill Road	Morwell Traralgon Road
Boolarra Road	Morwell Yallourn North Road
Brodribb Road	Morwell Yallourn Road
Grand Ridge Road	Princes Drive
Hyland Highway	Princes Freeway
Loy Yang Morwell Road	Princes Highway
Maryvale Road	Strzelecki Highway
Moe Glengarry Road	Tramway Road
Moe North Road	Traralgon Balook Road
Moe Rawson Road	Traralgon Creek Road
Moe Walhalla Road	Traralgon Maffra Road
Monash Way	Traralgon West Road
Morwell Thorpdale Road	Tyers Road
	Tyers Thomson Valley Road

\* For full details of extent of responsibility see the VicRoads Road Register on the VicRoads website at <http://www.vicroads.vic.gov.au/Home/Moreinfoandservices/RoadManagementAndDesign/RoadManagementActRegulationsCodes/RegisterOfPublicRoads.htm>

Council is negotiating agreements with Wellington and South Gippsland Shire Councils and already has an agreement with Baw Baw Shire Council that sets out each Council's responsibilities in relation to roads and bridges for the municipal boundaries. There are also some roads in Latrobe City where the Department of Sustainability and Environment (DSE) is the responsible road authority and details of these roads and the level of service may be obtained from DSE.

Utility infrastructure including telecommunications, power, gas, water and sewer are not the responsibility of Latrobe City Council, however one aim of the RMA is to facilitate the coordination of the various uses of road reserves for roadways, pathways, infrastructure and similar purposes.



Although Council is not responsible for power distribution it does pay a street lighting tariff to supply and maintain public lighting on Council maintained roads and contributes towards lighting on arterial roads, but not freeways.

Private vehicular crossings are not included in this plan as they are the responsibility of the landowner whose property they enter (Vehicle Crossing Policy 11 POL-4). Likewise nature strips are not included in this plan as the maintenance of these is the responsibility of the abutting landowners. Drainage networks and roadside vegetation are not included in the scope of this plan along with any artwork within the road reserve. Private roads, private laneways, private body corporate roads and private carparks are also not included in this RMP.

Convex Mirrors have been included in the RMP following the release of the VicRoads Traffic Management Note No. 27 – Installation of Convex Mirrors on Public Roads. This RMP covers only convex mirrors that have been installed to assist traffic on the road network and does not include convex mirrors that have been installed for the sole purpose of servicing a private driveway for access onto a through road, regardless of whether it has been installed within a road reserve. Any person(s) wishing to install a convex mirror within a road reserve for the sole purpose of servicing a private driveway for access onto a through road must obtain Council approval and installation will be undertaken by Council at the owner's cost. Council is not responsible for the maintenance or replacement of these convex mirrors.

Council will undertake an audit of convex mirrors that are currently on roads managed by Council to ensure they comply with the conditions set out in the VicRoads Traffic Management Note No. 27 – Installation of Convex Mirrors on Public Roads.



## Relationship of RMP with other Key Council Documents

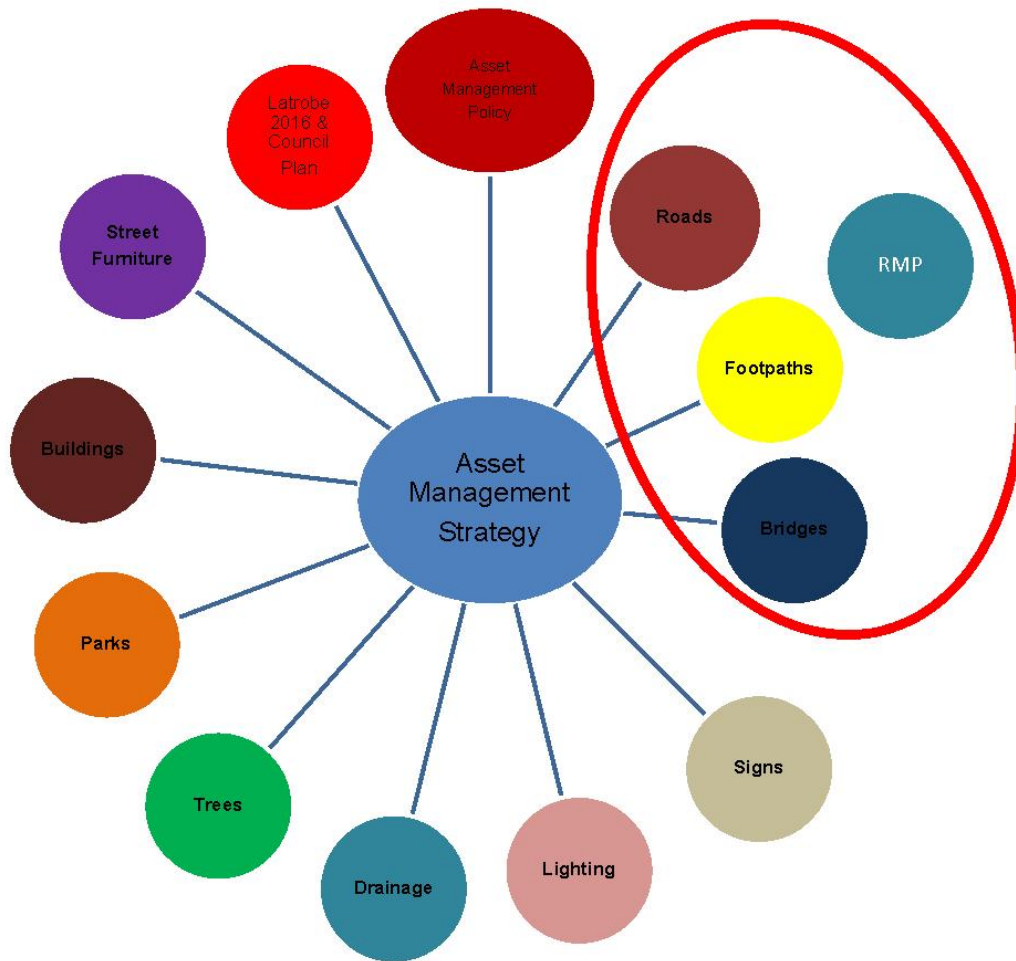


Figure 2 - Relationship between the Road Management Plan and other Council Documents

The Road Management Act offers Council the opportunity to produce a Road Management Plan to gain protection in certain circumstances. Figure 2 shows the link between Council's Road Management Plan to the Asset Management Strategy, Asset Management Policy, Council Plan and Latrobe 2026.





## Responsibility of Road Users

All road users have a duty of care under Section 105 of the RMA, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 that requires the following:

### Obligations of Road Users

A person who drives a motor vehicle on a public road must drive in a safe manner having regard to all the relevant factors including (without limiting the generality) the –

- Physical characteristics of the road;
- Prevailing weather conditions;
- Level of visibility;
- Condition of the motor vehicle;
- Prevailing traffic conditions;
- Relevant road laws and advisory signs;
- Physical and mental condition of driver.

A road user other than a person driving a motor vehicle must use a public road in a safe manner having regard to all the relevant factors.

A road user must –

- Have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- Have regard to the rights of the community and infrastructure managers in relation to the road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure on the road reserve;
- Have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.



## Road and Path Hierarchy/Classification

Latrobe City has adopted a Road Hierarchy that is essentially based on road functionality and traffic management criteria. In accordance with the Code of Practice for Road Management Plans, that is available on the Victorian Government website at <http://www.gazette.vic.gov.au/Gazettes2004/GG2004S201.pdf>, there has been an internal review of Council's road hierarchy, giving higher importance to risk assessment and the appropriate levels of inspection and maintenance for each classification. This RMP has different maintenance interventions, inspection frequencies and response times for each road classification.

It is proposed that there be six basic road hierarchies relating to maintenance:

- Link Road
- Collector Road
- Sealed Access Road with a speed limit greater than 60 km/hr and all Unsealed Access Roads
- Sealed Access Road with a speed limit less than or equal to 60 km/hr
- Minor Access Road
- Limited Access Road

The Access Road hierarchy has been split into two categories to allow inspections to be more frequent on unsealed roads and the higher speed, sealed roads as they pose a higher safety risk to drivers in the event of defects developing on these roads.

The hierarchical system has been reviewed against other Gippsland Councils with the aim of minimising the likelihood of significantly different service standards on municipal boundaries.

There is no hierarchy for Latrobe's bridges and major culverts, all are inspected as per the VicRoads Bridge Inspection Manual.



The following tables provide an overview on how Latrobe City's roads and paths have been classified. Roads may be segmented along their length with the result being that a road may be classified under more than one hierarchy. This happens more in the rural areas where the distance between houses becomes greater and as the houses become sparser along a section of road the standard of road also generally decreases. The lowest category for a sealed road is an Access Road.

A "Standard Constructed" road is one that was built to a level that was acceptable to Council at the time of construction. It would have a reasonable formation width, pavement material, table drains, culverts if required and guideposts installed. A "Non Standard" road may have some of these things, for example some minor earthworks and even some road pavement material however Council will not automatically categorise these roads as "Standard Constructed". Any sealed road would be listed as "Standard Constructed" and would have a minimum classification of an Access Road.



The following table is a guide to the classification to Council's Roads:

Road Hierarchy Descriptions	Road Type <small>(Sealed Roads will not be less than Access)</small>	Road Hierarchy Classifications						
		Not on Register	Limited Access	Minor Access	Sealed Access ≤ 60 km/hr	Sealed Access > 60 km/hr & all Unsealed Access	Collector	Link
Wheel marks through road reserve	Non Standard	✓						
Secondary Rear Access	Non Standard	✓						
Secondary Rear Access	Standard		✓					
1 or 2 occupied houses	Non Standard		✓					
1 or 2 occupied houses	Standard			✓				
3 or more houses	Non Standard			✓				
3 or more houses	Standard					✓		
Single unoccupied house on Farmland/Private Plantation property	Non Standard	✓						
Single unoccupied house on Farmland/Private Plantation property	Standard		✓					
2 or more Farmland/Private Plantation properties	Non Standard		✓					





Road Hierarchy Descriptions	Road Type (Sealed Roads will not be less than Access)	Road Hierarchy Classifications						
		Not on Register	Limited Access	Minor Access	Sealed Access ≤ 60 km/hr	Sealed Access > 60 km/hr & all Unsealed Access	Collector	Link
2 or more Farmland/Private Plantation properties	Standard			✓				
Any number of properties with no occupied houses and is not farmland or private plantation	Non Standard	✓						
Any number of properties with no occupied houses and is not farmland or private plantation	Standard	✓						
Unsealed Road or a Sealed Road with a speed limit greater than 60km/hr providing access to many properties, generally a subdivisional road	Standard					✓		
Sealed Road with a speed limit 60km/hr or lower providing access to many properties, generally a subdivisional road	Standard				✓			
Collects traffic from Access Roads and connects to another Collector, Link or Arterial Road. Services local area only and should not be a through route	Standard						✓	
Primarily provides a linkage between significant residential, industrial or commercial nodes and/or the arterial road network. Provides for significant through movements by external traffic	Standard							✓



The following table is a guide to the classification to Council's Paths:

A path classification has been developed, based principally on the volume of usage (both pedestrian and cyclists if applicable). The path classifications are High Usage, Medium Usage and Low Usage.

The following table defines the path hierarchies adopted:

Path Hierarchy Classifications	Definition
<b>High Usage - Red</b>	Central Business Districts of the following major townships – Moe, Newborough, Morwell, Churchill and Traralgon. Main streets of the townships of Boolarra, Glengarry, Toongabbie, Tyers, Yallourn North and Yinnar. Areas identified as potential high risk due to the nature and volume of pedestrian traffic associated with particular properties adjacent to Council footpaths. These properties include schools, pre-schools, medical precincts and elderly person precincts.
<b>Medium Usage - Blue</b>	Heavily pedestrianised areas: - minor-shopping areas, collector paths and some shared bicycle/pedestrian paths.
<b>Low Usage - Green</b>	Constructed paths in residential and commercial areas, and rural residential areas; including concrete, asphalt, and gravel paths.



## Inspection Schedules

### Roads

Trained Council inspectors will inspect all roads for which Council is responsible. Inspections have been scheduled on a cyclical basis to identify potential safety hazards, and defects which are approaching intervention levels. The inspection program reflects the road priority identified in the road classification system and appropriate use of resources. Inspection frequencies are as follows:

1. Link roads – one (1) inspection every 8 weeks.
2. Collector roads – one (1) inspection every 8 weeks.
3. Access Roads that are unsealed or are sealed (in a speed zone greater than 60km/hr) – one (1) inspection every 15 weeks.
4. Access Roads that are sealed (in a speed zone equal to or less than 60km/hr) – one (1) inspection every 30 weeks.
5. Minor Access roads – one (1) inspection every 30 weeks.
6. Limited access road – one (1) inspection each year.

In addition to being identified through the routine monitoring system, defects are logged into Council's Customer Service Request System from other sources, including identification by a citizen or a councillor. The defects are then assessed and actioned.

### Bridges & Major Culverts

Inspections of bridges and major culverts are programmed in accordance with the VicRoads Bridge Inspection Manual for all structures with a single span or diameter of 1.8m or greater or have a waterway area of 3 m<sup>2</sup> or greater.

Level 1 - Inspections carried out two times per year.

Level 2 - Inspections carried out on new structures within twelve months and then on a two yearly cycle.

Level 3 - Inspections carried out on the recommendation of a Level 1 or 2 inspection.



**Paths**

All high usage paths are inspected every year.  
 Medium usage paths are inspected on a two yearly cycle.  
 Low usage paths are inspected on a three yearly cycle.

Council's inspection schedule is:

Year	High Usage Area	Medium Usage Area	Low Usage Area
2012/2013	All High Usage Areas	Zone 3 & non zoned towns	Zone 3 & non zoned towns
2013/2014	All High Usage Areas	Zone 1 & 2	Zone 3 & non zoned towns
2014/2015	All High Usage Areas	Zone 3 & non zoned towns	Zone 2 Areas
2015/2016	All High Usage Areas	Zone 1 & 2	Zone 3 & non zoned towns
2016/2017	All High Usage Areas	Zone 3 & non zoned towns	Zone 1 Areas
2017/2018	All High Usage Areas	Zone 1 & 2	Zone 2 Areas
2018/2019	All High Usage Areas	Zone 3 & non zoned towns	Zone 3 & non zoned towns



## Maintenance Standards

Latrobe City Council has identified the critical maintenance defects for all paths and roads for which it is responsible. For each defect, the following criteria have been developed:

1. The level at which the defect is a potential safety hazard,
2. The level at which a defect reaches a maximum point of treatment intervention.
3. The maximum time allowable within which defects must be repaired.

The defects identified as critical for roads are:

- |                   |                       |
|-------------------|-----------------------|
| 1. Rutting        | – All roads           |
| 2. Potholes       | – All roads           |
| 3. Signage        | – All roads           |
| 4. Cracking       | – Sealed roads only   |
| 5. Edge breaks    | – Sealed roads only   |
| 6. Edge drop off  | – Sealed roads only   |
| 7. Loose material | – Unsealed roads only |
| 8. Corrugations   | – Unsealed roads only |
| 9. Crossfall      | – Unsealed roads only |
| 10. Gravel depth  | – Unsealed roads only |

The Latrobe City Outdoor Maintenance Unit - Maintenance Activity & Procedures Manual details all the inspection criteria, methods to measure and assess these defects and also the method and standard of repair.

The main defect identified for footpaths are trip steps which may be either transverse or longitudinal or caused by spalling. The Latrobe City Council - Footpath Marking and Maintenance Assessment Methodology manual details the inspection criteria, methods to measure and assess these defects and the method and standard of repair.

Bridge defects are covered by the VicRoads Bridge Inspection Manual.





## Intervention Levels and Response Times

The Intervention Levels and Response Times are included in Appendix 2. The service level tables include:

1. Defect/Activity Intervention Levels by Hierarchy.
2. Response Times by Hierarchy.
3. Repair Activity.
4. Inspection Regime by Hierarchy to identify defects.

Council emphasises that the intervention levels are a maximum allowable figure and in reality maintenance crews will attempt to repair defects before they reach intervention levels in line with optimal maintenance practices. It should also be noted that major repairs will not be carried out on roads that are scheduled to be rehabilitated. In these instances temporary repairs may be carried out or alternately warning signs may be used to highlight defects until the permanent works are undertaken.

Although Council will make every endeavour to meet its obligations under this plan, circumstances may arise where Council may not meet all or any of its obligations. If these circumstances are beyond the control of Council, then Council reserves its right to suspend this plan.

In the event of natural disasters and events such as fires, storms and floods, as well as human factors, but not limited to lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer (CEO) of Latrobe City Council, has to, pursuant to Section 83 of the Victorian Wrongs Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's RMP cannot be met, the CEO will write to inform the Manager Infrastructure Operations that some or all of the timeframes and responses in Council's Plan, are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to inform the Manager Infrastructure Operations which parts of Council's RMP are to be reactivated and when.



## Basis for Developing Service Levels

In line with the requirements of the Road Management Act, Latrobe City's initial process of developing service levels for the original RMP involved the following:

1. Assessment of what the community wanted through the Best Value Review Process and collating the available data available on service level responsiveness through Council's Customer Request and Tracking System.
2. Determined the areas and functions of priority, based on customer complaints data, insurance claims data and maintenance staff knowledge.
3. Determined the financial gaps between current strategic service levels and expected strategic service levels through a process of strategic financial modelling.

Since the review of the RMP in 2009, Council has had the opportunity to evaluate the adopted service levels and confirm that they are achievable with the existing budget. This amended RMP uses that information to provide a degree of confidence in the hierarchies and service levels.

Council acknowledges that the level of service provided to all roads will not necessarily please all stakeholders however these levels have been determined by the resources available to Council, both financial and physical.



## Management System

Council's management system records the defects identified by trained personnel while carrying out inspections in accordance with the timeframes listed in Section 6 – Inspection Schedules.

There are different regimes in place for inspections of sealed and unsealed roads, bridges and also for path inspections. The defects identified during the road and bridge inspections are directly entered onto a running sheet which is later entered into Council's Customer/Request Management System – Pathway. This system is then used to monitor the defects and to ensure that they are rectified within the timeframes set for that particular defect and hierarchy. Council acknowledges that this is an area where continuous improvement may see the introduction of a more integrated asset management system (AMS) including electronic data capture.

The defects identified during the path inspections are directly entered into an electronic device which automatically records location and saves any other inspection data. Upon returning to the office this data is electronically downloaded into an electronic database and then loaded into Council's Geographical Information System. Repairs are then programmed according to the intervention levels and hierarchy.

Upon completion of the repair the date and time of the repair is recorded against the defect in the database.





## Definitions

AMS	Asset Management System
DSE	Department of Sustainability and Environment
RAMP	Road Asset Management Plan
RMA	Road Management Act 2004 (Vic)
RMP	Road Management Plan

## References

- Code of Practice for Operational Responsibility for Public Roads
- Code of Practice for Road Management Plans
- VicRoads – Register of Public Roads (Part A)
- VicRoads – Bridge Inspection Manual
- VicRoads – Demarcation Agreement
- VicRoads – Traffic Management Note No.27 – Installation of Convex Mirrors on Public Roads.
- Latrobe City Outdoor Maintenance Unit – Maintenance Activity & Procedures Manual
- Latrobe City Council - Footpath Management Process Manual
- Latrobe City Council - Footpath Marking and Maintenance Assessment Methodology
- 11 POI - 4 Asset Management Policy
- 11 POL -4 Vehicle Crossing Policy



# Appendix 1

## Register of Public Roads Sample



*Appendix 1 - Register of Public Roads*

<i>Road Name</i>	<i>Locality</i>	<i>Hierarchy</i>	<i>Road Register Description</i>	<i>Date First Registered as a Public Road</i>	<i>Date Road Ceases to be a Public Road</i>
ABBOTT STREET	MOE	Sealed Access <= 60 km/hr	FROM WATSONS ROAD TO GIBSON STREET	15/11/2004	
ACACIA STREET	TRARALGON	Sealed Access <= 60 km/hr	FROM HEATHER STREET TO GIBSON STREET	15/11/2004	
ACACIA WAY	CHURCHILL	Collector	FROM MONASH WAY TO GIBSON STREET	15/11/2004	
ADAM VIEW COURT	TANJIL SOUTH	Sealed Access > 60 km/hr & all Unsealed Access	OFF BEAUFORT BRIDGE ROAD	15/11/2004	
ADAMS COURT	TRARALGON EAST	Sealed Access <= 60 km/hr	OFF GIBSON ST	15/11/2004	
ADINA COURT	CHURCHILL	Sealed Access <= 60 km/hr	FROM GIBSON STREET	15/11/2004	
APFLECKS ROAD	TOONGABBIE	Sealed Access > 60 km/hr & all Unsealed Access	FROM GIBSON ROAD TO OLD GIBSON ROAD	15/11/2004	
AHERIN LANE	MORWELL	Sealed Access <= 60 km/hr	OFF GIBSON ST	15/11/2004	
AHERIN STREET	MORWELL	Sealed Access <= 60 km/hr	OFF GIBSON ST	15/11/2004	
AIRFIELD ROAD	TRARALGON & MORWELL	Link	HIGHWAY WEST TO OLD MELBOURNE	15/11/2004	
AIRLIE BANK ROAD	MORWELL	Collector	FROM WARATAH DRIVE TO BRIDLE ROAD	15/11/2004	
AIRLIE BANK ROAD	MORWELL	Sealed Access <= 60 km/hr	FROM WARATAH DRIVE TO BRIDLE ROAD	15/11/2004	
AIRLIE BANK ROAD	MORWELL	Sealed Access <= 60 km/hr	FROM GABO WAY TO ALEXANDERS ROAD	15/11/2004	
ALAMEIN COURT	TRARALGON	Sealed Access <= 60 km/hr	OFF STOCKDALE RD	15/11/2004	
ALAMEIN STREET	MORWELL	Sealed Access <= 60 km/hr	FROM TOBRUK STREET TO BRISBANE STREET	15/11/2004	
ALAMERE DRIVE	TRARALGON	Sealed Access <= 60 km/hr	OFF KAY STREET	15/11/2004	
ALBERT COURT	MORWELL	Sealed Access <= 60 km/hr	OFF KATHLEEN ST	15/11/2004	
ALBERT STREET	MOE	Sealed Access <= 60 km/hr	FROM SAVIGES ROAD TO THE END OF SEAL EAST OF GIBSON STREET	15/11/2004	
ALBERT STREET	TRARALGON	Sealed Access <= 60 km/hr	FROM SEYMOUR STREET TO BRIDGES AVENUE	15/11/2004	
ALBERT STREET	YINNAR	Sealed Access <= 60 km/hr	FROM CHAPEL ST	15/11/2004	
ALEXANDER AVENUE	MOE	Sealed Access <= 60 km/hr	FROM SERVICE ROAD NORTH TO LLOYD STREET	15/11/2004	
ALEXANDRA AVENUE	TRARALGON	Sealed Access <= 60 km/hr	FROM ST GEORGES ROAD TO BRADMAN BOULEVARD	15/11/2004	
ALFRED CLOSE	TRARALGON	Sealed Access <= 60 km/hr	OFF CENTRAL PARK AVE	15/11/2004	

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## Appendix 2

# Intervention Levels and Response Times



## Force Majeure

Although Council will make every endeavour to meet its obligations under this plan, circumstances may arise where Council may not meet all or any of its obligations. If these circumstances are beyond the control of Council, then Council reserves its right to suspend this plan.

In the event of natural disasters and events such as fires, storms and floods, as well as human factors, but not limited to lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer (CEO) of Latrobe City Council, has to, pursuant to Section 83 of the Victorian Wrongs Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's RMP cannot be met, the CEO will write to inform the Manager Infrastructure Operations that some or all of the timeframes and responses in Council's Plan, are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to inform the Manager Infrastructure Operations which parts of Council's RMP are to be reactivated and when.



## Latrobe City Intervention Levels and Response Times for Roads

Maintenance standards, as defined in the ministerial code of practice, are considered to be the levels of service or targets set by council consistent with its management of risks and available resources. These maintenance levels are not intended to increase the level of service of a road, but are only designed to maintain what already exists.

The response times for Access Roads include the sealed Access Roads with a speed limit less than or equal to 60km/hr and the sealed Access Roads with a speed limit greater than 60 km/hr and all unsealed Access Roads.

If a sealed road is on a funded rehabilitation program, then it would be irresponsible to undertake major repair works only to reconstruct the pavement a short time later. Therefore in these situations warning signs may be used for defects that exceed the intervention levels until the pavement is rehabilitated.

### Sealed Roads

ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Potholes in pavement and sealed shoulders	These are small breaks and depressions in traffic lanes, where loss of pavement material has occurred.	Repair when pothole >75 mm in depth and >300 mm in diameter.  Erect warning signs	Complete repair:- Link - 2 working days Collector - 5 working days Access - 10 working days Erect warning signs within 24 hours of detection or notification.
Edge Breaks	These are defined as fretting along the seal edge resulting in reduced seal width.	Repair when edge break exceeds 100mm over a 1m length for Link, or 150mm over 1m length for Collector & Access.  Erect warning signs	Complete repair :- Link - 8 weeks Collector & Access - 12 weeks Erect warning signs within 24 hours of detection or notification.





ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Shoulders- unsealed	Maintenance includes: - spot gravelling to avoid pavement drop off, removal of water ponding, reworking existing materials to maintain shape and crossfall.	When potholes or scouring exceed 75mm in depth and 300 mm in diameter; or drop off from seal exceeds 75mm. Erect warning signs	Complete repair :Link - 4 weeks Collector - 6 weeks Access - 8 weeks Erect warning signs within 24 hours of detection or notification.
Wheel Ruts & Depressions	Wheel ruts and depressions requiring the application of a levelling course of asphalt (<25 m <sup>2</sup> ) to remove water ponding.	Deformations > 75mm depth under a 1.2m straight edge for Link, Collector & Access. Erect warning signs	Complete repair: Link - 8 weeks Collector - 12 weeks Access - 24 weeks Erect warning signs within 24 hours of detection or notification.
	Failed areas of pavement and seal >1 m <sup>2</sup> (and <50 m <sup>2</sup> ) requiring excavation and reinstatement of pavement by large plant & equipment.	When the sealed surface breaks up and extensive shoving/displacement has occurred. If the failed pavement is stable and not a hazard, then refer to annual program. Erect warning signs	If a public hazard make safe &/or provide safety warning within 24 hours. Repair:- Link - 5 days Collector - 2weeks Access - 4 weeks Erect warning signs within 24 hours of detection or notification.
Bleeding Seals	The upward movement of bitumen in a seal coat resulting in a film of excess bitumen on the roadway surface	When bleeding of binder occurs or pickup of binder due to traffic action.	Within 2 hours of notification or detection, apply 5mm or 7mm aggregate while bitumen is still soft and erect warning signs. If bitumen resets as temperature decreases, this treatment is not permitted



ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Pavement Cleaning	Cleaning of road pavement at intersections to remove debris that is a potential hazard to traffic.	<p>When accumulation of aggregate, dirt or debris on the pavement is a potential hazard.</p> <p>Erect warning signs</p>	<p>If potentially hazardous:            Link &amp; Collector - 2 working days            Access - 5 working days            Erect warning signs within 24 hours of detection or notification.</p>





### Unsealed Roads

ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Potholes	These are defined as isolated depressions where pavement loss has occurred.	The application of gravel or crushed rock or grading when potholes are greater than 500 mm in diameter and 100 mm in depth for Link, Collector, Access and Minor Access. The intervention for Limited Access is potholes greater than 1m and 150mm in depth. Erect warning signs	Complete repair: - Collector - 4 weeks Access - 8 weeks Minor Access - 12 weeks Limited Access - 15 weeks Except during & following major storms. Erect warning signs within 24 hours of detection or notification.
Corrugations, loss of pavement shape and rutting.	Maintenance grading and reshaping of gravel roads to remove corrugations, rutting and potholes.	Road surface is scoured, rutted or corrugated > 100mm in depth for Collector, Access and Minor Access, and over 10% of the total road surface. Road surface is scoured, rutted or corrugated > 150mm in depth for Limited Access, and over 20% of the total road surface.  Erect warning signs	Collector - 2 weeks Access - 4 weeks Minor Access - 8 weeks Limited Access - 12 weeks However grading can only be undertaken when there is sufficient moisture in the pavement or the surface may be made less safe with loose, dry gravel. The grading of Limited Access Roads may be postponed if the lack of pavement material on the road may make the road slippery and less safe. Erect signs if a hazard and inappropriate for grading. Erect warning signs within 24 hours of detection or notification.



ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Insufficient pavement material.	The application of gravel or crushed rock to the wearing surface to strengthen and reshape the surface or to make safe following grading if surface becomes slippery in rain. - Does not apply to unconstructed or Non Standard Roads, Tracks and Limited Access Roads.	Road subgrade is exposed for greater than 300m of road length; insufficient pavement to reshape; or recently graded surface becomes slippery prior to re-compaction.  Erect warning signs	Collector & Access:- Slippery surface:- make safe or warning signs in 2 days; except during & following major storms. Exposed subgrade- per resheet program.  Limited Access:- No response time to lack of pavement material.  Erect warning signs within 24 hours of detection or notification.



### Sealed and Unsealed

ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Road Drainage	<p>The inspection and cleaning of stormwater drains and pits located on roads. Damaged or missing pit lids, surrounds and grates to be replaced or repaired.</p> <p>(Private driveways &amp; vehicle crossings, including culverts under driveways and water runoff from driveways, are the responsibility of the property owner.)</p>	<p>Drains, culverts and pits to be cleared when blocked and water impacts on road.</p> <p>The clearing of rural culverts is dependent on the availability of flushing water, and is not undertaken during periods of drought.</p> <p>Missing pit lids &amp; grates- Link, Collector and Access.</p> <p>Erect warning signs</p>	<p>Clear Blockages: - Link &amp; Collector - 2 weeks</p> <p>Access - 4 weeks</p> <p>Minor &amp; Limited Access – 6 weeks</p> <p>Except during &amp; following major storms.</p> <p>Make safe in 24 hours, replace in 2 weeks.</p> <p>Erect warning signs within 24 hours of detection or notification.</p>
Signs and Delineation	<p>Covers the replacement of damaged or missing signs, guideposts, marker posts and delineators. Also covers the regular painting of all pavement markings, including line marking</p>	<p>Replace missing or damaged guideposts when more than 3 in a row are missing or ineffective on Link, Collector and Access Roads.</p> <p>On Minor Access and Limited Access Roads only require guideposts on culverts and tight bends.</p> <p>Replace regulatory and advisory signs that are missing or illegible.</p> <p>Line marking replaced.</p> <p>Erect warning signs</p>	<p>Link &amp; Collector - 4 weeks</p> <p>Access - 8 weeks</p> <p>Minor Access - 12 weeks</p> <p>Limited Access - 15 weeks</p> <p>Regulatory signs:-</p> <p>Link - 5 working days Collector &amp; Access</p> <p>Minor Access &amp; Limited Access - 2 weeks</p> <p>Advisory/guide signs: - as programmed, to the budget limit.</p>



ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Signs and Delineation continued....			In accordance with cyclic program. 1 year –Link & Collector 2 years – Access, Minor Access & Limited Access Erect warning signs within 24 hours of detection or notification.
Roadside Vegetation - Rural Trees	Pruning of trees & shrubs within the rural road reserves to provide vehicle clearance, and sight distances at intersections and curves.  For trees across road – refer to Emergency Response.	Pruning of trees & shrubs obstructing safe sight distance; obstructing a sign; infringing into the vehicle clearance zone of the roadway  Erect warning signs	If a significant hazard to traffic, clear Link & Collector in 5 working days  Access in 10 working days Minor and Access in 20 working days Erect warning signs within 24 hours of detection or notification.
Roadside Vegetation – Urban Trees	The clearance of trees from overhead power lines and the clearance for pedestrians and vehicles.	Power line clearance in accordance with statutory standards.  Clearance of street trees and trees from private property overhanging footpaths are listed under the maintenance intervention targets for footpaths.  The clearance of street trees from overhanging vehicle lanes and parking lanes. Inspections undertaken at same time as	Refer to Footpath maintenance intervention targets.  Prioritised maintenance program. If hazardous respond within 1 week.





ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Roadside Vegetation – Urban Trees continued.....		inspections for trees overhanging footpaths -- refer to “Path Classifications and Maintenance Targets”. Erect warning signs	Erect warning signs within 24 hours of detection or notification.
Roadside Vegetation – Grass	Mowing or spraying of roadside areas to control weeds, grass growth, maintain sight distances and reduce fire hazards.	Grass at intersections to be cut to maintain sight distances. Fire prevention works on an annual programmed basis involving a single cut of the shoulder/verge on all sealed roads and on gravel roads that are Collectors or bus routes; to 1.5m from edge of seal (where practical).  Erect warning signs	Mow/slash within:- Link & Collector - 1 week Access - 3 weeks Minor Access - 4 weeks Limited Access - 6 weeks  One cut per year, timing as programmed for fire season.  Erect warning signs within 24 hours of detection or notification.
Bridge Maintenance	Applicable for all bridge and culverts with a span or diameter 1.8 m or greater or waterway area of at least 3m <sup>2</sup> . Inspections for debris, safety of the surface, signage, barriers and structural condition.	Undertake Level 1, 2 & 3 Inspections in accordance with the VicRoads Bridge Inspection Manual.  Erect warning signs	Level 1 - 2 inspections per year and after flooding Level 2 - every 3 years Level 3 - Carried out when recommended by Level 2 inspections Erect warning signs within 24 hours of detection or notification.



ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
Roadside Furniture & Traffic Lights	Undertake maintenance works as required to guardrail, barrier fencing, traffic bollards, school crossing posts and traffic lights.	Malfunctioning signals /blown globes repaired. Guardrail repaired if posts &/or rail severely damaged.	Traffic signals – assessed within 1 day of report. Minor repairs within 5 working days Guardrail:-programmed repairs Erect warning signs within 24 hours of detection or notification.
Emergency response	24hr X 7days per week response to emergency incidents: Tree across road, flood waters on road, hazardous debris and oil spills on road.	Attend and make safe if situation presents an immediate hazard to public.  Erect warning signs	Commence response within 1hr of notification except during times of severe storms, then as resources permit. Erect warning signs within 24 hours of detection or notification.



## Latrobe City Maintenance Standards and Response Times

### TRACK (RURAL & URBAN)

Tracks are roads that have never been constructed to a standard that Council has accepted suitable for it to take over maintenance. For a more comprehensive understanding see the Hierarchy Scenario Matrix in Section 5 – Road and Path Hierarchy/Classification.

ISSUE	DESCRIPTION	INTERVENTION LEVELS	RESPONSE TIME
All Issues	Council will not maintain Tracks	No Intervention, Council will not maintain Tracks	No Response



## Latrobe City Intervention Levels and Response Times for Paths

Footpath and shared path maintenance intervention targets, inspection frequencies and response times are determined by available budget and potential risk to pedestrians and path users.

The risk assessment considers volume and type of usage, proximity to schools, elderly persons facilities and medical precincts, resulting in three broad classifications as follows:-

- H: High Usage
- M: Medium Usage
- L: Low Usage

### CLASSIFICATION DESCRIPTIONS:

Category H	Central Business Districts of the following major townships: Moe, Newborough, Morwell, Churchill and Traralgon. Main streets of the townships of Boolarra, Glengarry, Toongabbie, Tyers, Yallourn North and Yinnar. Areas identified as potential high risk due to the nature and volume of pedestrian traffic associated with particular properties adjacent to Council footpaths. These properties include schools, pre-schools, medical precincts and elderly person precincts.
Category M	Constructed paths in residential and commercial areas, and rural residential areas; including concrete, asphalt, and gravel paths.
Category L	Constructed paths in residential and commercial areas, and rural residential areas; including concrete, asphalt, and gravel paths.





### Maintenance Intervention Targets and Response Time

<b>Classification</b>	<b>Intervention</b> <i>“Trip-step” height in mm.</i>	<b>Response Time</b>	<b>Safety Inspections</b>
High Usage	Concrete : Grind 10 -15mm Replace > 15mm Asphalt : Repair >10mm Repair cracks > 5mm	Annual Maintenance Program.	Every year.
Medium Usage	Concrete: Grind 10 -15mm Replace > 15mm Asphalt: Repair >10mm	Repair within two years.	50% each year.
Low Usage	Concrete & asphalt: Replace/repair >30mm. Erosion of gravel paths: to repair ruts >30mm. Weed control on gravel paths.	Prioritised 3 year program. Repair after storm event. Weeds sprayed annually.	33.3% each year.

Note 1. It is proposed to replace all brick and concrete pavers with standard concrete paving when capital funds are available. Areas of damaged pavers >2 m<sup>2</sup>.are to be referred to the Capital Works Program. These failed areas may need to be progressively replaced in concrete as funds become available.

Note 2. Asphalt paths are to be assessed prior to undertaking major repairs, to consider the complete replacement of the asphalt with concrete paving.

Note 3. Gravel paths are prone to significant erosion following heavy rain and will be repaired as soon as resources are available after a storm event.

Note 4. Council will not maintain nature strips and sweep footpaths of leaves, nuts and fruits from street trees. Inappropriate street trees that drop nuts and fruits on paths will be replaced under the Tree Management Plan as funds become available.

Note 5. There are areas in the City where groundwater flows over paths and creates a potential hazard. When areas are identified where the water flow cannot be controlled, signs will be erected warning of the hazard. Extensive investigation and drainage works have not been able to solve existing problem areas.



**Overhanging trees/vegetation.**

The safety inspections that are undertaken also include looking at overhanging trees and vegetation from both street trees and from private property.

Overhanging street trees will be pruned to provide 2.1m vertical clearance over paths on a programmed basis in accordance with these inspection frequencies.

Council's Local Laws staff will follow up the property owners of overhanging private trees in accordance with the Local Law.



## Appendix 3

# Roads not maintained by Latrobe City Sample



#### Appendix 4 - Roads Not Maintained by Latrobe City

Road Name	Locality	Responsible Authority	Road Register Description
AFFLECKS ROAD	TOONGABBIE	Maintained by Wellington	FROM TRARALGON MAFFRA ROAD TO TOONGABBIE-COWWARR ROAD
ALEXANDERS ROAD	MORWELL	Maintained by VicRoads	FROM PRINCES DRIVE TO OLD MELBOURNE ROAD
ALLIS STREET	MORWELL WEST	Not Maintained	STONERS LANE
ALVINA COURT	MOE SOUTH	Private Road	MOE SOUTH ROAD
AMIETS ROAD	DRIFFIELD	Road Closed	MOZLECKI HIGHWAY
ANTONG LANE	TOONGABBIE	Maintained by Wellington	FROM TRARALGON MAFFRA ROAD TO GUYATT'S ROAD
ANZAC STREET	MOE	Maintained by Wellington	FROM GEORGE STREET TO HAIGH STREET
APPLEGATES ROAD	HAZELWOOD	Not Maintained	FROM BRODRIBB ROAD TO MCNABBS ROAD
ARCHER PLACE	YALLOURN NORTH	Road Closed	OFF MANUELS ROAD
ARGYLE STREET	TRARALGON	Maintained by VicRoads	FROM SEYMOUR STREET TO MCNAIRN ROAD
ARWON DRIVE	HERNES OAK	Not Maintained	BEYOND THE FIRST 460 METRES OFF SAYERS TRACK
ASHFORDS ROAD	YINNAR	Not Maintained	FROM 210 METRES TO APPROX 1KM SOUTH OF VAGGS ROAD
BAILLIE STREET	YALLOURN NORTH	Maintained	100 METRES NORTH TO GATE FROM FIRST 190 METRES EAST FROM SOMERSET ROAD
BANK STREET	TRARALGON	Maintained by VicRoads	FROM HICKOX STREET TO HAZELWOOD ROAD
BARKTOWN ROAD	BOOLARA	Maintained by DSE	FIRST 1.2km FROM LIMONITE ROAD
BARKTOWN ROAD	BOOLARA	Not Maintained	FROM 2.2km SOUTH FROM FISHERS RD FOR 2.4km SOUTH
BARKTOWN ROAD	BOOLARA	Not Maintained	FROM SOUTH EXIT OF CEMETERY TO FISHERS ROAD
BARTONS LANE	LOY YANG	Maintained by VicRoads	FROM TRARALGON CREEK ROAD TO PAST THE POWER STATIONS
BASTIN STREET	BOOLARRA	Maintained by VicRoads	FROM MONASH WAY TO PENALUNA STREET
BECKS BRIDGE ROAD	NEWBOROUGH	Maintained by VicRoads	INTERSECTION AT OLD SALE ROAD
BICKERTONS ROAD	GLENGARRY NORTH	Not Maintained	BEYOND 665 METRES NORTH OF RIGGALLS ROAD

Page 1 of 11

**9.2 PETITION FOR PERMANENT BIN INFRASTRUCTURE IN MOE  
(ALBERT STREET) PRIMARY SCHOOL**

General Manager

Economic Sustainability

For Decision

**PURPOSE**

The purpose of this report is to present to Council for consideration options regarding the petition request from the Moe (Albert Street) Primary School for Latrobe City Council to fund and install permanent bin infrastructure within the school grounds.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - 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 2012 - 2016*

*Shaping Our Future*

Gippsland's Regional City  
*Strengthening our profile*

Positioned for a Low Carbon Future  
*Advancing industry and innovation*

*Strategic Direction – Natural Environment*

*Collaborate with stakeholders to progress environmental sustainability initiatives aimed at reducing environmental impacts.*

*Provide and promote environmentally sustainable waste management practises to attain best practise 'final storage quality'.*

*Promote and implement waste management practises which deliver economic development to Latrobe City.*

*Service Provision – Waste Services*

*Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.*

*Major Initiatives - Natural Environment*

*Implement actions from the Natural Environment Sustainability Strategy 2008-2013 to achieve identified biodiversity and sustainability outcomes.*

*Strategy – Natural Environment*

*Natural Environment Sustainability Strategy 2008-2013*

*Waste Management Strategy 2010-2017*

*Key Strategic Actions*

*Implement actions from the Natural Environment Sustainability Strategy 2008-2013 to achieve identified biodiversity and sustainability outcomes.*

*Policy – Waste Services Kerbside Collection Exemptions and Additions Policy, 18 June 2012, 12 POL-5.*

## **BACKGROUND**

The petition was received from Moe (Albert Street) Primary School on Monday, 6 May 2013 (attachment 1).

The petition states:

*‘At Albert Street P.S. we have a serious litter problem. On a daily basis we find litter that has been brought into our school from outside. This litter at times poses a hazard to the students and staff at our school including glass, alcohol cans and medication packets. While we are attempting to get adequate fencing, we believe having permanent bins that can be left outside will greatly improve our litter problem.’*

The school currently has wheelie bins, however does not wish to ‘leave them outside after school hours as they might get broken’.

The school experiences litter caused from evening and weekend activity as the grounds are not fenced and accessible to the general public. The school feel that if they had two wheelie bin surrounds situated in two different spots in front of the school, within the grounds, this would ensure the safety and cleanliness of the school.



## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

At the 3 June 2013 Ordinary Council Meeting, Council resolved:

1. *That Council lay the petition seeking that permanent infrastructure for bins to be installed in the grounds of the Moe (Albert Street) Primary School, on the table until the Ordinary Council Meeting to be held on the 24 June 2013.*
2. *That the Head Petitioner be advised of Council's decision in relation to the petition seeking Council to fund and install permanent infrastructure for bins in the grounds of the Moe (Albert Street) Primary School.*
3. *Council continue to liaise with the Moe (Albert Street) Primary School to discuss solutions to their waste problem.*
4. *That a meeting be convened as soon as possible with the Head Petitioner, representatives of the Education Department, Ward Councillors and Council officers to discuss options to address their concerns.*

### **ISSUES**

The request within the petition received by Council was unclear. Council officers contacted the Head Petitioner, Principal of the Moe (Albert Street) Primary School, to clarify the intent of the petition. The Head Petitioner has confirmed that:

*'the petition is seeking Latrobe City Council to fund and install infrastructure used for Latrobe City's public litter bins in the CBD area, or secure posts that wheelie bins can be fixed to as used in Latrobe City's parks and gardens. This is requested for two wheelie bins.*

*Moe (Albert Street) Primary School has its own private waste collection arrangements with a contractor and has supplied its own bins wheelie for this purpose. The purpose of this infrastructure is for the wheelie bins to be securely fixed or housed to prevent theft and/or damage.'*

On 4 June 2013 the Head Petitioner, Principal of the Moe (Albert Street) Primary School, was advised on Council's decision to lay the petition on the table, for Council to liaise with the school to discuss solutions to their waste problem, and that a meeting is being organised with the Head Petitioner, representatives of the Education Department, the Ward Councillors and Council officers to discuss options to address their concerns.

The state government Department of Education and Early Childhood Development (DEECD) is the responsible authority and funding body for State Government school infrastructure.



**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

Latrobe City Council as part of its waste education plan work with pre, primary and secondary schools within both the public and private education sector to teach and support responsible waste management practices; however this does not extend to funding and supply of permanent infrastructure.

Officers have organised a meeting with all parties for the 20 June 2013, 1.30 pm at the Latrobe City Council Moe Service Centre (adjacent to the school). At the time of writing this report a response to a meeting request had not been received from the DEECD.

Hence the meeting will proceed with the Head Petitioner, Principal of the Moe (Albert Street) Primary School, the Ward Councillors and Council officers to discuss options available to the school to assist with their waste management issues.

Identified options available to Moe (Albert Street) Primary School to assist with their waste management issues are:

1. Opt-in the Council's kerbside waste collection service

Over 20 local schools currently utilise Latrobe City Council's kerbside waste collection service. The benefits of a school utilising Council's kerbside collection are

- a) the bins, with their colour coded lids are the same as what students experience at home providing continuity in behaviour, and
- b) this is often a more favourable financial option for the school than a service provided by a private contractor (collection cost based on estimated bin numbers to be \$1,232 per annum to the school).

With a student population of 200, the number of bins Moe (Albert Street) Primary School would need 4 x 240 garbage and 4 x recycling. This estimate is based on a formula used to calculate the numbers of bins provided at other local primary schools, which average one bin per 25 students. These numbers could vary depending upon whether separate paper recycling is already in place.

Under this option new bins with colour lids (red for garbage and yellow for recycling) are provided, and any repairs to damaged bins or replacement of stolen bins are at no cost to the school, hence the school need not be concerned about leaving the bins outside for out of hours use. Bins would need to be placed out for collection on the kerbside in Albert Street or Kirk Street, Moe. A council officer is available to assist the school regarding placement of bins within the school grounds.

Most schools do not have bins permanently tethered to solid structures; however Council could advise the school on fixtures that are available to secure these bins.

This option would appear to address the concern of having bins available outside of school hours, the school would receive an enhanced service with greater bin numbers, waste education and not be responsible for the bins (other than placing them out and bringing in for kerbside collection).

2. Continue with current private collection (business as usual)

This option would not solve the issue of bins not being available outside of school hours; provide the school with an enhanced service, or sufficient bin numbers as identified to meet their waste demands. Further work may also be required for the school to demonstrate recycling practices.

3. Installation of permanent bin infrastructure

There is no precedent for the installation of Council CBD bin enclosures on private property, or within school grounds.

The cost and installation of the powder coated bin enclosures is approximately \$1,200 per enclosure. The enclosures are locked and special arrangements would need to be made to enable collection by a private contractor.

Responsibility for ongoing maintenance is unclear and permission would be required from the DEECD as the responsible land owner and the agency responsible for State school infrastructure.

If two new bin enclosures were to be placed in Albert St; one outside the main entrance and another on the school side of the Albert St/ Kirk St roundabout, it is considered that little benefit would be derived as the bins are outside the school grounds, and the unwelcome litter behaviour inside.

A public litter bin is already in place within Kirk Street, Moe in front of the Latrobe City Council Library and Service Centre.

Waste Education Support

With all of these options the Moe (Albert Street) Primary School will directly benefit through waste education as a council officer is available to assist the school with placement and presentation of their current/new bins, including advice on educational messages to students, and uninvited 'visitors' after school hours.

A Council officer will also discuss with the school the feasibility of conducting a waste audit at the school, which would help the school understand where waste is being generated and how much material that could be recycled is currently going to landfill. These audits are carried out with the assistance of older students.

However these options do not address the cause of the issue as identified in the petition; access due to the lack of fencing around the school to stop unwelcome visitors and litter behaviour on the Moe (Albert Street) Primary School premises outside of school hours.

**FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

There are no financial or resource implication arising from options 1 and 2 in this report. A Council officer currently works with 20 schools within the municipality and can include Moe (Albert Street) Primary School in this program under the current resource allocation.

Installation of permanent bin infrastructure, by Council, within the grounds of the Moe (Albert Street) Primary School would be within the vicinity of \$2,400 for two bins. There is currently no identified funding within the draft 2013/14 Council budget to undertake these works.

**INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

Contact has been made with the Head Petitioner, Principal of the Moe (Albert Street) Primary School, on several occasions via email and telephone calls to discuss the petition request, Council process, attendance at Council meetings, contacts within the Department of Education and Early Childhood Development, Council's kerbside collection service, waste education, suitable meeting times and options moving forwards.

Officers have contacted Department of Education and Early Childhood Development via telephone and email correspondence regarding the petition and convening a meeting.

*Details of Community Consultation / Results of Engagement:*

Telephone discussions and email correspondence have occurred with the Head Petitioner, Principal of the Moe (Albert Street) Primary School:

- 14 May 2013;
- 15 May 2013;
- 16 June 2013
- 17 May 2013;
- 4 June 2013;
- 6 June 2013;
- 7 June 2013; and
- 11 June 2013

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

Telephone discussions and email correspondence have occurred with the Department of Education and Early Childhood Development on:

- 4 June 2013
- 5 June 2013;
- 7 June 2013; and
- 11 June 2013.

A meeting has been organised with all parties for 20 June 2013, 1.30 pm at the Latrobe City Council Moe Service Centre.

### **OPTIONS**

The following options are available to Council:

1. Council continue to liaise with the Moe (Albert Street) Primary School to discuss solutions to their waste management issues; and
2. The Mayor writes to the Head Petitioner recommending that the Moe (Albert Street) Primary School opt-in to the Latrobe City Council kerbside collection service;
3. Request a further report is presented to Council for consideration at a future Ordinary Council Meeting after meeting with the Head Petitioner, representatives from the Department of Education and Early Childhood Development, the Ward Councillors and Council Officers.

### **CONCLUSION**

A petition was received from the Moe (Albert Street) Primary School request permanent bin infrastructure is installed within the school grounds in the belief that the infrastructure will allow bins being left out within the school grounds without thief or damage, and will prevent litter that poses a hazard to the school community from being deposited on the school ground.

It is unlikely that the installation of CBD bin enclosures, whether inside or outside the school grounds, will make any appreciable difference to the problem of unwelcome visitors, behaviour and litter as access can still be gained to the school grounds out of hours.

Council can assist the school with enhanced waste education services to promote better litter behaviour and a kerbside collection service providing increased number of bins that can be left within the grounds, available for use out of school hours.

With all of these options the Moe (Albert Street) Primary School will directly benefit though waste education however this will not address the cause of the issue as identified in the petition; access due to lack of fencing around the school to stop unwelcome behaviour on the Moe (Albert Street) Primary School premises outside of school hours.

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)****Attachments**

1. Moe (Albert Street) Primary School Petition 6 May 2013.

**RECOMMENDATION**

- **That Council continue to liaise with the Moe (Albert Street) Primary School to discuss solutions to their waste management issues; and**
- **The Mayor writes to the Head Petitioner recommending that the Moe (Albert Street) Primary School opt-in to the Latrobe City Council kerbside collection service.**

## **9.2**

### **Petition for Permanent Bin Infrastructure in Moe (Albert Street) Primary School**

- 1 Moe (Albert Street) Primary School Petition 6 May 2013. .... 75**





**"Achieving Together"**

## MOE (ALBERT STREET) PRIMARY SCHOOL

ABN 27 601 381 930 • PS 2142 • PO Box 274, MOE 3825

Telephone: (030 5127 1966 • Fax: (03) 5126 1407

Email: [moe.ps.albert@edumail.vic.gov.au](mailto:moe.ps.albert@edumail.vic.gov.au)

PRINCIPAL: Dr. Monique Osborn

Dear Latrobe City Council,

We are writing because we have a serious litter problem in our school and we need your help. We are in desperate need of permanent bins. There are a number of reasons why we need permanent bins.

Firstly, we have wheelie bins at our school however if we leave them out after school hours they might get broken.

Secondly, we have found extremely dangerous rubbish in our school grounds. For example, a knife, needles, cigarette packets, cordial bottles made for taking drugs and broken alcohol bottles. It makes us feel disgusted because we have to pick up other people's rubbish. We are disappointed because people are too lazy to take their rubbish with them and we feel embarrassed because when visitors come to our school they might think it is our mess.

There are a number of reasons we have so many people entering our school in the evenings and on weekends; we have beautiful grounds that include gardens, basketball courts, grassy areas and excellent play equipment. Unfortunately despite many discussions with the Education Department, we have not been provided with the funding to have adequate fencing around the school, making our grounds very accessible after hours.

We have done some research on the placement and costing of permanent bins and we have decided that we would need two Wheelie Bin Surrounds situated in two different spots in the front of the school. These surrounds have been costed at \$1265 each including GST.

In conclusion we urgently need permanent bins in our grounds to ensure the safety and cleanliness of our school. We have a beautiful school and we would like to keep it that way for ourselves and for all the future students who may come here.

Accompanying this letter is a petition signed by many members of the community as well as pictures showing some of the mess.

Sincerely,

LATROBE CITY COUNCIL  
INFORMATION MANAGEMENT

RECEIVED

6 MAY 2013

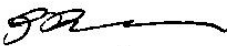

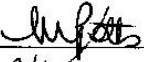
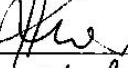

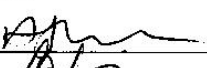


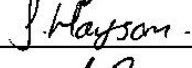


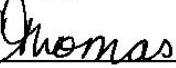

R/O: \_\_\_\_\_ Doc No: \_\_\_\_\_

Comments/Copies Circulated to:

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## Petition to Latrobe City Council for permanent bins in Albert Street P.S.

At Albert Street P.S. we have a serious litter problem. On a daily basis we find litter that has been brought into our school from outside. This litter at times poses a hazard to the students and staff at our school including glass, alcohol cans and medication packets. While we are attempting to get adequate fencing, we believe having permanent bins that can be left outside will greatly improve our litter problem.

Name	Address	Signature
Brooke Brennan	5 Moore St Moe	
Diane Ausly	2 Moore St Moe	
Michele Potts	5 Cobb Cr. Newborough	
Kanelore Kufjew	27 Dunbar Cr. Churchill	
JARRAD KEDDIE	19 McCarthy Churchill	
ANNA MCKENZIE	27 ANZAC ST MOE	
Leonie Kozell	29 Burton Wood Cr <sup>Near Smith</sup>	
JACK MILLAR	1 HIRWELL ST <sup>MIRBOO NTH</sup>	
Sarah Haysom	5 BOON CRT MOE.	
Anne Curran	1 Ross Ave. moe	
COPY	moe	
Liam Atkinson	Litt	
Lilliah		
Steve P		
Abby Peatey		
Chris Thomas	Albert St. P.S.	
Joshua Ashworth	LORA VIEW MOE	

## Petition to Latrobe City Council for permanent bins in Albert Street P.S. †

At Albert Street P.S. we have a serious litter problem. On a daily basis we find litter that has been brought into our school from outside. This litter at times poses a hazard to the students and staff at our school including glass, alcohol cans and medication packets. While we are attempting to get adequate fencing, we believe having permanent bins that can be left outside will greatly improve our litter problem.

Name	Address	Signature
Chanelle	13 Vascoe CRT Moe	
Raige	312 O'Neilley CRT Moe	PS
Brady	Old Sale road 10	
Janssen	Amor Court	J.C
Connor	Connor.L.Hart@gmail.com	
BLAKE C.		
Kane W	26 Brook Street	K.W
Macy	4 Kooranallast	Macy
Uggohs	Moe	
ROLL	Moe	
Boyd	Moe	
LACKSON	Moe	
CONNOR	Moe	
KAITIYH	Moe	
WILL	TANTIL South	WILL
BLAKE	Moe	BLAKE
ALANNAH	Moe	ALANNAH

## Petition to Latrobe City Council for permanent bins in Albert Street P.S.

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Name	Address	Signature
EBONY	MOE	EBONY
JACK	MOE	JACK
KAYLA	TRAFALGAR	KM
seth	Moe	SB
Amy	Moe sp	a.R
RILEY Messup	Moe ps	RJ
Kaelee	Moe HS	Kaelee
McKINLEY	Moe ps	MP
JJ	Moe ps	ME
Wade	moe	me
Charlotte	Moe	MP
Kyarra	moe	ME
CRUZ	moe	CB
Reilly	moe	R.W
Callen	moe	C.A
Trent	Moe	T.Z
ALICIA	Moe	A.N

## Petition to Latrobe City Council for permanent bins in Albert Street P.S.

At Albert Street P.S. we have a serious litter problem. On a daily basis we find litter that has been brought into our school from outside. This litter at times poses a hazard to the students and staff at our school including glass, alcohol cans and medication packets. While we are attempting to get adequate fencing, we believe having permanent bins that can be left outside will greatly improve our litter problem.

Name	Address	Signature
Ryan Bowen	Rygad Street	R.P.B
	Rygad Stn	B.P
Tylen	MOE	<del>BTG</del>
Annabella A	ASPS moe	Annabelle.
Kaitley	Asps Moe <sup>(moe)</sup>	<del>Asps Moe</del>
Alana	Asps moe	<del>Asps</del>
Megan. P	ASPS moe	Mplatschinda
Hailee	ASPS moe	H.S.
Julie Pearman	ASPS Moe	Julie P.
Macy Johnson	4 Koornamallast	Macy J.

## Petition to Latrobe City Council for permanent bins in Albert Street P.S.

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Name	Address	Signature
Christine Aisbett	161 Haight St Moe	C Aisbett.
Joyce Pearce	62 Seniec Moe	J. Pearce
Jodie Johnson	31 Kelso Rd Y.N.	J. Johnson
MERRIN JACKSON	FRY'S TRACK NEWS	M. Jackson
Harmonie Tyburski	62 Riverlea Blvd, T'gon	Harmonie Tyburski
SHERRIDAN MATTHEWS	10 King St MOE	Sheridan Matthews
M. Wonnall	Warragul.	M. Wonnall
A. DAVIES	11 Stamford's NEWS	A. Davies
M. NILSSON	Rafter Cr., MOE	M. Nilsson
Heather Aceman	12 Bell St Moe.	Heather Aceman
LISIAFI O'RUGEN	312 Gladstone St Moe	L. O'Rugen
D. MITSIOS	37 MOORE ST MOE	D. Mitsios
S. TAYLOR	4 VILW ST MOE	S. Taylor
S. BLADE	54 HIGH ST MOE	S. Blade
J. Mitchell	305 Mantari Glen Drive Traf east	J. Mitchell
J. Day	ROSE	J. Day
J. Brosnan	JORDON	J. Brosnan



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Name	Address	Signature
chloe		
Kyle		
Brayden		
Cameron		
Kade	12 Ashst	KB
William	73 Staff St Moe	W.P
Maddison	2 Kingford St Moe	M. Dewk.
Kasey	30 Simon <sup>crt</sup> Moe South	Kfitz
Reece	12 Harper Ave <sup>Moe</sup>	
David	179 Orton's rd	Damon
Bella	Moe	B. Stansbury
Ashley	Moe	
Blake	Moe	AJ Stan
Zoe	Moe	<del>AJ Stan</del>
John R	Moe	John
Ashlee G	Moe	A. Rippitts
Jacob	Moe	

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Name	Address	Signature
BRAYDAN DAVIS	MOE	BRAYDAN
Samantha McGowan	1165 Whitelaws Trk Budgeroo	S. McGowan
Ella Brosnan	23 Trent St NEWB	(B)
Jemma Douglas	193 Twin Rangers Drive	JD
Michaela Salmon	8 Jubble St MOE	M. Salmon
Maddison	2 Ringford St MOE	M. Salmon
Chantelle	13 Vascoe CRT MOE	(B)
Jesse	13 DREW ST	
Katalyn Robinson	12 griffin st moe	
Ashlyn	Narracan	Ashlyn
Caitlin	moe	(C)
Jazmin	moe	JP
Jake	moe	JD
James	moe	James
Nic	Newbrough/churchill	N.M
Ryan E	moe	R.E
Casey	moe	Casey

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Name	Address	Signature
JUSTIN FRASER	54 SEAVILLE MOE	J. Fraser
Helen Moe	Newborough	
Melissa Hansen	Newborough	
Jackie Neale	Trollope <sup>Victoria ct</sup>	
Vicky Gannan	23 Seville rd MOE	
THERESA DAVIS	1A BEECHETT ST.	T Davis
DOREEN BILLINGTON	NEWBOROUGH	D Billington
BERYL BRIEN	MOE	
Leah Raulby	Newborough	
ASPA PAMPOUKIDIS	MOE	A. PAMPOUKIDIS
MELAINIE MILLER	TANJIL STN	
Vanessa Lamont	58 High st moe	
Kathleen Hestr	TRUSLOTH RD MOE	
DMITRIOS	37 MADRE ST MOE	
ISabelle	<del>MOE</del> MOE	
Shae	33 Park Side moe S	
Jamie	MOE	

Prep 1 hall

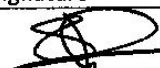

GH H

Mills

5/6 L  
3/4 T  
3/4 G

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Name	Address	Signature
Steven Dockley	3 Barton Place, Traralgon	
Ebony Tanti	25 high street, moe	
Chloe Duff	5 boom crt	C. Duff
Sophie	MOE	Sophie
CAMERON	MOE	CAMERON
Bethanite	MOE	Bethanite
Ella	MOE	Ella
CHARLOTTE	MOE	CH
Grace/	Yallowrtn North	Grace
Mikayla	MOE	OM
TARSHA	MOE	TG
HAYLEE	MOE	HMP
LILLY	MOE	LBT
Haydn	MOE	HE
Steenahoe	MOE	S.h
KARLIN	MOE	KARLIN
SARA	MOE	S.C

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Name	Address	Signature
Casey Lee	Moe	CWalley
Ryan	Moe	RB
don	<del>Albert</del> Moe	JD
Zoe	Moe	<del>Auto</del>

HT  


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Name	Address	Signature
LETTA	MOE	
MORISSO	MOE	
Annie	MOE	
REDC	MOE	
BROWN DON	MOE	
Michelle Ashworth	(Tangih South) 4/52 Lakeview Place	MORISSO
Cathy Curwood	(Churchill) 5 Mathison Ct.	C. Curwood
Paula Veenman	Bliss St Moe	Paula
Doug Day	21 Lake St Moe	Doug Day
Sharon Waterhouse	Trar Sharalah Way East	Sharon
LINDSAY KING	32 JOYCE COURT WESTBURY	Lindsay King.
Marque Coburn	40 Pleasant Dr Heungok	Marque
Amanda Marrey	13 Pines Hwy Traralgon	A Marrey
Jo Walker	23 Hawke St Moe	Jo Walker
ERIC MELLEMAN	16 CHARLES MOE	Eric Mellem
Rebecca Bazzinotti	15 Scorpio St Moe	Rebecca Bazzinotti
Harry Bazzinotti	SAME	Harry Bazzinotti



2/2 bodle

1/2  
Rossie

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Name	Address	Signature
Malakdi	Moe.P.S	M-Ross
Ebony	Moe.P.S	E-Perkins
Phoebe	Moe P.S	P-Hiando
Matilda	moe P.S	mye
Tenzille	moe P.S	T-Grima
Kulmeny	moe P.S	K-King
Tara	Moe-P.S	T-ROBINSON
Katrina	Moe-P.S	K-Slocombe
Izzy	Moe-P.S	I-Euton
Seth	Moe-P.S	S-James.
Jackson	Moe P.S	J-Dark.
Talia	Moe P.S	T-C
Bjorn	Moe-P.S	B-G
Alicia	Moe P.S	A-P
Hayley	Moe P.S	<del>HB</del>
Molly	Moe P.S	Molly
Kloe	ASPS	KB

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Name	Address	Signature
Jocelyn Yeatman	15 STAMFORD ST. MOE	Yeatman
Joyce Hofman	10 Scorpio Ave	JHofman
MRS NORMA WELLS	31 RETFORD ST NEWB	Mrs Norma Wells
Wendy Stapezma	Varcoe crt Newb	Wendy Stapezma
Susan Heybel	Yalburn North	S. Heybel
Janet Harrington	HEYFIELD	J. Harrington
L. SHINN.	NEWBOROUGH	L. Shinn
E WILLIAMS	MOE SOUTH	E. Williams
B. Nielsen	303 Trafalgar School Rd.	B. Nielsen
K. Sharma	Morwell	K. Sharma
T. REED	BOOLARRA Av	T. Reed
K. ZIMORA	Newborough	K. Zimora
H. Wheel	Newborough	H. Wheel
WiederGaul	DARNUM	WiederGaul
Ab Reed	Newborough	Ab Reed
T. Robinson	12 Queen moe	T. Robinson
H. DICKSON	7 TOWELL ST, NEW	H. Dickson



**9.3 CONSIDERATION OF SUBMISSIONS TO DRAFT COUNCIL PLAN  
2013 - 2017****General Manager****Organisational Excellence****For Decision****PURPOSE**

The purpose of this report is to provide the opportunity for submissions to be heard in relation to the draft Council Plan 2013-2017.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

**Latrobe 2026: The Community Vision for Latrobe Valley**

Strategic Objectives – Governance

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.

**Latrobe City Council Plan 2012-2016**

*Shaping Our Future*

*Gippsland's Regional City*

*Strengthening our profile*

*Positioned for a Low Carbon Future*

*Advancing industry and innovation*

*An active connected and caring community*

*Supporting all*

*Attract, retain, support*

*Enhancing opportunity, learning and lifestyles*

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

### Strategic Direction – Governance

*Implement the strategic objectives as detailed in the Council Plan, review it annually to ensure that it reflects community expectation and our commitment to financial responsibility.*

### Service Provision – Governance

*Administer corporate planning and reporting of Latrobe City Council.*

### Major Initiative – Governance

*Review the Council Plan 2012-2016, present to Council for consideration and submit to the Minister for Local Government within the legislated timeframe.*

### Legislation

#### Local Government Act 1989 – Section 125:

- (1) *A Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later.*
- (3) *A person has a right to make a submission under section 223 on the proposed Council Plan.*
- (4) *The Minister may extend the period within which Council must comply with sub-section (1).*
- (5) *A Council must submit a copy of the Council Plan to the Minister by the date specified in sub-section (1) or applying under sub-section (4).*
- (6) *If a Council fails to submit a Council Plan to the Minister within the time allowed, the Secretary must ensure that details of the failure are published in the annual report of the Department.*

In accordance with Section 126 of the Local Government Act 1989, the Council Plan must be supported by a Strategic Resource Plan which includes the next four financial years of standard statements describing the required financial and non-financial resources to deliver both the activities and initiatives of Council.

A person has a right to make a submission under Section 223 of the Local Government Act 1989, on any proposal contained in the plan. In accordance with section 223, Part 1 of the Local Government Act 1989, Council must also provide the opportunity for submissions to be heard at a meeting of Council.

**BACKGROUND**

In Victoria, councils are required under Section 125 of the Local Government Act 1989 to prepare a four year Council Plan, which must be reviewed annually.

The draft Council Plan 2013-2017 has been developed by Council who have identified the following five priority themes:

- Job creation and economic sustainability
- Appropriate, affordable and sustainable facilities, services and recreation
- Efficient, effective and accountable governance
- Advocacy for and consultation with our community
- Planning for the future

These five themes and their supporting strategies and priorities will shape the direction of Council during the four years of the plan. The Council Plan 2013-2017 demonstrates Council's continued commitment to planning for the future whilst responding to a range of significant issues and emerging opportunities for the Latrobe City community.

Prior to being submitted to the Minister, the Council Plan must be publicly exhibited for a minimum of four weeks, during which time members of the community may make submissions.

At the Ordinary Council Meeting of 13 May 2013, Council provided the following resolution:

1. *That Council, in accordance with Section 125(3) of the Local Government Act 1989, provide public notice inviting submissions in respect of the draft Council Plan 2013-2017.*
2. *That Council considers all submissions in relation to the draft Council Plan 2013-2017 in accordance with Section 223 of the Local Government Act 1989 at a Special Council Meeting to be held 24 June 2013.*

Public exhibition of the draft Council Plan 2013-2017 was completed, commencing on the 16 May 2013 and concluding on the 12 June 2013.

During the exhibition period a person has a right to make a submission under Section 223 of the Local Government Act 1989, on any proposal contained in the plan.



## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

### **ISSUES**

Public notice of the preparation of the draft Council Plan 2013-2017 and notice of the ordinary Council meeting at which members of the community are provided the opportunity to present on behalf of their submission, appeared in the Latrobe Valley Express on the 16 May 2013 (copy of public notice attached to this report).

During the exhibition period, the draft Council Plan was available for inspection for a period of 28 days at Latrobe City Council service centres and on the Latrobe City Council website. Submissions in relation to the Council Plan were received up to 5.00 pm on Wednesday, 12 June 2013.

### **FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

The Local Government Act 1989 outlines under section 125 of the requirements and statutory timeframes for Councils when reviewing their Council Plan. Failing to comply with the provisions of the Act is considered a significant risk.

In accordance with the Section 126 of the Local Government Act 1989, the Council Plan must be supported by a Strategic Resource Plan which includes the next four financial years of standard statements describing the required financial and non-financial resources to deliver both the activities and initiatives of Council. Pursuant Section 126, (3), (b) of the Local Government Act 1989, Council must adopt the Strategic Resource Plan no later than 30 June each year.

### **INTERNAL/EXTERNAL CONSULTATION**

Council is obliged in accordance with Section 125(3) of the Local Government Act 1989 to give public notice inviting submissions in respect of the draft Council Plan 2013-2017.

The primary goal of the public exhibition process is to inform the community of the draft Council Plan and provide the opportunity for members of the community to make submissions.

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

The draft Council Plan 2013 -2017 was exhibited from the 16 May 2013 until the 12 June 2013. During this time, the following activities were completed:

- Provision of public notice within the Express newspaper directing community members to the Latrobe City Council website to review the draft Council Plan 2013-2017 and inviting submissions;
- The five themes and objectives listed in the draft Council Plan 2013 - 2017, appeared in the Express newspaper within Latrobe City Council notice board on the 16 May 2013;
- Advertisement and supporting web links to the draft Council Plan 2013 – 2017 were placed on the homepage of the Latrobe City Council website with links to an online submission form;
- Notice of the exhibition of the draft Council Plan 2013- 2017 appeared on Latrobe City Council social media forums;
- A media release was prepared and distributed to all local media;
- Copies of the draft Council Plan 2013-2017 were available for inspection at Council service centres for a period of no less than 28 days after publication of the public notice;
- Key stakeholders across the community were notified in writing during the public exhibition period.

During the exhibition period, there were a total of 252 unique views of the draft Council Plan on the Latrobe City Council website. A total of 474 people viewed the Council Plan on Latrobe City Council's facebook page.

A public inspection period longer than 28 days was not provided, as this would have compromised the ability of Latrobe City Council to submit a Council Plan to the Minister within the statutory timeframe.

At the close of the exhibition period a total of three submissions were received (submissions are attached to this report). At the close of the exhibition period, each submitter was advised in writing that their submission will be considered by Council at the ordinary Council Meeting to be held 24 June 2013.

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

Submission summaries:

A summary of each submission along with officer comments is provided in the table below:

<b>Submitter Details</b>	<b>Submission Summary</b>	<b>Officer Comments</b>
Advance Morwell Inc.	<p>Submission provides comments regarding the draft Council Plan, focusing on Theme 5 - <i>Planning for the Future</i>.</p> <p>The submission notes the significance of the Latrobe Planning Scheme in underpinning future planning activities and the current progress of the Latrobe Planning Scheme review.</p> <p>The submission acknowledges the rezoning of land in accordance with the Morwell Structure Plan and the positive impact new residential development opportunities provide for the community.</p> <p>The submission requests that the Morwell Structure Plan is reviewed to develop new strategies and timelines; and recommends that the Council Plan 2013 – 2017 includes commitments to undertaking a 'Morwell Activities Centre Study'.</p>	<p>The draft Council Plan 2013-2017 includes the following strategic direction:</p> <p><i>"In consultation with the community, review Council's Municipal Strategic Statement and the Latrobe City Planning Scheme.</i></p> <p>The opportunity to review the role of Morwell as part of Latrobe City (including the Morwell Activity Centre) and identify future Activity Centre Plans to be developed will be considered as part of the Latrobe Planning Scheme review.</p>
Mrs Jenni Rohde	<p>The submission states an objection to the draft Council Plan and refers to Theme 2, in particular the following two Strategic Directions:</p> <p><i>"Promote and support more involvement of children in active recreation and sport</i></p> <p><i>Develop and maintain community infrastructure that meets the needs of</i></p>	<p>The draft Council Plan 2013 – 2017 includes a range of strategic directions which highlight the importance of quality sports and recreation facilities and encourages</p>

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

	<p><i>the community.”</i></p> <p>The submission highlights the importance of netball in supporting community activity in sport and requests additional works and maintenance to improve netball facilities across the region.</p> <p>In particular, the submission requests upgrades to the Agnes Brereton netball surfaces and toilet facilities.</p> <p>The submission requests provision of relevant maintenance plan or other information for improvements to junior netball facilities.</p>	<p>more participation in sport.</p> <p>The draft Council Plan 2013-2017 does not include individual or specific projects or individual capital works items. These are included in Council’s draft Annual Budget. It is noted that the draft Budget includes resources for the upgrade and improvement of the Agnes Brereton reserve and facilities.</p> <p>The Council Plan refers to a range of Outdoor Recreation Plans, each of which can be accessed from the Latrobe City Council website. Following Council’s consideration of submissions, it is proposed that the submitter will be advised of the location of the Outdoor recreation strategies listed in the Council Plan.</p>
<p>West Gippsland Catchment Management Authority (WGCMA)</p>	<p>The submission provides support to the draft Council Plan 2013-2017.</p> <p>The submission highlights support for following strategic directions as they align with the West Gippsland Catchment Management Authority</p>	<p>The submission of support to the draft Council Plan 2013 – 2017 is acknowledged.</p>

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

	<p>(WGCMA) objectives and the West Gippsland Regional Catchment Strategy (RCS) 2013-2019.</p> <p>The WGCMA welcomes the opportunity to assist Council in implementing the above strategic directions and value working collaboratively with Council to meet common objectives.</p> <p>For example, the proposed review of the Municipal Strategic Statement and Latrobe Planning Scheme.</p>	
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### **OPTIONS**

Council has the following options:

1. That Council considers the submission(s) received and does not amend the Council Plan.
2. That Council considers the submission received and adopts the Council Plan with changes.

### **CONCLUSION**

The draft Council Plan 2013- 2017 provides a four year strategic direction for Latrobe City Council and has been developed in accordance with Section 125 of the Local Government Act 1989.

Public exhibition of the draft Council Plan 2013-2017 has been completed in accordance with the requirements of the Local Government Act 1989, Sections 125 and 223.

Following Council's consideration of submissions, the Council Plan 2013-2017 will be recommended to Council for adoption.

#### **Attachments**

1. Copy of Public Notice for exhibition of draft Council Plan 2013 - 2017
2. Submissions to draft Council Plan 2013-2017

### **RECOMMENDATION**

- **That Council considers submissions received and does not amend the draft Council Plan 2013-2017.**
- **That Council writes to all submitters advising them of Council's decision in respect to their submission.**

## **9.3**

### **Consideration of Submissions to draft Council Plan 2013 - 2017**

- 1 Copy of Public Notice for exhibition of draft Council Plan  
2013 - 2017 ..... 103**
- 2 Submissions to draft Council Plan 2013-2017 ..... 105**



14 June, 2013



**ADVERTISEMENT**

FOR INSERTION IN : EXPRESS GENERIC DISPLAY  
**Attention Gayle**  
Fax: 5134 5788

ISSUE OF : Thursday 16 May 2013

DISPLAY INSTRUCTIONS : Artwork Instructions:

c.c. : Ads group  
Requesting Officer: Nathan Misiurka

---

**Council Plan 2013-2017**

Pursuant to Section 125 of the Local Government Act 1989, notice is given that Latrobe City Council has prepared and proposes to adopt the Council Plan for the period 1 July 2013 to 30 June 2017.

Draft copies of the Council Plan 2013-2017 are available for viewing during office hours (8.30 am – 5.15 pm) at Latrobe City Council service centre's in Moe, Morwell, Traralgon and Churchill until 5.00 pm on Wednesday, 12 June 2013. Electronic copies are available on Council's website at [www.latrobe.vic.gov.au/HaveaSay/](http://www.latrobe.vic.gov.au/HaveaSay/)

Pursuant to Section 223 of the Local Government Act 1989, any person has the right to make a submission. Submissions must be made in writing and can be received until 5.00 pm on Wednesday, 12 June 2013. Submissions, including a contact phone number, should be addressed to:

The Chief Executive Officer  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

All submissions will be considered public documents unless specified otherwise by the submitter.

Submissions will be considered at an Ordinary Meeting of Council on Monday, 24 June 2013. A person making a submission is entitled to appear in person in support of their submission, or to be represented by a person specified in the submission at this meeting.

Council Meetings commence at 5.30 pm and are held in the Nambur Wariga Meeting Room, at Latrobe City Council Corporate Headquarters, Morwell.

For further information contact Nathan Misiurka, Manager Corporate Strategy on (03)5128 5653.

Paul Buckley  
CHIEF EXECUTIVE OFFICER



Registration No A36948L ABN: 79 430 405 176

PO BOX 1061 MORWELL 3840 VICTORIA

**Advance Morwell Inc.**

Chairman: John Guy

Secretary: Keith Brownbill

Telephone: 5134 2676

7 June 2013

Paul Buckley  
Chief Executive Officer  
Latrobe City Council  
PO Box 264  
Morwell VIC 3840

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
07 JUN 2013	
R/O:	Doc No:
Comments/Copies Circulated to:	
<input type="checkbox"/> Entry registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Dear Paul

**Re: Draft Council Plan 2013-2017**

Advance Morwell wish to submit the following comments on the Draft Council Plan 2013-2017.

The Council Plan describes the five themes and supporting strategies that will guide the work of Council over the next four years towards achievement of Latrobe 2026: the community vision for the Latrobe Valley. Theme 05 relates to future planning, which is the key component of the Council Plan. In this regard, the Latrobe Planning Scheme is the principal document underpinning future planning activities and it is noted that the statutory review of the scheme scheduled for completion in 2013 is taking longer than expected.

The Latrobe Structure Plan that was adopted by Council in 2007 is an important planning document designed to guide future land use and development in each of main towns. In respect to the Morwell Structure Plan component, significant progress has been made in rezoning land for development in Morwell to enable diversity of choice for purchasers of residential land in Latrobe City.

The Heritage Boulevard subdivision in particular has attracted a lot of interest and a large number of homes have been built and many more are under construction. The increase in population will change the socio-economic demographic of Morwell with attendant expectations of improvements in liveability, facilities and services.

The 2007 Morwell Structure Plan identified an additional seven strategic objectives, such as creation of a vibrant and active town centre, rationalisation of industrial sites and improvement in visual amenity. Advance Morwell strongly believes it is timely to review the content of the Morwell Structure Plan and develop new strategies and timelines to pursue these objectives.

As part of that process, we further recommend that the 2013-17 Council Plan includes a commitment to undertaking a Morwell CBD Activities Centre Study.

Yours sincerely

Secretary

cc Cr Middlemiss and Cr Sindt

Advancing Morwell and Latrobe City through unity and active community involvement

**SUBMISSION RECEIVED ON LINE via the Latrobe City Council website**

Mrs Jenni Rohde

5 Castlereagh Court

Traralgon

3844

jen.rohde@bigpond.com

Objection to Council Plan

I have read the draft Council Plan 2013-2017 with interest and wish to provide a comment regarding Theme - 2 Appropriate Affordable and Sustainable Facilities, Services and Recreation.

Your first two strategic directions are:

1. Promote and support more involvement of children in active recreation and sport
2. Develop and maintain community infrastructure that meets the needs of the community.

Down the bottom you list supporting strategies and plans. I find it difficult to believe that there appears to be no mention of netball in this document. Netball is one of the highest participation sports for young girls across the country and this certainly stands true in Latrobe City. I strongly support the Council upgrading all netball facilities in the region during this period.

As a member of the Traralgon Netball Association we support 500 players and 70 NetSetGo participants on a weekly basis amongst many other user groups for training and competitions such as School Sports Victoria.

The Agnes Brereton netball surfaces need to be upgraded having last been maintained well over 20 years ago. The toilets block which services this recreation reserve is both unsuitable and unsafe. Netball as a sport and the maintenance plan for the facilities may be captured in another Council Plan but I would like to see this sport outlined in the Council Plan.

If the maintenance plan of junior netball facilities in Latrobe City is captured elsewhere I would appreciate it if Council could provide a copy of this information.

**SUBMISSION RECEIVED VIA EMAIL****WEST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY**

Dear Nathan,

**Re: Latrobe City Council Plan 2013-2017 Consultation Draft**

West Gippsland Catchment Management Authority (WGCMA) would like to commend Latrobe City Council on their draft Council Plan, which is clear and concise.

In particular we support the following strategic directions as they align well with WGCMA objectives and those within the West Gippsland Regional Catchment Strategy (RCS) 2013-2019.

Theme	Page	Strategic Direction
04 ADVOCACY FOR & CONSULTATION WITH OUR COMMUNITY	9	Advocate for and support our partners to improve air and water quality in Latrobe City.
05 PLANNING FOR THE FUTURE	10	In consultation with the community, review Council's Municipal Strategic Statement and the Latrobe City Planning Scheme.
		Work with stakeholders to maintain and enhance the natural environment and biodiversity of Latrobe City and the region.
		Protect and celebrate the cultural heritage and historical character of Latrobe City.

We would welcome the opportunity to assist Council in implementing the above strategic directions and value working collaboratively with Council to meet our common objectives.

For example, the proposed review of the MSS and Latrobe Planning Scheme provides an ideal opportunity to strengthen the relationship between the RCS and the planning scheme.

If you have any queries in relation to the feedback provided, please do not hesitate to contact me.

Yours sincerely,

Martin Fuller

Chief Executive Officer

**9.4 ADOPTION OF DRAFT COUNCIL PLAN 2013-2017****General Manager****Organisational Excellence****For Decision****PURPOSE**

The purpose of this report is to seek adoption of the Council Plan 2013-2017.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

**Latrobe 2026: The Community Vision for Latrobe Valley**

Strategic Objectives – Governance

*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.*

**Latrobe City Council Plan 2012-2016**

*Shaping Our Future*

*Gippsland's Regional City*

*Strengthening our profile*

*Positioned for a Low Carbon Future*

*Advancing industry and innovation*

*An active connected and caring community*

*Supporting all*

*Attract, retain, support*

*Enhancing opportunity, learning and lifestyles*



## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

### Strategic Direction – Governance

*Implement the strategic objectives as detailed in the Council Plan, review it annually to ensure that it reflects community expectation and our commitment to financial responsibility.*

### Service Provision – Governance

*Administer corporate planning and reporting of Latrobe City Council.*

### Major Initiative – Governance

*Review the Council Plan 2012-2016, present to Council for consideration and submit to the Minister for Local Government within the legislated timeframe.*

### Legislation

#### Local Government Act 1989 – Section 125:

- (1) *A Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later.*
- (3) *A person has a right to make a submission under section 223 on the proposed Council Plan.*
- (4) *The Minister may extend the period within which Council must comply with sub-section (1).*
- (5) *A Council must submit a copy of the Council Plan to the Minister by the date specified in sub-section (1) or applying under sub-section (4).*
- (6) *If a Council fails to submit a Council Plan to the Minister within the time allowed, the Secretary must ensure that details of the failure are published in the annual report of the Department.*

In accordance with Section 126 of the Local Government Act 1989, the Council Plan must be supported by a Strategic Resource Plan which includes the next four financial years of standard statements describing the required financial and non-financial resources to deliver both the activities and initiatives of Council.

Pursuant to Section 126, (3), (b) of the Local Government Act 1989, Council must adopt the Strategic Resource Plan no later than 30 June each year.

**BACKGROUND**

In Victoria, councils are required under Section 125 of the Local Government Act 1989 to prepare a four year Council Plan, which must be reviewed annually.

The Council Plan must set out the strategic objectives of Council, strategies for achieving these objectives for the next four years, strategic indicators for monitoring the achievement of objectives and be accompanied by a four year Strategic Resource Plan.

The draft Council Plan 2013-2017 has been developed by Council who have identified the following five priority themes:

- Job creation and economic sustainability
- Appropriate, affordable and sustainable facilities, services and recreation
- Efficient, effective and accountable governance
- Advocacy for and consultation with our community
- Planning for the future

These five themes and their supporting strategies and priorities will shape the direction of Council during the four years of the plan. The Council Plan 2013-2017 demonstrates Council's continued commitment to planning for the future whilst responding to a range of significant issues and emerging opportunities for the Latrobe City community.

The draft Council Plan is accompanied by a four year Strategic Resource Plan and is to be supported by an Annual Action Plan and Budget.

Prior to being submitted to the Minister, the draft Council Plan must be publicly exhibited for a minimum of four weeks, during which time members of the community may make submissions.

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

### **ISSUES**

At the Ordinary Council Meeting of 13 May 2013, Council provided the following resolution:

1. *That Council, in accordance with Section 125(3) of the Local Government Act 1989, provide public notice inviting submissions in respect of the draft Council Plan 2013-2017.*
2. *That Council considers all submissions in relation to the draft Council Plan 2013-2017 in accordance with Section 223 of the Local Government Act 1989 at a Special Council Meeting to be held 24 June 2013.*

Public exhibition of the draft Council Plan 2013-2017 was subsequently completed, commencing on the 16 May 2013 and concluding on the 12 June 2013.

Following Council's preparation of a draft Annual Budget, the Strategic Resource Plan was subsequently amended to reflect the directions and commitments identified by the draft Annual Budget. The revised Strategic Resource Plan is attached to this report.

During the public exhibition the design of the draft Council Plan 2013 – 2017 was prepared and reviewed by Council. The design version of the draft Council Plan 2013-2017 is now attached to this report for consideration by Council for adoption and submission to the Minister for Local Government.

### **FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

The Strategic Resource Plan includes the next four financial years of standard statements describing the required financial and non-financial resources

Section 125 of the Local Government Act 1989 outlines the requirements and statutory timeframes for Councils when reviewing their Council Plan.

The Council Plan and Strategic Resource Plan must be submitted to the Minister by 30 June 2013. Where a Council fails to submit a Council Plan to the Minister within the time allowed, details of the failure are published in the annual report of the Department. Failing to comply with the provisions of the Act is considered a significant risk.

**INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

An internal consultation process was undertaken with Councillors leading and participating in a variety of workshops from December 2012 until April 2013. These workshops resulted in the development of the draft Council Plan 2013-2017.

*Details of Community Consultation / Results of Engagement:*

The draft Council Plan 2013-2017 was exhibited from the 16 May 2013 until the 12 June 2013.

A person has a right to make a submission under Section 223 of the Local Government Act 1989, on any proposal contained in the plan. At the close of the exhibition period a total of three submissions were received.

A public inspection period longer than 28 days was not provided, as this would have compromised the ability of Latrobe City Council to submit a Council Plan to the Minister within the statutory timeframe.

**OPTIONS**

Council is obliged in accordance with Section 125(3) of the Local Government Act 1989 to prepare a four year Council Plan and submit to the Minister for Local Government by 30 June.

Council may choose to adopt the Council Plan in its current format or adopt the Council Plan 2013 – 2017 with changes.

**CONCLUSION**

The Council Plan 2013-2017 provides Latrobe City Council with a four year strategic direction in accordance with Section 125 of the Local Government Act 1989.

Public exhibition of the Council Plan 2013 – 2017 has been undertaken in accordance with the requirements of the Local Government Act 1989, Sections 125 and 223, with three submissions received.

In accordance with the Local Government Act 1989, the Council Plan 2013 – 2017 and Strategic Resources Plan is to be submitted to the Minister for Local Government by the 30 June 2013.

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

- Attachments**
1. Draft Council Plan 2013-2017
  2. Draft Strategic Resource Plan

**RECOMMENDATION:**

- That Council adopts the Latrobe City Council Plan 2013-2017 and Strategic Resources Plan.
- That Council submit the Council Plan 2013-2017 and Strategic Resource Plan to the Minister for Local Government.

## **9.4**

### **Adoption of draft Council Plan 2013-2017**

- 1 Draft Council Plan 2013-2017..... 117**
- 2 Draft Strategic Resource Plan ..... 139**





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## A MESSAGE FROM COUNCILLORS

Councillors are pleased to present the Council Plan 2013-2017. The Council Plan identifies a range of objectives and strategies that will shape the direction and priorities for our community over the next four years.

Council is committed to strengthening our role as one of Victoria's four major regional cities and Gippsland's commercial centre, while ensuring quality education, health, community services and facilities are provided to our community.

DRAFT

## MISSION

TO PROVIDE  
THE BEST POSSIBLE  
FACILITIES, SERVICES,  
ADVOCACY AND LEADERSHIP  
FOR LATROBE CITY, ONE OF  
VICTORIA'S FOUR MAJOR  
REGIONAL CITIES.

## VALUES

- » Providing affordable people focused community services
- » Planning strategically and acting responsibly, in the best interests of the whole community
- » Accountability, transparency and honesty
- » Listening to and working with the community
- » Respect, fairness and equity
- » Open to and embracing new opportunities

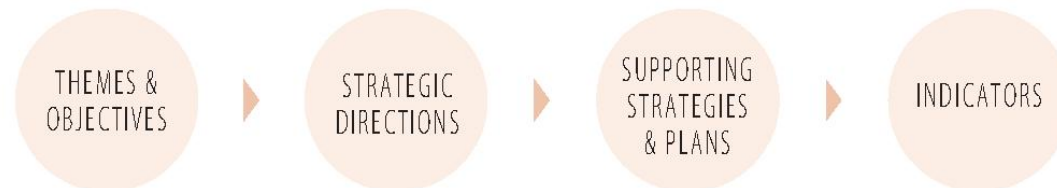
## WHAT IS A COUNCIL PLAN?

The Council Plan 2013-2017 outlines Latrobe City Council's vision and direction for the community for the next four years. The Council Plan will guide decision making and the allocation of resources to deliver outcomes and services to the community.

The Council Plan provides the opportunity for Council to identify the themes and objectives to be achieved for the community, directions that will shape its program of work over the next four years and outline the resources required to do this. The development and annual review of the Council Plan is a requirement of the Local Government Act 1989.

### What does our Council Plan mean?

The Council Plan identifies five **Themes** and supporting **Objectives** which provide the framework for **Strategic Directions** and supporting Strategies and Plans which define what Council will work to achieve. Performance **Indicators** have been included to monitor Latrobe City Council's achievement of the objectives of the Council Plan. A range of externally focused community indicators are also provided to monitor change and trends in our community.



The Council Plan is accompanied by the Strategic Resource Plan and an Annual Action Plan. The Strategic Resource Plan sets out the financial and non-financial resources required to achieve the objectives of the Council Plan. The Annual Action Plan outlines the Key Strategic Activities and actions to be undertaken each year to deliver on the Council Plan.



# DRAFT

## OUR FIVE THEMES

### 01

#### JOB CREATION & ECONOMIC SUSTAINABILITY

Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities

Actively pursue further diversification of business and industry in the municipality

Actively pursue and support long term job security and the creation of new employment opportunities in Latrobe City

### 02

#### APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION

To promote and support a healthy, active and connected community

To provide facilities and services that are accessible and meet the needs of our diverse community

To enhance the visual attractiveness and liveability of Latrobe City

**DRAFT**

# 03

## EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE

To achieve the highest standards of financial probity and meet all statutory obligations

To provide open, transparent and accountable governance

Work to minimise rate increases for our community

Effectively manage Council debt to minimise long term cost

# 04

## ADVOCACY FOR & CONSULTATION WITH OUR COMMUNITY

Strengthen the profile of Latrobe City as one of Victoria's four major regional cities

Work in partnerships with all levels of governments to ensure Latrobe City is well supported, resourced and recognised as one of Victoria's four major regional cities

To advocate for and support cooperative relationships between business, industry and the community

To ensure effective two-way communication and consultation processes with the community

# 05

## PLANNING FOR THE FUTURE

To provide a well planned, connected and liveable community

To provide clear and concise policies and directions in all aspects of planning

Advocate for planning changes at the state level to reflect regional needs and aspirations

To reduce the time taken to process land use and development planning applications



**DRAFT****01**

# JOB CREATION & ECONOMIC SUSTAINABILITY

## OBJECTIVES 2013 – 2017

**Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities**

**Actively pursue further diversification of business and industry in the municipality**

**Actively pursue and support long term job security and the creation of new employment opportunities in Latrobe City**

## STRATEGIC DIRECTIONS 2013 – 2017

- » Provide incentives and work proactively to attract new businesses and industry to locate in Latrobe City.
- » Assist existing small and medium enterprises to expand and sustain employment opportunities.
- » Work in partnership with business, industry and government to create new jobs and investment in Latrobe City.
- » Provide timely and targeted infrastructure to support economic growth and the marketability of Latrobe City to industry and investors.
- » Promote and support the development and economic return of the tourism and events sector.
- » Maximise access to Federal and State Government funds for jobs creation.
- » Enhance community and business confidence in the future of the local economy.
- » Facilitate the creation of an Industrial Park and an Intermodal Freight Terminal in the municipality.
- » Promote research and development for new products and processes to exploit the significant coal resource of the Latrobe Valley.

## INDICATORS 2013 – 2017

- » Number of Council jobs funded through the federal and state governments.
- » Number of international, national, state and regional events held in Latrobe City.
- » Return on investment from Council's contribution to major events held in Latrobe City.
- » Number and value of business expansion, job creation and investment attraction funding applications supported by Council.
- » Number of businesses supported through direct contact with Latrobe City Council's Economic Development Department, including factors of attraction, job creation and investment value.
- » Annual employment growth rate in Latrobe City benchmarked against other regional cities. *(Community Indicator)*
- » Number of trainee and apprentice positions available in Latrobe City each year. *(Community Indicator)*
- » Mean taxable income of residents benchmarked against other regional cities. *(Community Indicator)*
- » Percentage change in employment rates by industry sector. *(Community Indicator)*
- » Number of new business registrations by sector within Latrobe City. *(Community Indicator)*

## SUPPORTING STRATEGIES & PLANS

*Economic Sustainability Strategy*  
*Latrobe Regional Airport Master Plan*  
*Logistics Precinct Master Plan*  
*Gippsland Logistics Precinct Project Plan*  
*Former Lurgi Site Master Plan*  
*Events Strategy & Action Plan*  
*Industrial Land Use Strategy (proposed development 2013-2017)*

**DRAFT**

**DRAFT****02**

## APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION

### OBJECTIVES 2013 – 2017

**To promote and support a  
healthy, active and connected  
community**

**To provide facilities and services  
that are accessible and meet the  
needs of our diverse community**

**To enhance the visual  
attractiveness and liveability of  
Latrobe City**

### STRATEGIC DIRECTIONS 2013 – 2017

- » Promote and support more involvement of children in active recreation and sport.
- » Develop and maintain community infrastructure that meets the needs of our community.
- » Promote and support opportunities for people to enhance their health and wellbeing.
- » Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities.
- » Improve and link bicycle paths, footpaths and rail trail networks to encourage physical activity and promote liveability.
- » Deliver and promote environmentally sustainable waste management services that meet the expectations of the community and industry.
- » Continue to ensure Latrobe City is clean and tidy through the provision of effective litter control services.
- » Enhance and develop the physical amenity and visual appearance of Latrobe City.
- » Continue to maintain and improve access to Latrobe City's parks, reserves and open spaces.
- » Work collaboratively with our partners to engage and support volunteers in providing services to the community.
- » Work in partnership with all stakeholders to ensure the provision of quality education and care services to the community.



## INDICATORS 2013 – 2017

- » Opinion of visitors on the cleanliness and attractiveness of Latrobe City.
- » Number of visitors and memberships for Latrobe City Council's leisure facilities, stadiums and reserves annually.
- » Number of people who attend Latrobe City Council's performing arts, visual arts and arts education public programs annually.
- » Number of requests from the community for rubbish collection received annually.
- » Latrobe City Council's mean score for the appearance of public areas in the annual Local Government Community Satisfaction Survey.
- » Number of shared pathways, pedestrian footpaths, bicycle paths and walking trails constructed and maintained annually.
- » Number of people participating in volunteering to support Latrobe City Council events and service delivery annually.
- » Number of visits to Latrobe City Council libraries to access services, activities, education programs annually.
- » Overall customer satisfaction in the annual Latrobe City Council Maternal and Child Health Services Survey.
- » Overall customer satisfaction in the annual Latrobe City Council's Home and Community Care Services Survey.
- » Latrobe City Council's satisfaction rating for recreational facilities in the annual Local Government Community Satisfaction Survey.
- » Report annual health and wellbeing community indicators as described by the *Healthy Together Latrobe Strategic Roadmap*. (Community Indicator)

## SUPPORTING STRATEGIES & PLANS

*Recreation and Leisure Strategy*  
*Ted Summerton Reserve Moe Master Plan*  
*Morwell Outdoor Recreation Plan*  
*Moe/Newborough Outdoor Recreation Plan*  
*Traralgon Outdoor Recreation Plan*  
*Southern Towns Outdoor Recreation Plan*  
*Northern Towns Outdoor Recreation Plan*  
*Newman Park Development Plan*  
*Morwell Town Common Development Plan*  
*Mathison Park Development Plan*  
*Bicycle Plan*  
*Soccer Facilities Plan*  
*Tennis Facilities Plan*  
*Skate and BMX Plan*  
*Playground Strategy*  
*Playground Improvement Implementation Plan*  
*Public Open Space Strategy*  
*Traralgon Indoor Aquatics and Leisure Facility Feasibility Study*  
*Traralgon South Recreation Reserve Master Plan*  
*Childcare Strategy*  
*Municipal Early Years Plan*  
*Waste Management Strategy*  
*Positive Ageing Plan*  
*Older Persons Strategy*  
*Library Plan*  
*Events Strategy & Action Plan*  
*Performing Arts Centre Feasibility Study*  
*Gaskin Park Master Plan*  
*Arts Strategy & Action Plan (proposed development 2013-2017)*  
*Municipal Public Health and Wellbeing Plan (proposed development 2013-2017)*

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**DRAFT****03**

## EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE

### OBJECTIVES 2013 – 2017

**To achieve the highest standards  
of financial probity and meet all  
statutory obligations**

**To provide open, transparent and  
accountable governance**

**Work to minimise rate increases for  
our community**

**Effectively manage Council debt to  
minimise long term cost**

### STRATEGIC DIRECTIONS 2013 – 2017

- » Continuously review our policies and processes to increase efficiency and quality of our facilities and the services we provide.
- » Regularly report Council decisions and performance to the community.
- » Conduct all Council and committee meetings in strict accordance with the law and in an open and transparent manner.
- » Increase local procurement of goods and services received by Council where feasible.
- » Establish and maintain rigorous Council policies that comply with legislation and respond to community expectation.
- » Increase community awareness and satisfaction with Council's services and facilities.
- » Continuously improve financial management and reporting.
- » Continuously improve decision-making structures and processes.
- » Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.

## INDICATORS 2013 – 2017

- » Report performance improvements and initiatives to increase efficiency of our services as required by Best Value legislation annually.
- » Report Council's performance against the Victorian Local Government Indicators annually.
- » Deliver 100% of Key Strategic Activities and Annual Council Plan Actions annually.
- » Compare and report our annual Local Government Community Satisfaction Survey results.
- » Provide financial reports quarterly and annually.
- » Report the number and type of community complaints received and resolved annually, including response timeframes.
- » Percentage of procurement that is awarded to businesses that have a head office in Latrobe City, are owned by a Latrobe City resident or source a high percentage of goods and services from Latrobe City annually.
- » Percentage of actions completed in the annual Internal Audit Plan.
- » Percentage of Local Government Community Satisfaction Survey respondents who are satisfied that Council is open about the decisions it makes.

## SUPPORTING STRATEGIES & PLANS

*Asset Management Strategy*  
*Road Management Plan*  
*Footpath Asset Management Plan*  
*Bridge & Major Culvert Asset Management Plan*  
*Public Lighting Asset Management Plan*  
*Building Asset Management Plan*  
*Sign Asset Management Plan*  
*Stormwater Management Plan*  
*Public Toilet Plan*  
*Community Engagement Plan*  
*Ten Year Financial & Resources Plan*  
*Risk Management Plan*  
*Local Law No.1*  
*Local Law No.2*  
*Local Law No.3*  
*Municipal Emergency Management Plan*  
*Municipal Domestic Wastewater Management Plan*  
*Drainage Asset Management Plan (proposed development 2013-2017)*

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**DRAFT****04****ADVOCACY FOR &  
CONSULTATION WITH OUR  
COMMUNITY****OBJECTIVES 2013 – 2017****Strengthen the profile of Latrobe City as one  
of Victoria's four major regional cities****Work in partnerships with all levels of  
governments to ensure Latrobe City is well  
supported, resourced and recognised as one  
of Victoria's four major regional cities****To advocate for and support cooperative  
relationships between business, industry and  
the community****To ensure effective two-way communication  
and consultation processes with the  
community in all that we do****STRATEGIC DIRECTIONS 2013 – 2017**

- » Advocate for the alignment of local education, training and health services with the needs of businesses, industry and the community.
- » Strengthen relationships with the Victorian and Australian Governments to ensure Latrobe City is positioned to maximise benefits from regional policy and funding opportunities.
- » Advocate for the development of a tertiary education strategy for Latrobe City as one of Victoria's four major regional cities.
- » Encourage new retail initiatives which increase activity in shopping precincts.
- » Work with relevant agencies to improve the management and maintenance of all roads and roadsides in Latrobe City.
- » Advocate for an appropriate financial return to the community for mining activities associated with Latrobe City's coal resources.
- » Advocate for and support our partners to improve air and water quality in Latrobe City.
- » Establish a strong image and brand for Latrobe City as one of Victoria's four major regional cities.
- » Establish opportunities for volunteers to assist in raising the profile of Latrobe City.
- » Review Councils Community Engagement Plan to ensure effective community consultation and engagement in all that we do.
- » Work with the community and other key stakeholders to improve community safety and harmony.



### STRATEGIC DIRECTIONS CONTINUED

- » Advocate to Vic Roads and Vic Track for improved visual attractiveness of entrances to all towns.
- » Advocate for greater equity and parity for utility services provided to the community, business and industry.
- » Strengthen our region by actively leading and encouraging partnerships with other local governments, industry and community agencies.
- » Actively encourage and support initiatives that promote social inclusion and diversity within our community.

### INDICATORS 2013 – 2017

- » Number of Latrobe City Council meetings held with State and Federal Government representatives annually.
- » Percentage of Community Safety Committee meetings attended by Council representatives annually.
- » Percentage of Local Environmental Review Committee meetings attended by Council representatives annually.
- » Levels of community satisfaction with Council's overall performance and its relationship with the community as described by the annual Local Government Community Satisfaction Survey.
- » Percentage of Local Government Community Satisfaction Survey respondents who are satisfied that Council provides an opportunity to have a say on important local issues.

### SUPPORTING STRATEGIES & PLANS

*Community Engagement Plan*

*Positioning Latrobe for a Low Carbon Emissions Future*

*Latrobe City Council Low Carbon Transitional Immediate Opportunities*

*Gippsland Regional Plan*

*International Relations Plan*

*Statement of Commitment to Reconciliation*

*Gippsland Youth Commitment*

*Cultural and Linguistic Diversity Action Plan*

*Disability Action Plan*

*Municipal Public Health and Wellbeing Plan (proposed development 2013-2017)*

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**DRAFT****05****PLANNING FOR  
THE FUTURE****OBJECTIVES 2013 – 2017****To provide a well planned, connected  
and liveable community****To provide clear and concise policies  
and directions in all aspects of  
planning****Advocate for planning changes at the  
state level to reflect regional needs  
and aspirations****To reduce the time taken to process  
land use and development planning  
applications****STRATEGIC DIRECTIONS 2013 – 2017**

- » Explore the establishment of a Council planning committee to guide land use planning, development and growth.
- » Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.
- » Plan and coordinate the provision of key services and essential infrastructure to support new growth and developments.
- » Investigate the need for and provide appropriate resources to support land use planning and development of Latrobe City.
- » Review our policy and guidelines for new residential development in particular lot density, unit development, road widths and emergency vehicle access.
- » In consultation with the community, review Council's Municipal Strategic Statement and the Latrobe City Planning Scheme.
- » Work with stakeholders to maintain and enhance the natural environment and biodiversity of Latrobe City and the region.
- » Protect and celebrate the cultural heritage and historical character of Latrobe City.

## INDICATORS 2013 – 2017

- » Latrobe City Council's mean score for Council planning processes and outcomes in the annual Local Government Community Satisfaction Survey.
- » Number of objections and or complaints received from the community each year in relation to new residential developments and growth areas annually.
- » Percentage of planning permit applications by category processed within 60 statutory days annually.
- » Number of planning permit applications received annually by category.
- » Annual percentage of Council planning permit decisions upheld by Victorian Civil and Administrative Tribunal, where an appeal has been lodged.
- » Number of community members who have participated in consultation activities undertaken as part of strategic planning projects.
- » Number of vacant lot residential property sales in Latrobe City each year. (Community indicator)

## SUPPORTING STRATEGIES & PLANS

*Municipal Strategic Statement*  
*Latrobe Structure Plans*  
*Small Town Structure Plans*  
*Churchill Town Centre Plan*  
*Moe Activity Centre Plan*  
*Moe Rail Precinct Revitalisation Project Master Plan*  
*Natural Environment Sustainability Strategy*  
*Morwell River Neighbourhood Environment Improvement Plan*  
*Traralgon Creek Neighbourhood Environment Improvement Plan*  
*Traralgon Activity Centre Plan (proposed development 2013-2017)*

**DRAFT**

# DRAFT SERVICES WE PROVIDE

## Child and Family Services

- Early Childhood Health and Development
- Early Learning and Care

## City Planning

- Building Services
- Statutory Planning
- Strategic Planning
- Urban Growth

## Community Development

- Community Strengthening
- Disability Access and Inclusion
- Emergency Management
- Employment Development
- Aboriginal Liaison

## Community Health and Wellbeing

- Aged and Disability Services
- Health Services
- Social Support

## Community Information Services

- Community Information
- Libraries
- Local Laws

## Community Relations

- Communications
- Community Engagement

## Corporate Strategy (Internal Services)

- Corporate Planning and Reporting

## Council Operations - Legal Counsel

- Council Operations and Legal Services
- Property and Statutory Services

## Cultural Liveability

- Arts
- Community Grants
- Events
- International Relations

## Economic Development

- Business Development
- Tourism

## Executive Office

- Mayoral and Council Support
- Office of the CEO

## Finance

- Accounting Services (Internal Service)
- Payroll (Internal Service)
- Procurement (Internal Service)
- Property and Rates



**DRAFT****Healthy Communities**

- Community Engagement and Partnerships
- Healthy Children
- Healthy Workplaces

**Information Services (Internal Services)**

- Geographical Information Systems (GIS)
- Information Management
- Information Technology

**Infrastructure Development**

- Civil Works Projects
- Infrastructure Design
- Infrastructure Planning
- Major Projects

**Infrastructure Operations**

- Building Maintenance
- Infrastructure Maintenance
- Parks, Gardens and Playgrounds

**Latrobe Regional Airport**

- Industry, recreation and emergency services aviation centre

**Natural Environment Sustainability**

- Waste Services
- Landfill Services
- Environment Sustainability

**People and Development (Internal Services)**

- Human Resources
- Learning and Development

**Recreational Liveability**

- Leisure Facilities
- Recreation and Open Space Planning
- Recreation Liaison

**Regional Partnerships**

- Liaison and Advocacy

**Risk and Compliance**

- Compliance
- Occupational Health and Safety (Internal Service)
- Risk (Internal Service)

# DRAFT

## STRATEGIC RESOURCES PLAN & ANNUAL ACTION PLAN

The Council Plan is supported by the Strategic Resource Plan and Annual Action Plan.

The Local Government Act 1989 requires Council to prepare a Strategic Resource Plan (SRP) which includes both the financial and non-financial resources required to achieve the Council Plan.

The Annual Action Plan is developed and adopted alongside the annual budget and outlines the Key Strategic Activities and Actions to be undertaken each year.

For a copy of the current Strategic Resources Plan or Annual Action Plan go to:  
[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
or call 1300 367 700.





## LATROBE CITY COUNCIL

Information within this document was correct at time of print and is subject to change without prior notice.

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Internet [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

Morwell Corporate Headquarters  
141 Commercial Road, Morwell

**Moe Service Centre**  
44 Albert Street, Moe

**Traralgon Service Centre**  
34/38 Kay Street, Traralgon

**Churchill and District Community Hub**  
9/11 Philip Parade, Churchill

To obtain this information in languages other than English, or in other formats (including audio, electronic, Braille or large print), please contact Latrobe City on 1300 367 700.



***DRAFT***

# **Latrobe City Council's Strategic Resource Plan 2013-2017**

The Strategic Resource Plan identifies the resources that will be required by Latrobe City Council over the next four years for the implementation of the Council Plan 2013-2017.

## Standard Income Statement

For the four years ending 30 June 2017

	Projections			
	2013/14 \$'000	2014/15 \$'000	2015/16 \$'000	2016/17 \$'000
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Rates	66,530	70,748	74,787	79,053
Operating grants and contributions	23,504	23,998	24,222	24,084
Capital grants and contributions	11,777	7,570	14,531	6,235
Interest	1,223	1,223	1,223	1,223
User fees and charges	14,060	14,482	14,916	15,364
Other Income	1,869	1,925	1,983	2,042
Developer Contributions	72	4,074	74	76
Developer Contributed assets	2,000	2,000	2,000	2,000
<b>Total Income</b>	<b>121,035</b>	<b>126,020</b>	<b>133,736</b>	<b>130,077</b>
<b>Expenses from ordinary activities</b>				
Employee costs	49,696	51,955	54,529	57,226
Materials and services	31,995	30,873	31,829	31,774
Bad and Doubtful Debts	18	35	36	38
Finance costs	1,337	1,243	1,190	1,289
Other Expenditure	4,378	4,510	4,645	4,784
Depreciation	22,100	22,359	23,796	24,993
<b>Total expenses</b>	<b>109,525</b>	<b>110,975</b>	<b>116,025</b>	<b>120,104</b>
<b>Surplus (deficit) for the year</b>	<b>11,510</b>	<b>15,045</b>	<b>17,711</b>	<b>9,973</b>
<b>Other Comprehensive Income</b>				
Changes in Valuation of non-current assets	19,130	19,742	20,385	21,134
<b>Total Comprehensive result</b>	<b>30,639</b>	<b>34,787</b>	<b>38,096</b>	<b>31,107</b>

- The Standard Income Statement shows what is expected to happen over the next four years in terms of revenues, expenses and other gains/losses.

- The 'bottom line' shows the movement in Council's financial position during the next four years which is reflected in the movement in net assets/total equity in the Standard Balance Sheet.

### Key Assumptions

- Consumer Price Index (CPI) will be approximately 3.0 percent over the next four years.

- General rates & charges income is projected to increase by 5.24% (excluding growth) in 2013-14. This includes a 4.5% increase (excluding growth) on revenue generated from general rates, municipal charge and rating agreements and a \$25 or 9.5% increase in the garbage charge plus a 10% in the State Government Landfill Levy on municipal waste. Overall projected increases in the following three years (excluding growth) of 5.61%, 5.00% and 5.00% respectively, enables Council to achieve waste full cost recovery in accordance with the Waste Management Strategy 2010-17 and places Council in a sound financial position for the long term.

- User charges, fees & fines will increase by 3.0 percent annually in accordance with CPI.

- Recurrent operating grants and contributions are increased by 2.0 percent annually (CPI less 1%) except where actual funding is already known.

- Employee costs are increased by 4.55 percent in 2013-14 and 4.95 percent for each of the following three years, which allows for increases in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff together with increases in the Superannuation Guarantee. Staffing levels are assumed to remain consistent with any increases required due to increased demand for Council services to be offset by improved service efficiencies and productivity gains.

- Materials and consumables will increase by 3.0 percent annually excluding utilities which has an assumed increase of 5.0 percent per annum. Other fluctuations are due to projects in Council's Capital Works Program that are not treated as capital expenditure e.g. assets not owned/controlled by Council and other minor assets not included in Council's asset registers.

- Finance costs vary according to Council's loan repayment schedules and for new borrowings an interest rate of 6.0 percent is assumed.

- Projected increases in net surplus from operations will primarily be used to meet required spending on capital renewal to reduce the infrastructure gap.

## Standard Balance Sheet

For the four years ending 30 June 2017

	Projections			
	2013/14 \$'000	2014/15 \$'000	2015/16 \$'000	2016/17 \$'000
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	17,026	17,222	17,627	18,814
Trade and other Receivables	9,087	9,516	10,098	9,854
Prepayments	354	365	376	387
<b>Total current assets</b>	<b>26,467</b>	<b>27,103</b>	<b>28,101</b>	<b>29,055</b>
<b>NON-CURRENT ASSETS</b>				
Receivables	10	0	0	0
Property, plant and equipment	996,071	1,028,088	1,065,335	1,096,732
Other Financial Assets	2	2	2	2
<b>Total non-current assets</b>	<b>996,083</b>	<b>1,028,090</b>	<b>1,065,337</b>	<b>1,096,734</b>
<b>Total Assets</b>	<b>1,022,550</b>	<b>1,055,193</b>	<b>1,093,438</b>	<b>1,125,789</b>
<b>CURRENT LIABILITIES</b>				
Trade and other Payables	7,267	7,329	7,613	7,825
Interest bearing liabilities	3,316	3,272	3,132	3,515
Employee benefits	10,976	11,470	11,986	12,525
Provisions	1,500	1,500	1,500	1,500
Trust Funds and Deposits	1,566	1,613	1,661	1,711
<b>Total current liabilities</b>	<b>24,625</b>	<b>25,184</b>	<b>25,892</b>	<b>27,076</b>
<b>NON-CURRENT LIABILITIES</b>				
Interest bearing liabilities	16,557	15,285	16,153	17,638
Employee benefits	1,538	1,607	1,680	1,755
Provisions	11,580	10,080	8,580	7,080
<b>Total non-current liabilities</b>	<b>29,675</b>	<b>26,972</b>	<b>26,413</b>	<b>26,473</b>
<b>Total Liabilities</b>	<b>54,300</b>	<b>52,156</b>	<b>52,305</b>	<b>53,549</b>
<b>Net assets</b>	<b>968,250</b>	<b>1,003,037</b>	<b>1,041,133</b>	<b>1,072,240</b>
<b>Equity</b>				
Accumulated surplus	620,939	636,029	653,664	663,558
Reserves	347,311	367,008	387,470	408,683
<b>Total equity</b>	<b>968,250</b>	<b>1,003,037</b>	<b>1,041,133</b>	<b>1,072,240</b>

- The Standard Balance Sheet provides a snapshot of the Council's expected financial position at the end of each of the next four years. The 'bottom line' of this statement is net assets/total equity which is the net worth of Council.

- The change in net assets/total equity is the result of the total comprehensive result shown in the Standard Income Statement.



## Standard Cash Flow Statement

For the four years ending 30 June 2017

	Projections			
	2013/14	2014/15	2015/16	2016/17
	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Cash Receipts from Operating Activities	118,039	123,613	131,165	128,334
Cash Payments in the Course of Operating Activities	(95,579)	(88,223)	(91,641)	(94,469)
Net cash flows from operating activities	22,460	35,390	39,524	33,865
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from sale of prop, plant & equip	621	600	600	600
Payments for property, plant & equip	(41,216)	(33,234)	(39,258)	(33,856)
Net cash flows from investing activities	(40,595)	(32,634)	(38,658)	(33,256)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Finance Costs	(1,337)	(1,243)	(1,190)	(1,289)
Proceeds from borrowings	8,970	2,000	4,000	5,000
Repayment of borrowings	(3,483)	(3,316)	(3,272)	(3,132)
Net cash flows from financing activities	4,150	(2,559)	(462)	579
<b>NET INCREASE (DECREASE) IN CASH HELD</b>				
	(13,985)	197	404	1,188
Cash at the beginning of the year	31,011	17,026	17,223	17,627
Cash at the end of the year	17,026	17,223	17,627	18,815

- The Standard Cash Flow Statement shows what is expected to happen during the next four years in terms of cash.
- The net cash flows from operating activities show how much cash is expected to be available after providing services to the community which may then be invested in things such as capital works.
- The decrease in the 'cash held' forecast in 2013/14 is principally a result of grant funding received in one financial year to be spent in the following year together with capital projects commenced in one year and completed the next.



## Standard Capital Works Statement

For the four years ending 30 June 2017

Public authorities face the challenge of sustaining the built infrastructure, this is referred to as the infrastructure gap. It is a major focus of Council to fund the reduction of this infrastructure renewal gap in the medium term. Accordingly, emphasis has been placed on specific areas of Roads, Footpaths and Buildings to close the gap in the next four years.

	Projections			
	2013/14 \$'000	2014/15 \$'000	2015/16 \$'000	2016/17 \$'000
<b>CAPITAL WORKS AREA</b>				
Roads /Paths/Bridges & Carparks	19,283	12,788	13,112	13,666
Drainage	1,361	6,441	1,991	1,293
Land, Buildings & Improvements	13,205	9,710	19,380	14,722
Plant & Equipment	2,291	2,030	2,030	2,030
Furniture & Equipment	800	615	1,110	510
Playgrounds	761	135	120	120
Artworks	15	15	15	15
Landfill Construction	3,500	1,500	1,500	1,500
<b>Total capital works</b>	<b>41,216</b>	<b>33,234</b>	<b>39,258</b>	<b>33,856</b>
<b>REPRESENTED BY:</b>				
Asset Renewal	18,802	15,781	18,551	21,175
New Assets	17,615	16,085	19,465	12,115
Asset expansion/upgrade	4,799	1,368	1,242	566
<b>Total capital works</b>	<b>41,216</b>	<b>33,234</b>	<b>39,258</b>	<b>33,856</b>
<b>FUNDING SOURCES</b>				
<i>External</i>				
Grants & Contributions	11,777	7,570	14,531	6,235
Proceeds of sale of assets	621	600	600	600
Loan Borrowings	2,000	2,000	4,000	5,000
<b>Sub-total</b>	<b>14,398</b>	<b>10,170</b>	<b>19,131</b>	<b>11,835</b>
<i>Internal</i>				
Unrestricted Cash & Investments	9,103	0	0	0
Operations	17,193	18,944	20,127	22,021
Reserves	522	4,120	0	0
<b>Sub-total</b>	<b>26,818</b>	<b>23,064</b>	<b>20,127</b>	<b>22,021</b>
<b>Total Funding Sources</b>	<b>41,216</b>	<b>33,234</b>	<b>39,258</b>	<b>33,856</b>

## Non-Financial Resources

### For the four years ending 30 June 2017

In addition to the financial resources to be consumed over the planning period, Council will also consume non-financial resources, in particular human resources. The following table summarises the non-financial resources for the next four years.

Indicator	Projections			
	2013/14	2014/15	2015/16	2016/17
Employee costs \$'000	49,696	51,955	54,529	57,226
Employee numbers EFT's	591	591	591	591
Number of preschool centres	24	24	24	24
Number of Maternal & Child health Centres	9	9	9	9
Number of Indoor Leisure/Sporting Centres	4	4	4	4
Number of Libraries operated	4	4	4	4
Number of Bridges Maintained	73	73	73	73
Number of Major Culverts Maintained	77	77	77	77
Length of Roads maintained (km's)	1,560	1,565	1,570	1,575
Length of Footpaths maintained (km's)	714	730	745	760
Length of Kerb and Channel maintained (km's)	891	910	925	940
Number of Drainage Pits maintained	17,260	17,400	17,600	17,850
Length of Drainage Pipe maintained	582	595	610	625

- Council employs a variety of full-time, part-time and casual staff which is expected to equate to 591 Equivalent Full-Time positions in 2013/14. This staffing level is projected to remain consistent for the next three years. Any increases required due to changes in demand for Council services are expected to be offset by increases in service efficiencies and productivity gains.

## Financial Indicators

### For the four years ending 30 June 2017

The following table summarises the key financial indicators for the next four years as set out in the Long term Financial Plan for years 2013/2014 to 2016/2017.

Indicator		Projections			
		2013/14	2014/15	2015/16	2016/17
<b>GENERAL</b>					
Operating surplus/(deficit)	(\$'000)	11,510	15,045	17,711	9,973
Underlying operating result	(\$'000)	(2,267)	5,475	1,180	1,738
Cash from operations	(\$'000)	22,460	35,390	39,524	33,865
Cash increase/(decrease)	(\$'000)	(13,985)	197	404	1,188
Cash and investments	(\$'000)	17,026	17,222	17,627	18,814
Borrowings outstanding	(\$'000)	19,873	18,557	19,285	21,153
Depreciation	(\$'000)	22,100	22,359	23,796	24,993
Capital expenditure	(\$'000)	41,216	33,234	39,258	33,856
Working capital	(\$'000)	1,842	1,919	2,209	1,979
Net worth	(\$'000)	968,250	1,003,037	1,041,133	1,072,240
<b>FINANCIAL PERFORMANCE</b>					
Operating expenses/Assessment	(\$'000)	2,948	2,966	3,079	3,166
Rate income/Total income	(%)	55.0%	56.1%	55.9%	60.8%
Rate income/Assessment	(\$'000)	1,555	1,650	1,738	1,831
Debt servicing/Total income	(%)	1.1%	1.0%	0.9%	1.0%
Grants/Total income	(%)	29.1%	25.0%	29.0%	23.3%
Fees & charges/Total income	(%)	11.6%	11.5%	11.2%	11.8%
<b>FINANCIAL POSITION</b>					
Indebtedness/Rate income	(%)	29.9%	26.2%	25.8%	26.8%
Underlying surplus/Total assets	(%)	(0.2%)	0.5%	0.1%	0.2%
Total assets/Assessment	(\$'000)	27,521	28,202	29,021	29,672
Current assets/Current liabilities	(%)	107.5%	107.6%	108.5%	107.3%
Total liabilities/Assessment	(\$'000)	1,461	1,394	1,388	1,411
<b>CASH POSITION</b>					
Capital outlays/Total cash outflows	(%)	41.3%	36.1%	41.1%	34.4%
Capital outlays/Rate income	(%)	62.0%	47.0%	52.5%	42.8%
Capital outlays/Total depreciation	(%)	186.5%	148.6%	165.0%	135.5%

**DRAFT**

## LATROBE CITY COUNCIL

To obtain this information in languages other than English, or in other formats (including audio, electronic, Braille or large print), please contact Latrobe City on 1300 367 700.

Information within this document was correct at time of print and is subject to change without prior notice.

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141 Commercial Road, Morwell

**Moe Service Centre**  
44 Albert Street, Moe

**Traralgon Service Centre**  
34/38 Kay Street, Traralgon

**Churchill and District Community Hub**  
9/11 Philip Parade, Churchill

**9.5 2013/2014 FEES AND CHARGES - ADOPTION**

**General Manager**

**Governance**

**For Decision**

**PURPOSE**

The purpose of this report is to have Council consider and adopt the proposed 2013/2014 Fees and Charges.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

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.

*Latrobe City Council Plan 2012 - 2016*

*Shaping Our Future*

*Attract, retain, support*

*Enhancing opportunity, learning and lifestyles*

*Strategic Direction – Governance*

*Provide timely, effective and accessible information about Latrobe City Council's activities.*

*Ensure that Latrobe City Council continues to meet the highest standards of financial probity and is financially sustainable.*

*Service Provision – Financial Services*

*Administer financial management, advice and services of Latrobe City Council*

*Major Initiatives - Governance*

*Facilitate the development of the Annual Budget and present to Council for consideration.*

*Legislation – Local Government Act 1989*



## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

Section 127(1) of the *Local Government Act 1989*, states that “A Council must prepare a budget for each financial year”

### **BACKGROUND**

Annually, as part of the budget process, Council reviews user fees and charges. In order to incorporate any proposed changes to the current fees into the 2013/2014 budget from 1 July 2013, Council will need to adopt the fees and charges prior to the budget.

The draft Fees and Charges were presented to Council at the Ordinary Council Meeting held on 6 May 2013 and Council resolved as follows:

*That*

1. *Council gives public notice of its intention to consider the draft Fees and Charges 2013/2014 and invites submissions in accordance with Council’s Community Engagement Policy and Strategy; and*
2. *Council considers submissions in relation to Council’s draft Fees and Charges 2013/2014 at a Special Council Meeting to be held on 11 June 2013; and*
3. *Council consider final adoption of the Fees and Charges 2013/2014 at the Ordinary Council Meeting in June.*

At the close of the consultation period 5 submissions had been received.

A brief summary of submissions is included in the issues section below. No submitters presented to Council at the Special Council Meeting held on 11 June 2013 for consideration. At that meeting Council resolved:

*That Council considers all submissions received in relation to the draft Fees and Charges 2013/2014, prior to considering the fees and charges for adoption at the Ordinary Council Meeting to be held on 24 June 2013.*

### **ISSUES**

A significant number of Council’s fees and charges require notice to be given to users. By adopting the fees and charges it will allow sufficient notice to be given for any changes to fees and charges for implementation from 1 July 2013.



**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

The following comments relate to the submissions received:

Name of submitter	Brief summary of submission	Officer Comment
Mr Terry Lawrence Secretary Latrobe Valley Badminton Assoc Inc.	The Latrobe Valley Badminton Assoc are concerned over the changes to court hire costs at the Traralgon Stadium. The changes will result in a doubling of the costs for their members to practice.	<ul style="list-style-type: none"> <li>● In response to submissions received, the proposed charges associated with training at indoor sports centres have been reviewed and it is proposed that the basis for charge be changed from “Per player per hour session” to “Per player per session” and that “session” be defined as               <ul style="list-style-type: none"> <li>● 1 hour for domestic basketball team training,</li> <li>● 2 hours for Squad and Representative basketball training and</li> <li>● 2 hours for Badminton training.</li> </ul> </li> </ul>
Mr Jeff White	Seeking a review of the changes to the court hire costs associated with Indoor Stadiums.	
Ms Yvette Bentley Secretary Latrobe Valley Badminton Association - Veterans	Seeking a review of the changes to the court hire costs associated with Indoor Stadiums.	
Mr Colin Crane Coach Traralgon Colts Junior Badminton Club	Seeking a review of the changes to the court hire costs associated with Indoor Stadiums.	
Mrs Tammy Richards	Seeking a review of the increase in pre-school fees	<ul style="list-style-type: none"> <li>● In response to the submission received, a review of the proposed charges has been undertaken and identified that the proposed increase from \$180 per term to \$185 per term is reasonable in terms of annual cost increases incurred by Latrobe City Council, and when benchmarked against other fifteen hour service providers, places Latrobe City Council’s charges amongst the lowest in the State.</li> </ul>

**FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

Fees and charges contribute significantly to Council's revenue. In 2013/2014 it is anticipated that fees and charges will provide 12% of Council's annual revenue. The consideration, community consultation and adoption of the proposed fees and charges prior to the finalisation of the budget will provide certainty in relation to this revenue component.

Should Council decide to alter any charges included in the 2013/2014 Fees and Charges, the net change in overall revenue will result in a change to the annual percentage increase in Rates for the 2013/2014 Budget.

**INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

The proposed fees and charges for 2013/2014 were placed on Council's website, displayed at Council's Service Centres, public notice has been made in the Latrobe Valley Express and Council officers have consulted with service users in relation to the proposed fees and charges.

*Details of Community Consultation / Results of Engagement:*

At the conclusion of the public consultation period, a total of 5 submissions were received.

The submissions were presented at the Special Council Meeting on 11 June 2013 for consideration. Proposed changes to fees and charges arising from the consideration of these submissions have been detailed in the Issues section above.

**OPTIONS**

Having completed the required statutory processes and taking into account the content of submissions received for the 2013/2014 Fees and Changes, Council could:

1. Adopt the proposed 2013/2014 Fees and Changes with no changes; or
2. Amend and adopt the proposed 2013/2014 Fees and Changes

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)****CONCLUSION**

In accordance with Council's resolution on 7 May 2012 public comment was sought regarding the proposed 2013/2014 Fees and Charges. Submissions regarding the proposed 2013/2014 Fees and Charges were considered at the Special Council Meeting on 11 June 2013 and as a result it is proposed that changes be incorporated into the indoor sports centres, basis for charging, for the use of the facilities for training purposes, and that no changes be undertaken in association with the submission received in relation to pre-school fees.

**Attachments**

1. 2013/2014 Fees & Charges

**RECOMMENDATION**

1. **That Council adopts the proposed 2013/2014 Fees and Charges**
2. **That Council writes to the people who made submissions in regards to the proposed 2013/2014 Fees and Charges to advise them of Council's decision.**

## **9.5**

### **2013/2014 Fees and Charges - Adoption**

<b>1</b>	<b>2013/2014 Fees &amp; Charges.....</b>	<b>155</b>
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**DRAFT FEES AND CHARGES  
2013 / 2014**

*Latrobe 2026 - The Community Vision for Latrobe Valley*

- *Economy* -
- *Natural Environment* -
- *Our Community* -
  - *Culture* -
  - *Recreation* -
  - *Governance* -
- *Advocacy & Partnerships* -
- *Regulation & Accountability* –

Adopted by Council .....



**FEES AND CHARGES  
2013 / 2014****COMMENTARY**

The 2013 / 2014 fees and charges have been developed within the following parameters:

- Unless otherwise stated in the document, the following measures have been used to determine the 2013 / 2014 fees and charges:
  - o Consumer Price Index (CPI) (with a rounding factor)
  - o Competitive market influences
  - o The % increase in the previous financial year
  - o The type of service

**PROPOSED 2013 / 2014 FEES AND CHARGES COMMENTARY BY DIVISION / SERVICE****COMMUNITY LIVEABILITY (Pages 11 - 22)****Direct Care (Pages 11 - 12)**

Direct care services, include home care, meals on wheels, home maintenance, planned activity group and senior citizen centres. These services derive a significant component of their funding from the state government, with the balance being made up of fees set by Council and a contribution from rates revenue.

The fees charged for these services takes into account the CPI increase, any changes to government funding arrangements and the overall affordability of these services to eligible clients. Consideration has also been given to the level of fee increase over the past five years.

Meals on Wheels – The increase in subsidised and full cost meals is reflective of the increase in meal costs.

Planned Activity Group – Fees have been increased to reflect actual cost of programs. All programs include a meal.



**FEES AND CHARGES  
2013 / 2014****Health Services (Pages 13 - 15)**

The proposed fees take into account the CPI increase and level of fees increases over past years and changes to the relevant Acts. Vaccines prices are kept in line with purchase prices.

**Public Libraries (Pages 16 - 17)**

Core library services are provided at no cost to the community. A small amount of revenue is derived from ancillary services based on cost recovery.

Minor increases proposed for photocopying and facsimile to keep fees comparable with other providers.

Increase proposed for library fines which were last increased in 2009/10.

**Childrens Services (Pages 18 - 19)**

Family Day Care fees are set in conjunctions with the contract providers and incorporate consideration of benchmarking results and actual increased costs associated with providing the service.

The Early Learning and Care Services have been reviewed in terms of proposed fees based on industry benchmarking information taking into consideration National Competition Policy requirements.

**Local Laws (Pages 20 - 22)**

Parking and animal fees and other local laws permit fees have been reviewed taking into account CPI, benchmarking with other Councils and updated prescribed fees.

**FEES AND CHARGES  
2013 / 2014****RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE (Pages 23 - 41)****Latrobe Regional Gallery (Page 23)**

All fees have generally been reviewed in line with CPI.

**Performing Arts and Community Halls (Page 24)**

All fees have generally been reviewed in line with CPI.

**Sports Stadiums, Grounds and Reserves (Pages 30 - 31)**

All fees have generally been reviewed in line with CPI. Figures based on a return of 10% of annual maintenance costs for senior clubs and 6% for junior clubs.

**Indoor Sports Centres & Aquatics (Pools) (Pages 32 - 36)**

A full review of all fees and charges was undertaken with consideration given to benchmarking against neighbouring Councils, changes in operational costs and community and business needs.

A survey of local swimming clubs was undertaken to gauge opinions on the current service and fees which resulted in changes to fees relating to carnival hire. Feedback from Latrobe Leisure members in relation to membership structure was also received which has resulted in changes to the membership structure to provide more flexibility for members. This was undertaken in consultation members and customers with 93% of respondents being in favour of the new membership structure.

**Hazelwood Traffic School (Page 37)**

All fees have generally been reviewed in line with CPI.

**Hire of Portable Toilet Module (Page 37)**

All fees have generally been reviewed in line with CPI.

**Caravan Parks (Page 38)**

All fees have generally been reviewed in line with CPI.

**Asset Protection (Pages 39 - 41)**

Non statutory fees have been reviewed taking into consideration increased costs to Council and CPI.

**FEES AND CHARGES  
2013 / 2014****GOVERNANCE (Page 42 - 49)****Property and Legal (Page 42)**

All fees have generally been reviewed in line with CPI. Some of these are statutory fees and as such are set by regulation.

**Off Street Car Parks (Page 42)**

The proposed fees have been reviewed taking into account CPI increases.

**Contracts and Tendering (Page 42)**

It is not proposed to increase the refundable deposit in relation to tender documentation.

**Building Services (Page 43)**

Statutory fees have been set at the prescribed fee for 2013/2014, whilst other fees set by Council are proposed to increase by CPI.

**Planning Permits (Pages 44 - 49)**

Statutory Fees can only be increased with Ministerial approval and it is not known whether any increase will occur. Non-Statutory fees have been increased in accordance with CPI estimates.

**Amendments to Planning Schemes (Pages 48 - 49)**

Statutory Fees can only be increased with Ministerial approval and it is not known whether any increase will occur. Non-Statutory fees have been increased in accordance with CPI estimates.

**FEES AND CHARGES  
2013 / 2014****ECONOMIC SUSTAINABILITY (Pages 50 - 54)****Visitor Information Centre (Pages 50)**

Benchmarking of fees and charges has been undertaken with charges updated in accordance these results.

**Latrobe Regional Airport (Pages 51)**

Annual licence fees are proposed to increase by CPI. Current lease agreements at the airport allow for an annual CPI review.

**Transfer Stations (Pages 52 - 53)**

It is proposed that fees for 2012/2013 change to reflect the volume of non-recoverable items and subsequent operating costs for trailer loads of waste.

**Landfill (Pages 54)**

It is proposed that fees for 2012/13 increase to cover costs of operations, construction, rehabilitation and increased EPA landfill levy fees. Cost and conditions included for accepting non Latrobe City residential domestic asbestos.

**FEES AND CHARGES****2013 / 2014**

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**2013 / 2014**

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<b>COMMUNITY LIVEABILITY</b>				
<i>Direct Care</i>				
<b>SERVICE TYPE DIRECT CARE</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>	
<b>Home Care/Personal Care</b>	Single Low Income	<i>Per hour.</i>	6.20	6.30
	Couple Low Income	<i>Per hour.</i>	8.40	8.60
	Linkages Program	<i>Per Hour</i>	8.30	8.50
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	46.90	48.30
	Full Cost	<i>Per hour (Public Holidays)</i>	87.60	90.20
<b>Emergency Home Care</b>	Single.	<i>Per hour</i>	10.70	11.00
	Couple.	<i>Per hour.</i>	15.20	15.70
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	46.90	48.30
	Full Cost	<i>Per hour (Public Holidays)</i>	87.60	90.20
<b>Respite Care</b>	Subsidised.	<i>Per hour</i>	4.10	4.20
	Linkages Program	<i>Per hour</i>	4.90	5.00
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	47.00	48.40
	Full Cost	<i>Per hour (Public Holidays)</i>	88.00	90.60
<b>Overnight Respite</b>	Full Cost	<i>Per hour</i>	175.00	180.00
	Full Cost	<i>24 hour care</i>	330.00	340.00
<b>Meals on Wheels Service</b> <i>(includes all costs of providing meals)</i>	Subsidised.	<i>Per meal</i>	7.50	8.00
	Full cost meals.	<i>Per meal.</i>	11.50	13.00
<b>Home Maintenance</b>	Single.	<i>Per hour</i>	9.30	9.60
	Couple.	<i>Per hour.</i>	11.20	11.50
	Full Cost	<i>Per hour (Mon - Fri)</i>	60.00	62.00
	Linkages Program	<i>Per hour</i>	17.90	18.40
	Landfill Fees.	<i>*refer waste disposal fees schedule.</i>		
<b>Planned Activity Group (PAG)</b>	Subsidised	<i>Per session</i>	9.60	9.90
	Full Cost	<i>Per session</i>	23.00	25.00

<b>COMMUNITY LIVEABILITY</b>			
<i>Direct Care</i>			
<b>SERVICE TYPE DIRECT CARE</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
Senior Citizens Centres Hire	HACC eligible organisation/groups.	No charge	No Charge
	<b>Community organisations/groups:</b>		
	Per hour: 8am – 5pm.	15.50	16.00
	Evening: 5pm – midnight.	124.00	130.00
	Full Day & Evening: 8am – midnight.	205.00	215.00
	<b>Commercial organisations</b>		
	Per hour: 8am – 5pm.	26.00	27.00
	Evening: 5pm – midnight.	206.00	212.00
	Full Day & Evening: 8am – midnight.	340.00	350.00
	<b>Security Deposit:</b>		
	Without alcohol.	257.50	265.00
	With alcohol.	463.50	480.00

<b>COMMUNITY LIVEABILITY</b>			
<i>Health Services</i>			
<b>SERVICE TYPE HEALTH SERVICES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Septic Tanks – New Installations</b>			
Sand Filters.		577.00	595.00
Aerated Treatment Plants.		577.00	595.00
Sub Soil Absorption/other Approved Systems.		577.00	595.00
Statutory Annual Assessment of Systems.		180.00	185.00
Inspections.	<i>In excess of two.</i>	121.00	125.00
Alteration – Major.		355.00	365.00
Alteration – Minor.		155.00	160.00
Search Fee.	<i>Maximum.</i>	57.00	59.00
Conveyancing Enquiry.		191.00	197.00
Extension to Septic Tank Application.	<i>More than two years old.</i>	295.00	304.00
<b>Septic Tanks – Report and Consent</b>			
Pursuant to Section 801 of the Building Act	<i>New Fee</i>	170.00	Not Yet Avail
<b>Head Lice</b> <i>(Various lotions and combs are now available from supermarkets/hairdressers/chemists)</i>	School Contribution - Nurse Inspections	<i>Per hour – excludes GST.</i>	
		67.00	69.00
<b>Vaccinations Purchases</b>			
Hep B.	<i>Per dose.</i>	27.00	28.00
Twinrix.	<i>Per dose.</i>	98.00	98.00
Varilrix.	<i>Per dose.</i>	88.00	88.00
Flu.	<i>Per dose.</i>	26.00	26.00
Meningococcal C.	<i>Per dose.</i>	98.00	100.00
Hep A.	<i>Per dose.</i>	88.00	88.00
Boostrix.	<i>Per dose.</i>	46.00	46.00
Gardisal.	<i>Per dose.</i>	170.00	150.00
<b>Immunisation</b>			
History Application Fee		22.70	23.40
<b>Health Premises</b>			
New Annual Registration	<i>Commercial Hairdressing-Low</i>	453.00	465.00
New Annual Registration	<i>Beauty Treatments-Medium</i>	453.00	465.00
New Annual Registration	<i>Mobile Home Hair Dressing etc-Low</i>	366.00	380.00
New Annual Registration	<i>Comm Skin Pen/Colonic-High</i>	463.50	480.00
New Annual Registration	<i>Ear-piercing Single Use-Medium</i>	250.00	260.00
New Annual Registration	<i>Combination or 2 or more services</i>	463.50	480.00
Renewal Annual Registration	<i>Commercial Hairdressing-Low</i>	350.00	360.00
Renewal Annual Registration	<i>Beauty Treatments-Medium</i>	390.00	400.00
Renewal Annual Registration	<i>Mobile Home Hair Dressing etc-Low</i>	315.00	325.00
Renewal Annual Registration	<i>Comm Skin Pen/Colonic-High</i>	450.00	465.00
Renewal Annual Registration	<i>Ear-piercing Single Use-Medium</i>	150.00	155.00
Renewal Annual Registration	<i>Combination or 2 or more services</i>	450.00	465.00

<b>COMMUNITY LIVEABILITY</b>				
<i>Health Services</i>				
<b>SERVICE TYPE HEALTH SERVICES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>	
<b>Commercial Accommodation</b>	New Registration. Annual Renewal.	<i>Includes motels and hostels.</i> <i>Includes motels and hostels.</i>	531.00 464.00	547.00 480.00
<b>Late Payment of Annual Registration Fee</b>	Accommodation/Food/Health Premises.	<i>If not paid after one month from due date</i>	50% of Annual Renewal Fee	50% of Annual Renewal Fee
<b>Caravan Parks and Movable Homes</b>	Government Fee determination under the Public Health & Wellbeing Act.	<i>Triennium Fees</i> <i>1-25 sites</i> <i>26-50 sites</i> <i>51-100 sites</i> <i>101-150 sites</i>	203.15 406.30 812.60 1,230.85	203.15 406.30 812.60 1,230.85
<b>Transfer of Registration</b>	Food Process within 5 Days. Food Process within 10 Days.  Health Process within 5 Days. Health Process within 10 Days.	<i>Maximum.</i> <i>Maximum.</i>  <i>Maximum.</i> <i>Maximum.</i>	381.00 330.00  196.00 144.00	392.00 340.00  200.00 150.00
<b>Plan Approval Fee</b>	Non compulsory inspection – Food Premises. Health Premises.	<i>Per hour</i> <i>Per hour</i>	113.00 88.00	116.00 91.00
<b>Food &amp; Water Sample Administration Fee</b>	Sample administration fee	<i>2<sup>nd</sup> non compliant follow up.</i>	175.00	180.00



<b>COMMUNITY LIVEABILITY</b>				
<i>Health Services</i>				
<b>SERVICE TYPE HEALTH SERVICES</b>		<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>COMMERCIAL FOOD PREMISES</b>				
<b>Class 1 (Full Time)</b>	New	<i>Hospitals / Nursing Homes</i>	642.00	660.00
	Renewal		590.00	605.00
<b>Class 2A (Full Time)</b>	New	<i>Restaurants, Fast Food, Deli's</i>	613.00	630.00
	Renewal		566.00	580.00
<b>Class 2B (Part Time)</b>	New	<i>Supermarkets / Large Manufacturers</i>	1,200.00	1,235.00
	Renewal		980.00	1,010.00
<b>Class 2B (Part Time)</b>	New	<i>Minimal unpacked potential hazardous foods</i>	406.90	420.00
	Renewal		360.50	370.00
<b>Class 3A (Full Time)</b>	New	<i>Minimal unpacked potential hazardous foods</i>	355.40	365.00
	Renewal		309.00	320.00
<b>Class 3B (Part Time)</b>	New	<i>Water Carters</i>	150.00	155.00
	Renewal		120.00	125.00
<b>Class 3B (Part Time)</b>	New	<i>Food is secondary activity (e.g. Movie Theatre)</i>	302.00	310.00
	Renewal		234.00	240.00
<b>Class 4 Low Risk Packaged</b>	New	<i>Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.</i>	Exempt	Exempt
	Renewal		Exempt	Exempt
<b>Additional Inspection Fee (non compliance after 2 visits)</b>				
<b>Class 1 (Full Time)</b>		<i>Per Hour (Minimum)</i>	165.00	170.00
<b>Class 2A (Full Time)</b>		<i>Per Hour (Minimum)</i>	144.00	150.00
<b>Class 2B (Part Time)</b>		<i>Per Hour (Minimum)</i>	139.00	145.00
<b>Class 3A (Full Time)</b>		<i>Per Hour (Minimum)</i>	119.00	125.00
<b>Class 3B (Part Time)</b>		<i>Per Hour (Minimum)</i>	98.00	100.00

<b>COMMUNITY LIVEABILITY</b>				
<i>Public Libraries</i>				
<b>SERVICE TYPE PUBLIC LIBRARIES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>	
Facsimile – within Australia only	<i>First page</i>	2.50	2.60	
	<i>Each additional page</i>	1.00	1.00	
Consumables	USB Drive – 2GB	8.20	8.50	
	Individual Head Sets	5.20	5.50	
Research Fee	Public Request.	12.50	13.00	
	Commercial/Community Group Request.	25.00	26.00	
Moe Library Meeting Room	Community and Not For Profit Groups.	No Charge	No Charge	
	Commercial.	25.00	26.00	
	Commercial.	125.00	130.00	
Overdue Fines	Books, magazines etc.	<i>Per day – after seven days. Maximum per item</i>	0.35 6.00	
	Videos & CDs	<i>Per day – after seven days. Maximum per item</i>	0.35 6.00	
Fees	Replacement Cards.	3.00	3.00	
	Inter Library Loan	<i>Other Victorian Public Libraries; All Academic Institutions; Interstate / International Loans.</i>	No Charge	
			No Charge POA POA	
Damaged Items	Processing	<i>Minimum Charge</i>	6.50	
		<i>Plus</i>		
		<i>New cover.</i>	6.00	
		<i>Replacement Barcodes.</i>	2.35	
		<i>Replacement DVD case</i>	-	
	<i>Replacement Audio case</i>	-		
Beyond Repair.	<i>Replacement item price plus</i>	6.50	7.00	
Beyond Repair Magazine	<i>Replacement item price plus</i>	3.20	3.50	
Lost Item	Including Part Kit or Set	<i>Replacement item price plus</i>	6.50	7.00

<b>COMMUNITY LIVEABILITY</b>			
<i>Public Libraries</i>			
<b>SERVICE TYPE PUBLIC LIBRARIES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
Selected training resources	Refundable Deposit	20.00	20.00
<b>Photocopying</b>	Refundable photocopy card surcharge	4.00	4.00
	Black & White A4 <i>Per sheet (single side)</i>	0.25	0.30
	Black & White A4 <i>Per sheet (double sided)</i>	N/A	0.40
	Black & White A4 <i>500 copies</i>	50.00	51.50
	Black & White A4 <i>250 copies</i>	30.00	31.00
	Black & White A4 <i>100 copies</i>	15.00	15.50
	Black & White A4 <i>50 copies</i>	10.00	10.50
	Black & White A4 <i>25 copies</i>	5.50	6.00
	Black & White A3 <i>Per sheet</i>	0.50	0.60
	Micro Copying <i>Per sheet.</i>	0.75	1.00
	Colour Printing A4. <i>Per sheet.</i>	1.20	1.30

<b>COMMUNITY LIVEABILITY</b>			
<i>Children services</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>CHILDREN'S SERVICES</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Family Day Care</b>			
Fees During Core Hours	<i>(8am-6pm weekdays)</i>	6.00	6.50
Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	6.50	7.00
Fee for weekend care	<i>Per child/hour weekend</i>	7.00	7.50
Public Holidays	<i>Per child/hour.</i>	8.70	9.50
Administration Fee	<i>Per hour of care provided.</i>	0.65	0.75
Communication Fee		10.00	10.00
Induction Training	<i>New care providers pp.</i>	35.00	35.00
Travel Charges	<i>Per trip/family/km.</i>	0.80	0.90
Holding Fee	<i>% of fee per child per hour.</i>	100%	100%
Meal Charges Per Child (Carers' home)			
Breakfast	<i>Each</i>	3.00	3.00
Lunch	<i>Each</i>	3.50	3.50
Dinner	<i>Each</i>	4.00	4.00
Snacks	<i>Each</i>	1.60	1.60
<b>Carinya Early Learning Centre</b>			
Full Time Care	<i>5 full days/child/week.</i>	300.00	328.50
Full Day Care	<i>Per day</i>	68.00	73.00
Half Day Care	<i>Per half day</i>	37.00	40.00
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	9.50	10.20
<b>Moe PLACE</b>			
<b>Moe Early Learning Centre</b>			
Full Time Care	<i>5 full days/child/week.</i>	300.00	328.50
Full Day Care	<i>Per day</i>	68.00	73.00
Half Day Care	<i>Per half day</i>	37.00	40.00
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	9.50	10.20
Moe Vacation Care	<i>Full Day Care</i>	50.00	55.00
	<i>Excursion Levy</i>	10.00	10.00
<b>Basketball Stadium</b>			
Court Hire - General	<i>Per hour</i>	42.70	44.00
Court Hire - Schools	<i>Per hour</i>	35.00	35.00
<b>Meeting Rooms</b>			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	25.00	25.00
<b>Community Kitchen</b>			
Kitchen Hire	<i>Per hour</i>	14.00	14.00
Kitchen Hire	<i>Per day</i>	50.00	50.00

<b>COMMUNITY LIVEABILITY</b>			
<i>Children services</i>			
<b>SERVICE TYPE</b> <b>CHILDREN'S SERVICES</b>	<b>BASIS</b>	<b>2012/2013</b> \$ (GST Inc)	<b>2013/2014</b> \$ (GST Inc)
<b>Moe PLACE - continued</b>  Office Rental Casual Office Hire	<i>Per day</i>	20.00	N/A
<b>Churchill Hub</b>  Meeting Rooms Community and Not For Profit Groups. Commercial	<i>Per hour</i> <i>Per hour</i>	No Charge 25.00	No Charge 25.00
<b>Traralgon Early Learning Centre</b>  Full Time Care. Full Day Care. Half Day Care. Holding Fee. Occasional Care	<i>5 full days/child/week.</i> <i>Per day</i> <i>Per half day</i> <i>% Per place</i> <i>Hourly</i>	300.00 68.00 37.00 100% 9.50	328.50 73.00 40.00 100% 10.20
<b>Preschools</b>  Enrolment administration fee Preschool – 4 yr old program Prekinder – 3 yr old program	<i>3 &amp; 4 year old programs</i> <i>Per Term (effective Jan 2014)</i> <i>Per Term (effective Jan 2014)</i>	25.00 180.00 175.00	26.00 185.00 180.00

<b>COMMUNITY LIVEABILITY</b>					
<b>SERVICE TYPE</b>		<b>LOCAL LAWS</b>	<b>BASIS</b>	<i>Local Laws</i>	
				<b>2012/2013</b> \$ (GST Inc)	<b>2013/2014</b> \$ (GST Inc)
<b>Parking</b>					
(In accordance with Road Safety Act 1986)	Parking Infringements.		<i>Set by Statute (State Government)</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	\$70-\$141	\$72-\$144
<b>Dog &amp; Cat Registration Fees</b>					
(In accordance with Domestic Animal Act 1994)	Full Registration		<i>Per Animal</i>	34.00	35.00
	Pensioner Concession		<i>Per Animal</i>	17.00	17.50
			<i>Where</i> <i>Microchipped and Desexed</i> <i>or</i> <i>Microchipped and Registered with</i> <i>applicable organisations as defined</i> <i>by the Domestic Animal Act 1994</i>		
	Domestic Animal Business.		<i>Per annum</i>	191.00	197.00
	Dangerous, Menacing or renewals only for Restricted Dog Breeds		<i>Full registration per animal</i>	96.00	100.00
<b>Dog &amp; Cat Infringements</b>					
(In accordance with Domestic Animal Act 1994)			<i>Set by Statute (State Government)</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	\$70-\$704	\$72-\$722
<b>Pound Release Fees – Domestic Animals</b>					
	Dog or cat release (where owner is identifiable by Council)		<i>Per animal plus charges below</i>	26.00	27.00
	Dog or cat release (where owner is unidentifiable by Council)		<i>Per animal plus charges below</i>	72.00	74.00
<b>*In Addition to Release Fees – Where Applicable</b>					
(In accordance with Domestic Animal Act 1994)	Subsequent Releases		<i>Per animal</i>	100.00	103.00
	Food and keep fees		<i>Per animal per day</i>	14.00	14.50
	Male dog desexing		<i>Per animal</i>	150.00	155.00
	Female dog desexing		<i>Per animal</i>	260.00	270.00
	Male cat desexing		<i>Per animal</i>	85.00	88.00
	Female cat desexing		<i>Per animal</i>	160.00	165.00
	Dog or cat microchipping		<i>Per animal</i>	44.00	46.00
<b>Animal Sales</b>					
(In accordance with Domestic Animal Act 1994)	Cat sale (including desexing fee)		<i>Per animal</i>	130.00	135.00
	Dog sale (including desexing fee)		<i>Per animal</i>	290.00	300.00
	Dog sale (already desexed)		<i>Per animal</i>	145.00	150.00
<b>Voluntary Surrender Of Domestic Animals</b>					
	Voluntary surrender of Domestic Dog or Cat		<i>Per animal</i>	82.50	85.00
	Collection of Voluntarily Surrendered Domestic Dog or Cat		<i>Per trip</i>	10.50	11.00



<b>COMMUNITY LIVEABILITY</b>			
<i>Local Laws</i>			
<b>SERVICE TYPE LOCAL LAWS</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Livestock</b>			
Pound Release Large (horse, cow, bull, etc)	<i>Per animal</i>	150.00	155.00
Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	80.00	83.00
Food and Keep Fees.	<i>Per animal per day.</i>	22.00	23.00
Livestock Infringements	<i>Per animal</i>	\$282-\$563	\$289-\$577
<b>Other Fees/Infringements</b>			
Disabled Parking First Permit.	<i>Each</i>	No Charge	No Charge
Disabled Parking Additional Permits.	<i>Each.</i>	8.00	8.00
Dog/Cat Replacements Tag.	<i>Each.</i>	8.00	8.00
Shopping Trolley Release Fee.	<i>Per trolley</i>	134.00	138.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act	<i>Per vehicle Plus tow fee per vehicle if applicable</i>	582.50 227.50	600.00 235.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle Plus standard tow fee per vehicle Plus immediate tow fee per vehicle Plus weekly storage fee</i>	295.00 115.00 227.00 8.00	305.00 120.00 235.00 10.00
School Crossing Flags.	<i>Per set.</i>	77.00	80.00
Fire Hazard Infringement.	<i>Set by Statute (State Government)</i>	282.00	289.00
Dangerous Land Infringement. (In accordance with CFA Act 1958 Section 130 of Local Law No 2)	<i>Per penalty unit Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	-	100.00
Prevention of Cruelty to Animals Infringement. (In accordance with Domestic Animals Act 1994)	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	\$141-\$423	\$144-\$433

<b>COMMUNITY LIVEABILITY</b>			
<i>Local Laws</i>			
<b>SERVICE TYPE LOCAL LAWS</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Other Fees/Infringements</b>			
Litter Infringement. (In accordance with the Environment Protection Act 1970)	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	\$282-\$1,690	\$289-\$1732
Local Laws Permit.	<i>All Clauses otherwise specified</i>	45.00	47.00
Local Law Infringements. (Local Law No 2)	<i>Per penalty unit</i>	\$70-\$282	100.00
Temporary outdoor eating facilities	<i>Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs.</i>	130.00	134.00
Temporary outdoor eating facilities over four tables and/or over 12 chairs.	<i>Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs.</i>	257.50	265.00
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2.</i>	370.00	382.00
Caravans as Temporary Accommodation permit.	<i>Clause 142 – Local Law No. 2 – Incorporates 6 month permit application for Health permit to reside in caravan.</i>	270.00	280.00

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>				
<i>Latrobe Regional Gallery</i>				
<b>SERVICE TYPE LATROBE REGIONAL GALLERY</b>		<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Community Access Gallery</b>	Commercial Rental.	<i>Per week.</i>	270.00	278.00
	Community Rental.	<i>Per week.</i>	150.00	154.00
	Bond.		170.00	175.00
<b>Meeting Room - Commercial</b>	Rental.	<i>Half day.</i>	98.00	100.00
		<i>Full day.</i>	170.00	175.00
		<i>Evening.</i>	242.00	250.00
<b>Meeting Room - Community</b>	Rental.	<i>Half day.</i>	46.00	47.00
		<i>Full day.</i>	85.00	88.00
		<i>Evening.</i>	120.00	125.00
<b>Studio Workshop - Commercial</b>	Rental.	<i>Half day.</i>	98.00	100.00
		<i>Full day.</i>	206.00	212.00
		<i>Evening.</i>	258.00	265.00
<b>Studio Workshop - Community</b>	Rental.	<i>Half day.</i>	46.00	47.00
		<i>Full day.</i>	96.00	98.00
		<i>Evening.</i>	130.00	134.00
<b>Professional Services</b>	Exhibition Installation.		57.00	60.00

RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE					
Performing Arts Centre					
SERVICE TYPE PERFORMING ARTS CENTRE	BASIS	2012/2013 \$ (GST Inc)		2013/2014 \$ (GST Inc)	
<b>Performing Arts Centre - Commercial Rate</b> <i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>					
Town Hall	8am – 5pm daytime – per hour.	95.00		100.00	
	5pm–midnight –evening –per session.	920.00		950.00	
	8am–midnight –all day –per session.	1,490.00		1,535.00	
	Weekly hire rate (5-7 days)	5,925.00		6,105.00	
Little Theatre	8am – 5pm daytime – per hour.	48.00		50.00	
	5pm–midnight –evening –per session.	465.00		480.00	
	8am–midnight –all day –per session.	750.00		775.00	
	Weekly hire rate (5-7 days)	2,885.00		2,975.00	
Whole Complex	8am – 5pm daytime – per hour.	135.00		140.00	
	5pm–midnight –evening –per session.	1,270.00		1,310.00	
	8am–midnight –all day –per session.	2,020.00		2,080.00	
	Weekly hire rate (5-7 days)	8,085.00		8,400.00	
<b>Performing Arts Centre - Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events, Meetings)</i>					
Town Hall	8am – 5pm daytime – per hour.	36.00	36.00	72.00	37.00
	5pm–midnight –evening –per session.	300.00	300.00	600.00	309.00
	8am–midnight –all day –per session.	470.00	470.00	726.00	484.00
	Weekly hire rate (5-7 days)	2,885.00	2,885.00	4,458.00	2,972.00
Little Theatre	8am – 5pm daytime – per hour.	19.00	19.00	38.00	20.00
	5pm–midnight –evening –per session.	175.00	175.00	350.00	180.00
	8am – midnight – all day – per session.	240.00	240.00	494.00	247.00
	Weekly hire rate (5-7 days)	1,515.00	1,515.00	2,350.00	1,560.00
Whole Complex	8am – 5pm daytime – per hour.	46.00	46.00	94.00	47.00
	5pm–midnight –evening –per session.	415.00	415.00	856.00	428.00
	8am–midnight –all day –per session.	735.00	735.00	1,514.00	757.00
	Weekly hire rate (5-7 days)	3,915.00	3,915.00	6,048.00	4,032.00

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
		<i>Community Halls</i>	
<b>SERVICE TYPE COMMUNITY HALLS</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Kernot Hall – Commercial Rate</b> <i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>			
Hall 1.	<i>8am – 5pm – daytime – per hour.</i>	82.00	85.00
	<i>5pm –midnight –evening –per session.</i>	825.00	850.00
	<i>8am –midnight –all day –per session.</i>	1,280.00	1,320.00
	<i>Weekly hire rate.</i>	5,100.00	5,255.00
Hall 2.	<i>8am – 5pm – daytime – per hour.</i>	43.00	44.00
	<i>5pm –midnight –evening –per session.</i>	435.00	448.00
	<i>8am –midnight –all day –per session.</i>	645.00	665.00
	<i>Weekly hire rate.</i>	2,550.00	2,630.00
Whole Hall.	<i>8am – 5pm – daytime – per hour.</i>	125.00	130.00
	<i>5pm –midnight –evening –per session.</i>	1,100.00	1,135.00
	<i>8am –midnight –all day –per session.</i>	1,700.00	1,755.00
	<i>Weekly hire rate.</i>	6,900.00	7,110.00
Whole Complex.	<i>8am – 5pm – daytime – per hour.</i>	155.00	160.00
	<i>5pm –midnight –evening –per session.</i>	1,505.00	1,550.00
	<i>8am –midnight –all day –per session.</i>	2,440.00	2,515.00
	<i>Weekly hire rate.</i>	9,445.00	9,730.00
Foyer.	<i>8am – 5pm – daytime – per hour.</i>	62.00	65.00
	<i>5pm –midnight –evening –per session.</i>	520.00	536.00
	<i>8am –midnight –all day –per session.</i>	865.00	895.00
Kitchen.	<i>8am – 5pm – daytime – per hour.</i>	38.00	40.00
	<i>5pm –midnight –evening –per session.</i>	250.00	258.00
	<i>8am –midnight –all day –per session.</i>	400.00	415.00

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>						
<i>Community Halls</i>						
<b>SERVICE TYPE COMMUNITY HALLS</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>		<b>2013/2014 \$ (GST Inc)</b>		
		<b>* Peak</b>	<b>* Off Peak</b>	<b>* Peak</b>	<b>* Off Peak</b>	
<b>Kernot Hall – Community Rate</b> <i>(Bazaars, Fetes ,Stalls, Presentation Nights, School Concerts, Weddings, Social Events, Meetings)</i>	Hall 1.	<i>8am – 5pm – daytime – per hour.</i>	57.00	29.00	60.00	30.00
		<i>5pm –midnight –evening –per session.</i>	525.00	260.00	540.00	268.00
		<i>8am –midnight –all day –per session.</i>	825.00	410.00	850.00	422.00
	Hall 2.	<i>8am – 5pm – daytime – per hour.</i>	35.00	18.00	36.00	19.00
		<i>5pm –midnight –evening –per session.</i>	285.00	145.00	295.00	150.00
		<i>8am –midnight –all day –per session.</i>	425.00	210.00	438.00	216.00
	Whole Hall.	<i>8am – 5pm – daytime – per hour.</i>	75.00	38.00	78.00	39.00
		<i>5pm –midnight –evening –per session.</i>	720.00	360.00	742.00	370.00
		<i>8am –midnight –all day –per session.</i>	1,175.00	585.00	1,210.00	605.00
	Whole Complex.	<i>8am – 5pm – daytime – per hour.</i>	110.00	55.00	114.00	57.00
		<i>5pm –midnight –evening –per session.</i>	985.00	495.00	1,015.00	510.00
		<i>8am –midnight –all day –per session.</i>	1,530.00	765.00	1,576.00	788.00
	<i>Weekly hire rate (5-7 days)</i>	3,835.00	Not Avail	3,950.00	Not Avail	
Foyer.	<i>8am – 5pm – daytime – per hour.</i>	43.00	23.00	44.00	24.00	
	<i>5pm –midnight –evening –per session.</i>	330.00	165.00	340.00	170.00	
	<i>8am –midnight –all day –per session.</i>	590.00	290.00	600.00	300.00	
Kitchen.	<i>8am – 5pm – daytime – per hour.</i>	23.00	11.00	24.00	12.00	
	<i>5pm –midnight –evening –per session.</i>	170.00	85.00	176.00	88.00	
	<i>8am –midnight –all day –per session.</i>	265.00	135.00	275.00	140.00	



RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE					
<i>Community Halls</i>					
SERVICE TYPE COMMUNITY HALLS	BASIS	2012/2013 \$ (GST Inc)		2013/2014 \$ (GST Inc)	
<b>Moe Town Hall – Commercial Rate</b> <i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>	Main Hall.	8am – 5pm – daytime – per hour.	77.00	80.00	
		5pm –midnight –evening –per session.	720.00	745.00	
		8am –midnight –all day –per session.	1,050.00	1,085.00	
		Weekly hire rate.	4,140.00	4,265.00	
	Exhibition Hall.	8am – 5pm – daytime – per hour.	52.00	55.00	
		5pm –midnight –evening –per session.	360.00	370.00	
		8am –midnight –all day –per session.	520.00	535.00	
		Weekly hire rate.	2,070.00	2,135.00	
	Whole Complex.	8am – 5pm – daytime – per hour.	125.00	130.00	
		5pm –midnight –evening –per session.	1,005.00	1,035.00	
		8am –midnight –all day –per session.	1,505.00	1,550.00	
		Weekly hire rate.	5,995.00	6,175.00	
<b>Moe Town Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events and Meetings)</i>	Main Hall.	8am – 5pm – daytime – per hour.	* Peak 56.00	* Off Peak 29.00	* Peak 58.00
		5pm –midnight –evening –per session.	478.00	235.00	494.00
		8am –midnight –all day –per session.	690.00	345.00	710.00
		Weekly hire rate.	2,075.00	2,075.00	2,138.00
	Exhibition Hall.	8am – 5pm – daytime – per hour.	35.00	18.00	36.00
		5pm –midnight –evening –per session.	234.00	115.00	240.00
		8am –midnight –all day –per session.	345.00	128.00	355.00
		Weekly hire rate.	1,015.00	1,015.00	1,045.00
	Whole Complex.	8am – 5pm – daytime – per hour.	70.00	35.00	72.00
		5pm –midnight –evening –per session.	663.00	330.00	680.00
		8am –midnight –all day –per session.	966.00	480.00	995.00
		Weekly hire rate.	2,865.00	2,865.00	2,950.00
<b>Newborough Public Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events and Meetings)</i>		8am – 5pm – daytime – per hour.	* Peak 28.00	* Off Peak 16.00	* Peak 29.00
		5pm –midnight –evening –per session.	235.00	125.00	242.00
		8am –midnight –all day –per session.	Not Avail	Not Avail	Not Avail
<b>Ronald Reserve Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>		Per hour.	15.00	15.00	16.00
<b>Churchill Community Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>		Per hour.	15.00	15.00	16.00

RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE						
Community Halls						
SERVICE TYPE COMMUNITY HALLS	BASIS	2012/2013 \$ (GST Inc)		2013/2014 \$ (GST Inc)		
		* Peak	* Off Peak	* Peak	* Off Peak	
Traralgon Court House – Court Room	Community Rate	Per day (8am - 5pm)	52.00	26.00	54.00	27.00
	Commercial Rate	Per day (8am - 5pm)	80.00	80.00	82.00	82.00
Loy Yang Power Latrobe Community Sound Shell – Commercial Rate	Hire	Plus clean up costs.	290.00		300.00	
	Bond/Deposit	Refunded after satisfactory clean up.	535.00		550.00	
Loy Yang Power Latrobe Community Sound Shell - Community Rate	Daytime	Usage – up to 5.00pm.	No Charge		No Charge	
	Evening	Usage – after 5.00pm.	No Charge		No Charge	
	Bond/Deposit	Refunded after satisfactory clean up.	260.00		260.00	
Traralgon East Community Centre	Hall Hire.	Per hour.	15.00		16.00	
Kath Teychenne Centre – Meeting Room	Community and Not For Profit Groups.	Per hour	No Charge		No Charge	
	Commercial.	Per hour	25.00		26.00	
Lighting	Standard	Kernot Hall & Moe Town Hall (Standard Rig Open White)	Per session	130.00	134.00	
		Kernot Hall & Moe Town Hall (Standard Rig Colour-2 specials)	Per session	155.00	160.00	
		Loy Yang Power Latrobe Community Sound Shell (Standard Rig)	Per session	695.00	715.00	
		Performing Arts Centre (Standard Rig White/Colour-2 specials)	Per session + Technician fees	195.00	200.00	
		Non Standard	Performing Arts Centre	Per session + Technician Fees	245.00	252.00
	Technician Fees		2 x Technicians per hour (min 3 hours)	77.00	80.00	
Piano	Within hire period	First session/day (includes tuning)	235.00		245.00	
		subsequent usage per session/day.	82.00		85.00	
Technician	Commercial (minimum 3 hours)	Per technician per hour.	45.00		46.00	
	Community (minimum 3 hours)	Per technician per hour.	39.00		40.00	
Ushers	Commercial	Per hour.	39.00		40.00	
	Community	Per hour.	34.00		35.00	

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
		<i>Community Halls</i>	
<b>SERVICE TYPE COMMUNITY HALLS</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Miscellaneous</b>			
Sale of Goods	<i>Payment in lieu of rates. (per day)</i>	155.00	160.00
PA System.	<i>All venues – per session.</i>	135.00	140.00
Penalty Rate.	<i>After 1.00am – per hour.</i>	125.00	128.00
Bond.	<i>Per Event</i>	280.00	290.00
Kiosk.	<i>Per hour</i>	23.00	24.00
Test and tag electrical equipment	<i>Per item</i>	7.00	7.50
Folding tables – wooden	<i>Per item</i>	10.00	10.00
Chairs – plastic	<i>Per item</i>	2.50	2.50
<b>Hall Hirers Public/Products Liability Insurance</b>			
\$10m cover with \$250 excess (subject to policy terms & conditions)	<i>Per hire up to 52 times per year</i>	15.00	15.00
<b>Ticketing</b>			
Commercial - All Venues (Including Soundshell)	<i>Per ticket sold.</i>	3.50	3.60
	<i>Per complimentary ticket issued.</i>	0.65	0.65
	<i>Credit card transactions.</i>	Bank Fee	Bank Fee
Community - All Venues	<i>Per ticket sold.</i>	2.50	2.60
	<i>Per complimentary ticket issued.</i>	0.65	0.65
	<i>Credit card transactions.</i>	No charge	No Charge
<b>Ticket Printing</b>			
All Venues	<i>Schools only – per show</i>	140.00	144.00
Venue	<i>Less than 250 seats</i>	140.00	144.00
Venue	<i>251- 520 seats</i>	235.00	242.00
Venue	<i>Greater than 521 seats</i>	290.00	298.00
<b>Merchandise Commission</b>			
Commercial - All Venues	<i>Total Sales</i>	12.50%	12.50%

\*Peak – Friday to Sunday plus Public Holidays / Off Peak – Monday to Thursday excluding Public Holidays  
Required public liability insurance is the responsibility of the individual hirers

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>					
<i>Sports Stadiums, Grounds &amp; Reserves</i>					
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2012/2013</b>		<b>2013/2014</b>	
<b>SPORTS STADIUMS, GROUNDS &amp; RESERVES</b>		\$ (GST Inc)		\$ (GST Inc)	
		* Peak	* Off Peak	* Peak	* Off Peak
<b>Latrobe City Sports &amp; Entertainment Stadium</b>					
<b>Commercial Rate</b>					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1800 & lighting) (Front row premium seats = 40)	<i>Hourly Hire (8am - 5pm) per hour</i>	258.00	165.00	265.00	170.00
	<i>Hourly Hire (8am - 5pm) per hour</i>	258.00	165.00	265.00	170.00
	<i>Hourly Hire (5pm - midnight) per hour</i>	515.00	330.00	530.00	340.00
	<i>Day Hire (8am to 5pm)</i>	1,030.00	515.00	1,060.00	530.00
	<i>Night Hire (5pm to midnight)</i>	2,060.00	1,030.00	2,120.00	1,060.00
	<i>All Day (8am to midnight)</i>	3,090.00	1,545.00	3,180.00	1,590.00
Commission charges	<i>Percentage of Gross Ticket Sales</i>	10.0%	10.0%	10.0%	10.0%
	<i>Percentage of gross merchandise sales</i>	12.5%	12.5%	12.5%	12.5%
Ticketing service is available through Latrobe Performing Arts & Venues	<i>Per ticket sold</i>	3.50	3.50	3.60	3.60
	<i>Per complimentary ticket issued</i>	0.65	0.65	0.65	0.65
<b>Community Rate</b>					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1,800, lighting) (Front row premium seats = 40)	<i>Hourly Hire (8am - 5pm) per hour</i>	130.00	82.00	135.00	85.00
	<i>Hourly Hire (5pm - midnight) per hour</i>	260.00	165.00	270.00	170.00
	<i>Day Hire (8am to 5pm)</i>	515.00	260.00	530.00	270.00
	<i>Night Hire (5pm to midnight)</i>	1,030.00	515.00	1,060.00	530.00
	<i>All Day (8am to midnight)</i>	1,545.00	775.00	1,590.00	800.00
<b>Sporting Use</b>					
(includes pitches, toilets & change rooms only)		# Night	# Day	# Night	# Day
Schools	<i>Per day or night session</i>	105.00	55.00	110.00	55.00
Latrobe City Clubs & Groups	<i>Per day or night session</i>	210.00	105.00	215.00	110.00
Non Latrobe City Clubs & Groups	<i>Per day or night session</i>	310.00	155.00	320.00	160.00
For Profit Organisations	<i>Refer to Commercial Rates above</i>	N/A	N/A	N/A	N/A
<b>Sundry Charges</b>					
Kiosk Hire (2 available)	<i>Per kiosk per session</i>	155.00	80.00	160.00	80.00
External Public Address System Hire	<i>Per session</i>	105.00	52.00	110.00	55.00
^ Bar Hire (2 available)	<i>Per bar per session</i>	310.00	155.00	320.00	160.00
Social Club Rooms (excluding bar and kitchen) is available for hire with the cost subject to use of the facility					
Line marking costs, other than soccer, is at the hirers expense					
Waste Management - Additional charges may apply dependant on size and type of event.					



<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>					
<i>Sports Stadiums, Grounds &amp; Reserves</i>					
<b>SERVICE TYPE</b>			<b>BASIS</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>SPORTS STADIUMS, GROUNDS &amp; RESERVES</b>				<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Latrobe City Synthetic Sports Facility (Churchill)</b>					
<b>Synthetic Field</b>					
Whole Field	Hockey Association / Soccer Club		<i>Per season</i>	Seasonal Agreement	Seasonal Agreement
	Hockey Tournaments		<i>Per day</i>	260.00	270.00
	Primary Schools (1)		<i>Per annum</i>	515.00	530.00
	Secondary Schools (2)		<i>Per annum</i>	1,030.00	1,060.00
	Casual Users		<i>Per hour</i>	52.00	55.00
	Lights		<i>Per hour</i>	21.00	22.00
Half Field	Hockey Tournaments		<i>Per day</i>	130.00	135.00
	Casual Users		<i>Per hour</i>	26.00	27.00
	Lights		<i>Per hour</i>	16.00	16.00
<b>Ted Summerton Reserve Pavilion</b>					
	User Groups		<i>Per hour</i>	No charge	No Charge
	Not for Profit Groups		<i>Per hour</i>	14.00	14.00
	Commercial Groups		<i>Per hour</i>	25.00	26.00
<b>Gaskin Park Stadium</b>					
	Stadium Hire		<i>Per hour.</i>	16.00	16.00
<b>Grounds</b>					
<b>Annual Ground Maintenance Charge (3)</b>					
(Refer to Council Policy)					
Senior	Category A		<i>Per Six Month Allocation</i>	2,730.00	2,810.00
	Category B		<i>Per Six Month Allocation</i>	1,080.00	1,110.00
	Category C		<i>Per Six Month Allocation</i>	285.00	295.00
Junior	Category A		<i>Per Six Month Allocation</i>	1,365.00	1,400.00
	Category B		<i>Per Six Month Allocation</i>	650.00	670.00
	Category C		<i>Per Six Month Allocation</i>	170.00	175.00
<b>Casual Use</b>					
	Schools		<i>Per day + bins, toilets &amp; utility costs</i>	No Charge	No Charge
	Latrobe City Clubs and Groups		<i>Per day + bins, toilets &amp; utility costs</i>	32.00	33.00
	Non Latrobe City Clubs & Groups		<i>Per day + bins, toilets &amp; utility costs</i>	110.00	115.00
	For Profit Groups		<i>Per day + bins, toilets &amp; utility costs</i>	430.00	445.00
<b>Hard Court Surfaces</b>					
	Via seasonal allocation program for netball and tennis courts		<i>Per court, per annum</i>	88.00	90.00

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

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

^ Bar hire is subject to Liquor License and other conditions

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

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

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

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>					
<i>Indoor Sports Centres</i>					
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2012/2013</b> \$ (GST Inc)	<b>2013/2014</b> \$ (GST Inc)	
<b>INDOOR SPORTS CENTRES</b>					
<b>Indoor Pool – Swims</b>	Adult	<i>16 years and over.</i>	5.50	5.70	
	Child	<i>Child 5–15 yrs &amp; High School Student</i>	4.00	4.10	
	Concession	<i>Pension, Seniors &amp; Health Care Card</i>	4.30	4.40	
	Family*	<i>*As listed on Medicare Card</i>	15.00	15.50	
	Schools	<i>Per child</i>	3.30	3.40	
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge	
<b>Visit Pass Card – (Indoor pools)</b> <b>12 Month expiry from date of issue</b>	Adult	<i>Multipass x 10 – 10% discount</i>	49.50	51.50	
	Child	<i>Multipass x 10 – 10% discount</i>	36.50	37.00	
	Concession	<i>Multipass x 10 – 10% discount</i>	39.00	40.00	
	Family	<i>Multipass x 10 – 10% discount</i>	135.00	140.00	
<b>Indoor Pool – Swim Sauna Spa</b>	Adult	<i>Each</i>	9.30	9.60	
	Concession	<i>Each</i>	7.40	7.60	
	After Entry/Class	<i>Each</i>	4.80	4.90	
	Adult	<i>Multipass x 10 – 10% discount</i>	83.70	87.00	
	Concession	<i>Multipass x 10 – 10% discount</i>	66.60	69.00	
<b>Indoor pool – swim sauna</b> <b>(CHURCHILL ONLY)</b>	Adult	<i>Each</i>	8.10	8.30	
	Concession	<i>Each</i>	6.50	6.70	
	After Entry/class	<i>Each</i>	3.80	3.90	
<b>Indoor Pool – Swim Lessons</b>	Infants	<i>Per class - Supervision 1:8</i>	11.30	11.70	
	Preschool	<i>Supervision 1:5</i>	11.80	12.20	
	School Age	<i>Per class</i>	12.40	12.80	
	Adult	<i>Per class</i>	12.40	12.80	
	Transition/Lap It Up	<i>Per class</i>	7.60	7.80	
	Aust Swim Teacher	<i>Per instructor per hour</i>	49.40	51.00	
	Bronze Star	<i>20 Week Program</i>	250.00	257.00	
<b>Indoor Pool – Swim Lessons - Concession (20% Discount)</b>	Health Care Card	Infants	<i>Per class - Supervision 1:8</i>	9.00	9.30
	Health Care Card	Preschool	<i>Supervision 1:5</i>	9.40	9.80
	Health Care Card	School Age	<i>Per class</i>	9.80	10.25
	Health Care, Pension & Senior Card	Adult	<i>Per class</i>	9.80	10.25
<b>Private Learn to Swim Lessons</b>	1:1	<i>Per half hour class per person</i>	33.00	34.00	
	1:2	<i>Per half hour class per person</i>	25.00	26.00	
	1:3	<i>Per half hour class per person</i>	20.00	21.00	
<b>Private Learn to Swim Lessons - Concession (20% Discount)</b>	Concession – Health Care Card	1:1	<i>Per half hour class per person</i>	26.00	27.00
	Concession – Health Care Card	1:2	<i>Per half hour class per person</i>	20.00	21.00
	Concession – Health Care Card	1:3	<i>Per half hour class per person</i>	16.00	16.50



<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
		<i>Indoor Sports Centres</i>	
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>INDOOR SPORTS CENTRES</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Other - Indoor Pools</b>	Lane Hire	<i>Per hour.</i> 41.00	42.00
	Carnival Hire	<i>Per day 9am – 5pm</i> 910.00	850.00
	School Carnival Hire	<i>Per day 9am - 3pm</i> 775.00	800.00
	Wet Out of Hours – incl 1 Life Guard plus 1 Duty Manager	<i>Per hour plus entry fee</i> 70.00	73.00
	Locker Hire	<i>Per locker per person</i> 1.00	1.00
	Carnival Fee – incl 1 Life Guard plus 1 Duty Manager	<i>Per hour.</i> 170.00	175.00
<b>Fitness Program</b>	Group Fitness.	<i>Per class</i> 11.00	11.30
	Concession	<i>Pension, Seniors &amp; Health Care Card</i> 9.00	9.10
	Personal Training.	<i>1 hour.</i> 51.50	53.00
	Personal Training.	<i>½ hour.</i> 31.00	32.00
	Casual Gym.	<i>Per person</i> 13.50	14.00
	Casual Concession Gym.	<i>Pension, Seniors &amp; Health Care Card</i> 9.70	11.20
	Fit Kidz.	5.40	5.80
	Teen Gym. Council of the Aging (COTA) Gym.	7.40 5.60	7.60 5.80
<b>Visit Pass Cards – Group Fitness</b> (12 Months Expiry from date of issue)	Adult.	<i>Multipass x 10. – 10% discount</i> 99.00	102.00
	Concession.	<i>Multipass x 10. – 10% discount</i> 81.00	82.00
	Teen Gym	<i>Multipass x 10. – 10% discount</i> 66.60	69.00
	Fit Kids	<i>Multipass x 10. – 10% discount</i> 48.60	50.00
	Personal Training	<i>Multipass x 10. – discount – 1 Hour</i> 460.00	477.00
	Personal Training	<i>Multipass x 10. – discount – ½ Hour</i> 278.00	288.00
<b>Visit Pass Cards - Gym</b> (12 Months Expiry from date of issue)	Adult	<i>Multipass x 10. – 10% discount</i> 121.50	126.00
	Concession	<i>Multipass x 10. – 10% discount</i> 87.00	100.80

RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE						
<i>Indoor Sports Centres</i>						
SERVICE TYPE		BASIS	2012/2013		2013/2014	
INDOOR SPORTS CENTRES			\$ (GST Inc)		\$ (GST Inc)	
<b>Stadium (1)</b>	Spectators – Regular competition.		No Charge		No Charge	
	Adult Competition.	<i>Per player per game</i>	5.50		5.70	
	Concession Competition.	<i>Pension, Seniors &amp; Health Care Card</i>	4.40		4.50	
	Junior Competition (during competition times only)	<i>Per player per game</i>	4.00		4.10	
	Adult Training	<i>Per player per session #</i>	3.80		3.90	
	Concession Training	<i>High School Students playing in Senior Competitions, Pension, Seniors &amp; Health Care Card Holders</i>	3.10		3.20	
	Junior Training (0-17 years)	<i>Per player per session #</i>	2.90		3.00	
	Schools	<i>Per student</i>	3.30		3.00	
	Court Hire - General	<i>Per court/hour.</i>	42.50		44.00	
	Court Hire - Schools	<i>Per court/hour.</i>	35.00		35.00	
	Tournament Fee.	<i>Per Court per Day (9am – 6pm)</i>	185.00		190.00	
	Dry Out of Hours Fee.	<i>Per hour (plus entry fee)</i>	51.50		53.00	
	Meeting Room Hire	<i>Per hour</i>	25.00		26.00	
	# Session is defined as 1 hour for Domestic basketball teams 2 hours for Squad & Representative basketball teams 2 hours for Badminton (in recognition of set up and pack up times)					
<b>Visit Pass Cards - Stadium</b>			<b>x10</b>	<b>X20</b>	<b>x10</b>	<b>X20</b>
12 Month expiry from date of issue (One pass per hour or game)			(10% Disc)	(15 % Disc)	(10% Disc)	(15 % Disc)
Adult Stadium Multipass.	<i>Multipass – discount</i>	50.00	95.00	51.00	97.00	
Concession Multipass.	<i>Multipass – discount</i>	39.60	75.00	41.00	77.00	
Junior Multipass.	<i>Multipass – discount</i>	36.00	68.00	37.00	70.00	
<b>Athletic and Cycling Track</b>						
Off Peak – Monday to Thursday excluding Public Holidays	Adult.	<i>Per participant</i>	4.00		4.10	
	Concession.	<i>Per participant</i>	3.50		3.60	
	Junior.	<i>Per participant</i>	2.50		2.60	
	Adult	<i>Multipass x 10 – 10% discount</i>	36.00		37.00	
	Concession.	<i>Multipass x 10 – 10% discount</i>	31.50		33.00	
	Junior.	<i>Multipass x 10 – 10% discount</i>	22.50		24.00	
	School.	<i>Per student</i>	2.50		2.60	
	Club Hire.	<i>Per hour.</i>	40.00		41.00	
	Other/Athletic Carnival.	<i>Full day 9am – 3pm.</i>	490.00		505.00	
	Other/Athletic Carnival.	<i>½ day – 3 hours.</i>	340.00		350.00	
	Cycling Club Hire of Bike Track.	<i>Per annum.</i>	845.00		870.00	
<b>Squash Courts</b>						
	Hire.	<i>Per hour.</i>	12.90		13.30	
	Racquet Hire.	<i>Per racquet</i>	5.50		5.70	

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
<i>Indoor Sports Centres</i>			
<b>SERVICE TYPE</b>			
<b>INDOOR SPORTS CENTRES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Membership</b>			
<b>Membership Service Areas</b>			
<i>Gym Fitness - as per fitness timetable (including Aqua Aerobics) Pool (including pool &amp; sauna)</i>			
<b>Joining Fee</b>	Monthly Debit Joining Fee.	60.00	62.00
<b>Bronze Membership</b>			
Any one (1) of the above Membership Service Areas	Non Concession	-	42.50
	Concession *	-	38.25
<b>Silver Membership</b>			
Any two (2) of the above Membership Service Areas	Non Concession	-	52.50
	Concession *	-	47.25
<b>Gold Membership</b>			
All three (3) of the above Membership Service Areas	Non Concession	-	62.50
	Concession *	-	56.25
<b>Corporate</b>			
<i>Discounts valid on full price memberships only. Not valid on concession memberships</i>			
(must have 4 new members to qualify)	4-10 people	10.00%	10.00%
	11-20 people	12.50%	12.50%
	21+ people	15.00%	15.00%

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

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

Concessions are not offered to Health Care card holders due to changes in status and eligibility over a significant timeframe.

\*\* Membership in this form no longer exists. New membership structure adopted after benchmarking was completed against other Council membership options and after survey of existing members was conducted with 93% in favour.

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
		<i>Outdoor Pools</i>	
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>OUTDOOR POOLS</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Entry Fees</b>			
	Adult. <i>16 years and over.</i>	4.30	4.40
	Children/ Student. <i>Child 5 – 15 yrs &amp; High School Student</i>	3.20	3.30
	Concession. <i>Pension, Seniors &amp; Health Care Card</i>	3.40	3.50
	Family. <i>As listed on Medicare Card.</i>	12.30	12.70
	Schools. <i>Per child</i>	3.20	3.30
	Children. <i>4 years and under with adult swim.</i>	No Charge	No Charge
<b>Season Tickets (Multi-venue)</b>			
	Single Adult Tickets. <i>16 years and over.</i>	85.00	87.50
	Children/ Student. <i>Child 5 – 15 yrs &amp; High School Student</i>	64.00	66.00
	Concession. <i>Pension, Seniors &amp; Health Care Card</i>	67.00	69.00
	Family. <i>As listed on Medicare Card.</i>	210.00	215.00
<b>Competitions – School Swim Carnival Hire</b>			
	School Carnival Full Day (9am - 3pm)	400.00	412.00
	Other Carnival Full Day (9am - 6pm)	680.00	700.00
	School Carnival Half Day (9am-12pm / 12pm-3pm)	280.00	285.00
	Supervision Required at 1:100 ratio.	48.00	50.00
<b>Out Of Advertised Operating Hours Hire</b>			
	Includes 1 Life Guard plus 1 Duty Manager.	70.00	73.00
<b>Learn To Swim</b>			
	VIC Swim Programs.	<i>Normal Entry Fee</i>	<i>Normal Entry Fee</i>

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
<i>Hazelwood Power Traffic Safety School</i>			
<b>SERVICE TYPE</b> <b>HAZELWOOD POWER TRAFFIC SAFETY SCHOOL</b>	<b>BASIS</b>	<b>2012/2013</b> \$ (GST Inc)	<b>2013/2014</b> \$ (GST Inc)
Education Group : Playgroups, kindergartens, special school & school groups No Educator (Bond \$70).	<i>Per hour.</i>	35.00	36.00
Education Group : Playgroups, kindergartens, special school & school groups With Educator (No Bond).	<i>Per hour.</i>	59.00	61.00
Mobile Bike Education Trailer No Educator – Hire of bike trailer (Deposit \$200). With Educator – Educator Services (No Deposit) Plus hire of bike trailer	<i>Per day</i> <i>Per hour</i> <i>Per day</i>	30.00 28.00 30.00	31.00 29.00 31.00
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit.	<i>Per bike/day.</i>	2.00	2.00
Private Groups No Educator (Deposit \$70). With Educator (No Deposit).	<i>Per hour.</i> <i>Per hour.</i>	56.00 110.00	58.00 114.00

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
			<b>Rental of Asset</b>
<b>SERVICE TYPE</b> <b>HIRE OF PORTABLE TOILET/MDDULE</b>	<b>BASIS</b>	<b>2012/2013</b> \$ (GST Inc)	<b>2013/2014</b> \$ (GST Inc)
Hire of portable toilet module	<i>Per Weekend</i>	210.00	216.00

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>				
			<i>Caravan Parks</i>	
<b>SERVICE TYPE CARAVAN PARKS</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>	
<b>Hazelwood &amp; Narracan – Caravan</b>				
<b>Site Fee Schedule</b>	Permanent On Site.	<i>Non powered per annum (includes 21 days/nights)</i>	910.00	940.00
	Permanent On Site.	<i>Powered per annum (includes 21 days/nights)</i>	1,320.00	1,360.00
	Powered Site.	<i>Per night.</i>	34.00	35.00
	Powered Site.	<i>Weekly.</i>	180.00	185.00
	Unpowered Site.	<i>Per night.</i>	29.00	30.00
	Unpowered Site.	<i>Weekly.</i>	125.00	130.00
	Extra Person. Aquatic Centre Hall Hire. Security Bond.	<i>Per night. 6 hours.</i>	13.50 145.00 190.00	14.00 150.00 195.00
<b>Hazelwood &amp; Narracan – Camping</b>				
<b>Site Fee Schedule</b>	Overnight.	<i>Per person.</i>	11.00	11.50
	Children.	<i>Aged 7 – 17 yrs.</i>	6.60	7.00
	Family.	<i>2 adults and 2 children.</i>	29.00	30.00
<b>Lake Narracan - Boat Launching (December – March)</b>				
	Day Pass (8am - 6pm)	<i>Latrobe City residents</i>	No Charge	No Charge
	Day Pass (8am - 6pm)	<i>Sat-Sun &amp; Public Holidays</i>	17.50	18.00
	Day Pass (8am - 6pm)	<i>Monday – Friday</i>	15.50	16.00
	Season Boat Pass (Latrobe City residents only)	<i>December–March</i>	180.00	185.00
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Latrobe City residents</i>	No Charge	No Charge
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Sat-Sun &amp; Public Holidays</i>	11.00	11.50
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Monday – Friday</i>	8.80	9.00



RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE						
<i>Asset protection</i>						
SERVICE TYPE ASSET PROTECTION FEES		BASIS	2012/2013 \$ (GST Inc)		2013/2014 \$ (GST Inc)	
			Rural	Urban	Rural	Urban
<b>Asset Protection Fees</b>						
	Road Openings.	<i>Provision of traffic management.</i>	160.00	160.00	165.00	165.00
	Road Openings.	<i>No traffic management required.</i>	80.00	80.00	82.00	82.00
	Occupation of Parking Bays.	<i>Per bay per day</i>	50.00	50.00	52.00	52.00
	Road Occupations.	<i>Provision of traffic management.</i>	160.00	160.00	165.00	165.00
	Road Occupations.	<i>No traffic management required.</i>	80.00	80.00	82.00	82.00
	Building Site Asset Inspections: Cost of Works < \$12,000	<i>Excluding all Reblocking, Urban Front Fencing &amp; Demolitions</i>	Nil	Nil	Nil	Nil
	Cost of Works > \$12,000	<i>Including all Reblocking, Urban Front Fencing &amp; Demolitions</i>	85.00	160.00	88.00	165.00
<b>Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents</b>						
	Road Length less than 100m.		160.00	160.00	165.00	165.00
	Each Additional 100m of Road Length.		85.00	85.00	88.00	88.00
<b>Asset Protection Fee for Vehicle Crossing Works</b>			65.00	85.00	67.00	88.00
<b>Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information</b>			N/A	85.00	N/A	88.00
<b>Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy</b>				1,500.00	1,550.00	
<b>Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy</b>				3,300.00	3,400.00	

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
		<i>Asset protection</i>	
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>ASSET PROTECTION FEES</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
Security Bonds as Specified in Part D of Local Law No.3	Cost of Works < \$12,000:	Nil	Nil
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record, Excluding all Reblocking, Front Fencing &amp; Demolitions.</i>	500.00	515.00
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.</i>		
	Cost of Works > \$12,000:		
	<i>Including Reblocking, Residential Front Fences &amp; Demolition Works</i>		
	Rural Building Site;	500.00	515.00
	Residential Building Site;	500.00	515.00
	Residential Building Site;	1,000.00	1,030.00
	Residential Building Site;	1,500.00	1,550.00
	Residential Building Site;	2,000.00	2,060.00
	Industrial Building Site;	2,500.00	2,575.00
	Commercial Building Site;	5,000.00	5,150.00
	Multiple Building Sites	10,000.00	10,300.00
	<i>Builders with a 12 month Satisfactory Performance Record</i>		
Enquiries - Legal Point of Discharge or Drainage Information	Urban Areas	26.00	27.00
Charge for Restoration of Road Openings in Urban and Rural Areas		Actual cost plus 10% of the actual cost to cover administration expenses	Actual cost plus 10% of the actual cost to cover administration expenses
Asset Protection Penalty for Infringement Notice as Specified in Clause 18 of Local Law No.3	<i>Set by Statute (State Government)</i>	Penalty Units are defined by Section 5 of the Monetary Units Act 2004. As at 1/7/12. \$ 140.84	Penalty Units are defined by Section 5 of the Monetary Units Act 2004. As at 1/7/13. \$ 144.36
		2 Penalty Units	2 Penalty Units

<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>			
<i>Asset protection</i>			
<b>SERVICE TYPE ASSET PROTECTION FEES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>more</u> than 50kms per hour</b>	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004 (as at 1/7/2012) 1 Fee Unit = \$ 12.53	Fee Units are defined by Section 5 of the Monetary Units Act 2004 (as at 1/7/2013) 1 Fee Unit = \$ 12.84
	<i>Set by Statute (State Government)</i>	45 Fee Units	45 Fee Units
	<i>Set by Statute (State Government)</i>	25 Fee Units	25 Fee Units
	<i>Set by Statute (State Government)</i>	11.5 Fee Units	11.5 Fee Units
	<i>Set by Statute (State Government)</i>	5 Fee Units	5 Fee Units
<b>Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more</u> than 50kms per hour</b>	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004	Fee Units are defined by Section 5 of the Monetary Units Act 2004
	<i>Set by Statute (State Government)</i>	20 Fee Units	20 Fee Units
	<i>Set by Statute (State Government)</i>	5 Fee Units	5 Fee Units
	<i>Set by Statute (State Government)</i>	11.5 Fee Units	11.5 Fee Units
	<i>Set by Statute (State Government)</i>	5 Fee Units	5 Fee Units

<b>GOVERNANCE</b>			
<i>Property &amp; Legal</i>			
<b>SERVICE TYPE</b> <b>PROPERTY AND LEGAL</b>	<b>BASIS</b>	<b>2012/2013</b> \$ (GST Inc)	<b>2013/2014</b> \$ (GST Inc)
Property and Legal			
Sale of Land Application Fee.	<i>Per application</i>	136.00	140.00
Road Discontinuance/Closure Application Fee.	<i>Per application</i>	136.00	140.00
Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	67.00	69.00
Freedom of Information Application Fee.	<i>Set by Freedom of Information (Access Charges) Regulations 2004</i>	25.10	* As per regulations
Freedom of Information access Charges	<i>Set by Freedom of Information (Access Charges) Regulations 2004</i>	As per regulations	As per regulations
<b>Off Street Car Parks</b>			
<b>Seymour Street Car Park (Traralgon)</b>			
Car park space leases	<i>Per space per annum</i>	1,165.00	1,200.00
After Hours Call out Fee – Seymour Street Car Park	<i>Per callout</i>	51.50	53.00
Reissue of Permit Sticker Permit	<i>Per replacement permit sticker</i>	20.00	20.00
<b>Commercial Road Car Park (Morwell)</b>			
Car park space leases	<i>Per space per annum</i>	766.00	789.00
Reissue of Permit Sticker Permit	<i>Per replacement permit sticker</i>	20.00	20.00

\* New fee is set in accordance with the regulations and incorporates a CPI based escalation which is not available until June.

<b>GOVERNANCE</b>			
<i>Contracts &amp; Tendering</i>			
<b>SERVICE TYPE</b> <b>CONTRACTS TENDERING</b>	<b>BASIS</b>	<b>2012/2013</b> \$ (GST Inc)	<b>2013/2014</b> \$ (GST Inc)
Tender Documentation			
Refundable Fee for hard copy Tender Documents	<i>Per tender</i>	55.00	55.00

<b>GOVERNANCE</b>			
<i>Building Developments</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>BUILDING PERMITS/FEES</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
Permit time extensions and inspections for lapsed permits	<i>Minimum.</i>	124.00	130.00
Preparation of Section 173 Agreements For building over easements.	<i>Per agreement</i>	370.00	380.00
Building File Search Fee	<i>Linked to statutory fee set by regulation 327</i>	45.35	* 45.35
Report and Consent	<i>Each</i>	200.00	220.00
First	<i>Each</i>	100.00	110.00
Additional			
Temporary Structure Siting Approvals	<i>Treated as a Report and Consent</i>	200.00	220.00
Pope – Occupancy Permits	<i>Treated as a Report and Consent</i>	200.00	220.00

<b>GOVERNANCE</b>			
<i>City Planning</i>			
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>PLANNING PERMITS</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<p>Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2000 and the Subdivision (Permit and Certification Fees) Regulations, but are not a complete representation of the Regulations.                      Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt).                      * NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.</p>			
<b>Planning Permit Application - Use Only</b>	<i>Statutory State Government Fees</i>	502.00	* 502.00
<b>To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:</b>	\$10,001 - \$100,000.	<i>Statutory State Government Fees</i>	239.00
	More Than \$100,000.	<i>Statutory State Government Fees</i>	490.00
			-
			-
<b>To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is:</b>	Up to \$10,000.	<i>Statutory State Government Fees</i>	102.00
	\$10,001 to \$250,000.	<i>Statutory State Government Fees</i>	604.00
	\$250,001 to \$500,000.	<i>Statutory State Government Fees</i>	707.00
	\$500,001 to \$1,000,000.	<i>Statutory State Government Fees</i>	815.00
	\$1,000,001 to \$7,000,000.	<i>Statutory State Government Fees</i>	1,153.00
	\$7,000,001 to \$10,000,000.	<i>Statutory State Government Fees</i>	4,837.00
	\$10,000,001 to \$50,000,000. More Than \$50,000,000.	<i>Statutory State Government Fees</i>	8,064.00 16,130.00
<b>Subdivision</b>	To Subdivide an Existing Building.	<i>Statutory State Government Fees</i>	386.00
	To Subdivide Land into Two Lots.	<i>Statutory State Government Fees</i>	386.00
	To effect a realignment of a common boundary between lots	<i>Statutory State Government Fees</i>	386.00
	Consolidate two or more lots.	<i>Statutory State Government Fees</i>	386.00
	To Subdivide Land.	<i>Statutory State Government Fees</i>	781.00
	To remove a restriction (within the meaning of the Subdivision Act 1988) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the Planning and Environment Act 1987 but for the existence of the restriction.	<i>Statutory State Government Fees</i>	249.00



<b>GOVERNANCE</b>			
<i>City Planning</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>PLANNING PERMITS</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Subdivision</b>			-
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or to create or remove a right of way.	<i>Statutory State Government Fees</i>	541.00	* 541.00
To create, vary or remove an easement other than a right of way; or to vary or remove a condition in the nature of an easement other than a right of way in a Crown grant.	<i>Statutory State Government Fees</i>	404.00	* 404.00
Supervision of Works.		2.5% of value of works	2.5% of value of works
Checking of Engineering Plans.		0.75% of value of works	0.75% of value of works
<b>To Amend an Application</b>			-
To amend an application for a permit after notice of the application has been given under Section 52.	<i>Statutory State Government Fees</i>	102.00	* 102.00
<b>To Amend a Permit</b>			-
To amend an application to amend a permit after late notice of the application has been given under Section 52.	<i>Statutory State Government Fees</i>	102.00	* 102.00
To amend a permit to use land if that amendment is to change the use for which the land may be used.	<i>Statutory State Government Fees</i>	502.00	* 502.00
To change a statement of what the permit allows;	<i>Statutory State Government Fees</i>	502.00	* 502.00
To change any of all of the conditions which apply to the permit;	<i>Statutory State Government Fees</i>	502.00	* 502.00
In any way not otherwise provided for in this regulation.	<i>Statutory State Government Fees</i>	502.00	* 502.00
To amend a permit to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of an additional development to be permitted by the amendment is:	<i>Statutory State Government Fees</i>		-
	\$10,000 - \$100,000.	239.00	* 239.00
	> \$100,000.	490.00	* 490.00
			-

		<b>GOVERNANCE</b>	
		<i>City Planning</i>	
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>PLANNING PERMITS</b>	<b>BASIS</b>	<b>\$(GST Inc)</b>	<b>\$(GST Inc)</b>
<b>To Amend A Permit (Continued)</b>			-
To amend a permit to develop land if the estimated cost of any additional development to be permitted by the amendment is \$10,000 or less.	<i>Statutory State Government Fees</i>	102.00	* 102.00
			-
To amend a permit if the estimated cost of any additional development to be permitted by the amendment is:	<i>Statutory State Government Fees</i>		
	> \$10,001 to \$250,000;	604.00	* 604.00
	> \$250,001 to \$500,000;	707.00	* 707.00
	> \$500,001	815.00	* 815.00
			-
To amend a permit to:	<i>Statutory State Government Fees</i>		
Subdivide an existing building;		386.00	* 386.00
Subdivide land into two lots;			-
Effect a realignment of a common boundary			-
Consolidate two or more lots.			-
			-
<b>Combined Permit Applications Certification</b>			-
An application to certify a plan.	<i>Statutory State Government Fees</i>		
	<i>Application fee plus</i>	100.00	* 100.00
	<i>amount per lot</i>	20.00	* 20.00
			-
Procedural.	<i>Exempt subdivisions, consolidations etc.</i>	100.00	* 100.00
			-
Recertification.		100.00	* 100.00
			-
<b>Planning Certificates (Section 198)</b>			-
Normal	<i>Statutory State Government Fees</i>	18.20	* N/A
Fast Track	<i>Statutory State Government Fees</i>	47.00	* N/A
			-
<b>Certificates of Compliance</b>			-
The fee for a certificate under Section 97N.	<i>Statutory State Government Fees</i>	147.00	* 147.00
			-
<b>Satisfaction Matters</b>			-
The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or referral authority.	<i>Statutory State Government Fees</i>	102.00	* 102.00
			-
<b>Administration Charges</b>			-
Extend the Expiry Date of a Permit.	<i>Per permit</i>	128.00	128.00
Search for and Provide a copy of a permit	<i>Per permit</i>	128.00	128.00
Liquor Licence Applicant Information Requests	<i>Per application</i>	57.00	57.00
Written response to planning queries	<i>Per response</i>	57.00	57.00
	<i>This figure is based on average of Council fees across Gippsland</i>		-
			-
Public Notification on behalf of Applicant.	<i>Standard administration fee</i>	32.00	32.00
			-

<b>GOVERNANCE</b>			
<i>City Planning</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>PLANNING PERMITS</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
Photocopying Charges on Behalf of Applicant	<i>Per notice sent</i>	5.00	-
	<i>Newspaper notice</i>	281.00	N/A
	<i>Placing notice on site</i>	142.00	N/A
			-
	<i>Black &amp; White A4 per sheet</i>	0.25	0.25
	<i>Colour A4 per sheet</i>	1.20	1.20
	<i>Black and White A3 per sheet</i>	0.50	0.50
	<i>Colour A3 per sheet</i>	1.50	1.50
	<i>Black &amp; White AO1 per sheet</i>	8.00	8.00
	<i>Colour AO1 per sheet</i>	10.00	10.00
	<i>Black &amp; White A1 per sheet</i>	6.50	6.50
	<i>Colour A1 per sheet</i>	8.00	8.00
	<i>Black &amp; White A2 per sheet (plotter)</i>	5.00	5.00
	<i>Colour A2 per sheet (plotter)</i>	6.00	6.00

NOTE Statutory fees for planning services are currently subject to a Regulators Impact Statement (RIS) by State Government. Revised fees will not expected to be known until May 2013

<b>GOVERNANCE</b>			
<i>City Planning</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>AMENDMENTS TO PLANNING SCHEMES</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Stage One</b> Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act 1987; and Considering any submissions which do not seek a change to the amendment; and If applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i>	* 798.00	* 798.00
<b>Stage Two</b> Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b); and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i>	* 798.00	* 798.00
<b>Stage Three</b> Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	<i>Statutory State Government Fees</i>	* 524.00	* 524.00
<b>Stage Four</b> Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	<i>Statutory State Government Fees</i>	* 798.00	* 798.00

<b>GOVERNANCE</b>			
<i>City Planning</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2012/2013</b>	<b>2013/2014</b>
<b>AMENDMENTS TO PLANNING SCHEMES</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Combined Permit Application &amp; Planning Scheme Amendment</b>			
<p>The fee for an application for a planning permit combined with a request for amendment of a planning scheme, made in accordance with Section 96a, is the sum arrived at by adding the higher of the fees plus 50% of the lower of the fees which would have applied if separate application had been made.</p> <p>If the application for a planning permit is for any combination of use, development other than subdivision, subdivision and any matter referred to in Classes 16, 17 or 18, the fee for the planning permit for the purpose of this calculation is the higher of the fees which would have applied if separate application for planning permits had been made.</p>			
<b>Administration Charges</b>			
General written advice of planning scheme amendment histories.		59.00	59.00
Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	<i>Full fee recovery of government charges</i>	Various	Various

\*NOTE Statutory fees for planning services are currently subject to a Regulators Impact Statement (RIS) by State Government. Revised fees will not expected to be known until May 2013

<b>ECONOMIC SUSTAINABILITY</b>			
<i>Visitor Information Centre</i>			
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>VISITORS INFORMATION CENTRE</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Brochure Racking Fee</b>	Operators within Gippsland region wishing to display their brochure in the visitor centre	<i>Annual</i>	72.00
		72.00	72.00
<b>Advertising Boards</b>	Operators within Gippsland region wishing to display an advertising board in the visitor centre	<i>Annual</i>	82.00
		82.00	82.00
<b>Commission on Accommodation Bookings</b>	A commission is charged to operators participating in our accommodation booking system for all bookings processed by staff at the visitor centre or made online	<i>Per booking</i>	10.00%
		10.00%	10.00%
<b>Public Internet</b>	Up to 5 minutes	<i>Per session</i>	1.00
	Up to 15 minutes	<i>Per session</i>	3.00
	Up to 30 minutes	<i>Per session</i>	5.00
	Up to 1 hour	<i>Per session</i>	8.00
<b>Public Internet Printing</b>	Black and White A4	<i>Per page</i>	0.25
	Colour A4	<i>Per page</i>	1.20
		0.30	1.30
<b>Photocopying</b>	Black and White A4	<i>Per page</i>	0.25
	Colour A4	<i>Per page</i>	1.20
		0.30	1.30
<b>Fax</b>	1st Page	<i>Per page</i>	2.50
	Additional Pages	<i>Per page</i>	1.00
		2.60	1.00
<b>Scanning</b>	Black and White or Colour	<i>Per page</i>	0.50
		0.50	0.50



<b>ECONOMIC SUSTAINABILITY</b>			
<i>Latrobe Regional Airport</i>			
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>LATROBE REGIONAL AIRPORT</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Airport Annual Licence Fees</b>  Recreational Light Commercial Commercial		121.00 607.00 1,213.00	124.00 622.00 1,243.00

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2013/14 fees may be subject to amendment following that process.

<b>ECONOMIC SUSTAINABILITY</b>			
<i>Waste Management - Transfer Stations</i>			
<b>SERVICE TYPE TRANSFER STATION FEES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
		<b>General Waste</b>	<b>General Waste</b>
<b>Sedan/Wagon</b>	<i>Seat up.</i>	10.00	10.00
	<i>Seat down.</i>	12.00	12.00
<b>Utilities</b>	Water line up to 1.8m Long Tray.	12.00	12.00
	Water Line over 1.8m Long Tray.	22.00	23.00
	Heaped up to 1.8m Long Tray.	17.00	18.00
	Heaped over 1.8m Long Tray.	28.00	29.00
<b>Single Axle Trailers</b>	Water Line up to 1.8m Long.	15.00	16.00
	Water Line 1.8m to 2.75m Long.	25.00	25.00
	Heaped up to 1.8m Long.	25.00	25.00
	Heaped 1.8m to 2.75m Long.	35.00	36.00
	Boxed up to 1.8m Long.	35.00	36.00
	Boxed 1.8m to 2.75m Long.	55.00	56.00
<b>Tandem Axle Trailers</b>	Water Line up to 2.75m Long.	25.00	25.00
	Water Line 2.75m to 3.75m Long.	37.00	38.00
	Heaped up to 2.75m Long.	40.00	41.00
	Heaped 2.75m to 3.75m Long.	70.00	72.00
	Boxed up to 2.75m Long.	75.00	77.00
	Boxed 2.75m to 3.75m Long.	100.00	103.00
<b>Trucks Up To 4.5 tonne GVM</b>	With Weighbridge Dockets.	Refer to landfill fees and charges	Refer to landfill fees and charges
	<i>Per tonne. GVM. Deposit at municipal landfill.</i>		
<b>Small Items</b>	Mobile Garbage Bin (wheelie bin).	5.00	5.00
	Kitchen / Dining Chairs.	5.00	5.00
	Stools.	5.00	5.00
<b>E-Waste (Electrical Items)</b>	DVD, Video, Hi Fi, etc	5.00	5.00
	<i>Per Unit</i>		
<b>Mattresses</b>	Single	12.00	12.00
	Double	17.00	18.00
	Queen	17.00	18.00
	King	17.00	18.00
<b>Medium Items</b>	Lounge Chairs.	12.00	12.00
	Small Cupboards.	12.00	12.00
	2 Seat Sofa.	12.00	12.00
	<i>Up to two HDL – 1.3m x 0.6m x 1.2m.</i>		

<b>ECONOMIC SUSTAINABILITY</b>			
<i>Waste Management - Transfer Stations</i>			
<b>SERVICE TYPE TRANSFER STATION FEES</b>	<b>BASIS</b>	<b>2012/2013 \$ (GST Inc)</b>	<b>2013/2014 \$ (GST Inc)</b>
<b>Large Items</b> Double Beds (excluding Mattresses) Large Cupboards. 3 Seat Sofa.	<i>HDL – 2.5m x 0.7m x 1.6m.</i>	Not Accepted 20.00 20.00	Not Accepted 20.00 20.00
<b>Tyres</b> Car and Motor Cycle. Light Truck & 4WD. Heavy Vehicle and Earth Moving.		5.00 10.00 Not Accepted	5.00 10.00 Not Accepted
<b>Tyres on Rims</b> Car. Light Truck and Fork Lifts. Heavy Vehicle and Earth Moving.		10.00 20.00 Not Accepted	10.00 20.00 Not Accepted
<b>Recyclable Goods – Free of Charge (1)</b> Televisions Computers including - keyboards, monitors, mouse, printers, ext hard drives Car Batteries. Paper, Cardboard. Plastic Bottles. Aluminium Cans. Glass Bottles. Steel. White Goods. Car Bodies. Motor Oils.	<i>folded flat (otherwise \$5 handling fee) Codes 1 – 7.</i>  <i>Without tyres only at Morwell. Domestic quantities only.</i>	No Charge	No Charge
<b>Domestic Waste Card (2)</b>	<i>Per annum.</i>	185.00	170.00

(1) Loads with large quantities of recyclable material will be assessed on the remaining load. This will require the recyclable material to be unloaded and the vehicle to be reassessed. Timber will be accepted in maximum lengths of 1.8 metres.

(2) Domestic Waste Card – a voluntary service for property owners who do not receive Council's kerb side waste collection services. The card allows unlimited trips to transfer stations to dispose of domestic garbage and recyclable products that would normally be disposed of via the kerbside collection.

<b>ECONOMIC SUSTAINABILITY</b>			
<i>Waste Management - Landfill</i>			
<b>SERVICE TYPE</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>WASTE MANAGEMENT LANDFILL (1)</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
Clean Fill  <b>(1) Clean Fill – Only if required at Landfill.</b>	<i>Per tonne – including landfill levy.</i>	33.00	37.00
<b>Putrescible Waste &amp; Inert Waste</b>	<i>Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$46.60 per tonne)</i>	144.00	152.00
<b>Dead Animals</b>			
Less than 30kg. Ex Vets	<i>Per animal Per bag (max 30kg)</i>	12.00 12.00	12.50 12.50
<b>Prescribed Waste</b>			
Commercial Asbestos – Emergency situation only	<i>Minimum charge.</i>	412.00	430.00
Commercial Asbestos – Emergency situation only	<i>Per tonne.</i>	211.00	215.00
Low Level Contaminated Soil. Low Level Contaminated Soil.	<i>Minimum charge. Per tonne. (Includes State Government Landfill Asbestos Prescribed Waste Levy \$30 per tonne)</i>	Not Accepted Not Accepted	Not Accepted Not Accepted
<b>Industrial Waste</b>			
Synthetic Mineral Fibre Wrapped - Domestic	<i>Per cubic metre (m3)</i>	Not Accepted	30.00
<b>Hazardous Waste</b>			
Asbestos – Domestic. Latrobe City Residents Non-Latrobe City Residents	<i>Per m3 Per 20kg package (2) must be removed and deposited by the resident, otherwise prescribed waste rate.</i>	30.00 30.00	30.00 30.00

(1) Dry clean fill can only be deposited by contractors by prior arrangement and will only be accepted if fill material is required. It will be charged at the rate of \$37 per tonne, which includes the increase in EPA Commercial levy. There is no public access to landfill.

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

# CORRESPONDENCE

**10. CORRESPONDENCE**

Nil reports



# PRESENTATION OF PETITIONS

**11. PRESENTATION OF PETITIONS**

Nil reports

# CHIEF EXECUTIVE OFFICER

**12. CHIEF EXECUTIVE OFFICER**

Nil reports

# ECONOMIC SUSTAINABILITY

13. ECONOMIC SUSTAINABILITY

**13.1 OPERATIONS OF THE LATROBE CITY HYLAND HIGHWAY  
MUNICIPAL LANDFILL CONSULTATIVE COMMITTEE, JUNE  
2013.**

GENERAL MANAGER

Economic Sustainability

For Information

**PURPOSE**

The purpose of this report is to inform Council on the overall operations of the Latrobe City Hyland Highway Municipal Landfill Consultative Committee (the Committee) from 18 December 2012 to 24 June 2013, in accordance with the objectives contained within the Committee's Terms of Reference.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – 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.

*Strategic Objectives – Governance*

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.

*Latrobe City Council Plan 2012 - 2016*



*Shaping Our Future*

Gippsland's Regional City  
*Strengthening our profile*

Positioned for a Low Carbon Future  
*Advancing industry and innovation*

*Strategic Direction – Natural Environment*

Provide and promote environmentally sustainable waste management practices to attain best practice 'final storage quality.'

*Strategic Direction – Governance*

Support effective community engagement to increase community participation in Council decision making.

*Service Provision – Landfill Services*

Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.

*Major Initiatives – Natural Environment*

Implement actions from the Natural Environment Sustainability Strategy 2008-2013 to achieve identified biodiversity and sustainability outcomes.

*Strategy – Waste Management*

Latrobe City Council Waste Management Strategy 2010-17

*Legislation*

Environmental Protection Act 1970

**BACKGROUND**

The Environment Protection Authority (EPA) Works Approval (WA61581, 4 March 2008) issued for construction of the Latrobe City Hyland Highway Landfill requires Latrobe City Council to:

*'... establish a community consultative committee ("the Committee")...before commencement of works on the premises.'*

The Committee was established in April 2008.

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

The role of the Committee is to:

- act as a sounding board and advocate for the community and other stakeholders over any issues of concern;
- to act as a channel of communication between the community, stakeholders and Latrobe City Council;
- to review reports and investigations; to assist in the development and review of the environmental improvement plan;
- to advise on the re-vegetation plan for the balance of the land;
- to advise on the rehabilitation and afteruse of the landfill itself.

The Committee Terms of Reference (TOR) requires a report to Council each six months, in June and December of each year, on the overall operations of the Committee. The Committee Terms of Reference are attached to this report.

A report was prepared and provided to Council on the operations of the Latrobe City Hyland Highway Municipal Landfill Consultative Committee for the period from 4 June 2012 to 17 December 2012. At the 17 December 2012 Ordinary Council Meeting, Council resolved:

*That Council notes the report on the overall operations of the Latrobe City Hyland Highway Municipal Landfill Consultative Committee from 4 June 2012 to 17 December 2012.*

### **ISSUES**

Since 17 December 2012, the Committee has convened on two occasions:

- 19 December 2012; and
- 2 April 2013.

At the 2 April 2013 meetings a quorum was not present and the meeting proceeded with the common understanding that notes of the discussion would be taken, not minutes.

Minutes and notes of the Committee meetings are attached to this report for information.

The Committee meetings have been held at the Latrobe City Council Traralgon Service Centre and chaired by Councillor Peter Gibbons.

From the previous reporting period there has been a change in Councillor Delegate on the Committee. The Councillors delegated to the Committee for the period 19/11/2012 – Caretaker Eve 2016 are Councillors Peter Gibbons and Dale Harriman. There has been no other change in composition of the Committee during this reporting period.

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

Members and officers over this period of the Committee operations were:

1. Cr Peter Gibbons (Councillor Delegate)
2. Cr Dale Harriman (Councillor Delegate)
3. Ms Deirdre Griepsma (LCC Officer)
4. Dr Chandana Vidanaarachchi (LCC Officer)
5. Mr Garry Kay (EPA)
6. Mr Matthew Peake (GRWMG) / Ms Karen Humphries (GRWMG)
7. Mr Paul Barrand (Loy Yang Power)
8. Mr David Mackenzie (WGCMA)
9. Dr Dilip Nag (Technical Rep)
10. Mr Ian Ewart (Community Rep)
11. Ms Lynette Van Vondel (Community Rep)
12. Mr Ted Addison (Community Rep)
13. Mr Chris Madsen (Community Rep)

The following table details attendance of members at meetings of the Committee:

<b>Date of Meeting</b>	19/12/12	2/4/13	Total
<b>Member/Representative</b>			
Latrobe City Councillor Delegate	✓	✓	2/2
Latrobe City Councillor Delegate	✓	Apology	1/2
Manager Natural Environment Sustainability	✓	✓	2/2
Co-ordinator landfill Services	✓	✓	2/2
West Gippsland Catchment Management Association	Apology	✓	1/2
AGL Loy Yang Power	Apology	Apology	0/2
Gippsland Regional Waste Management Group	✓	✓	2/2
Environment Protection Authority	✓	✓	2/2
<b>Technical Representative</b>			
Dr Dilip Nag	Apology	Apology	0/2
<b>Community Member</b>			
Mr Ian Ewart	Apology	Apology	0/2
Mr Ted Addison	Apology	✓	1/2
Mr Chris Madsen	✓	Apology	1/2
Ms Lynette Van Vondel	✓	Apology	1/2
No. Members in Attendance	8/13	7/13	

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

The General Manager, Economic Sustainability attended the 19 December 2012 meeting.

Through the recent meeting process the Committee has been, and continues to be consulted, advised and receive updates for comment and discussion regarding:

- Member attendance at meetings
- Frequency of meetings
- EPA compliance auditing
- Best Practice Environmental Management
- OH&S at the landfill
- Baw Baw Shire use of the landfill
- GRWMG function and Regional Plan
- Former VCAT proceedings
- Waste Management Strategy 2010-17
- Website and newsletter
- Cell 3 construction
- Leachate pond construction
- EPA licencing approval process
- Landfill airspace
- Odour complaints and investigation
- Rehabilitation Plans and PAN's
- Landfill operations
- Regional landfill resources
- Longevity of the landfill
- Process for extending the life of the landfill
- Recycling and waste diversion programs
- EPA restructure
- Impact of weather conditions on the landfill operations

### **FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

There are no financial or resource implications arising from this report.

### **INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

The Latrobe City Hyland Highway Municipal Landfill Consultative Committee.

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)***Details of Community Consultation / Results of Engagement:*

The Committee is a mechanism for consultation with the community regarding issues in relation to the Hyland Highway Municipal Landfill.

**OPTIONS**

Options available to Council include:

1. Accept the report as presented;
2. Request further information regarding the overall operations of the Committee;
3. Not accept the report as presented.

**CONCLUSION**

The Latrobe City Hyland Highway Municipal Landfill Consultative Committee has convened on two occasions during the period from 17 December 2012 to 24 June 2013.

Through the meeting process the Committee has been, and continues to be consulted, advised and receive updates for comment and discussion in accordance with its Terms of Reference.

The Committee continues to operate effectively in accordance with the Terms of Reference.

**Attachments**

1. Latrobe City Hyland Highway Municipal Landfill Consultative Committee Terms of Reference.
2. 19 December 2012 Landfill Committee Minutes
3. 2 April 2013 Landfill Committee Notes

**RECOMMENDATION**

**That Council note the report on the overall operations of the Latrobe City Hyland Highway Municipal Landfill Consultative Committee from 17 December 2012 to 24 June 2013.**

## **13.1**

### **Operations of the Latrobe City Hyland Highway Municipal Landfill Consultative Committee, June 2013.**

- |          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Latrobe City Hyland Highway Municipal Landfill<br/>Consultative Committee Terms of Reference. ....</b> | <b>233</b> |
| <b>2</b> | <b>19 December 2012 Landfill Committee Minutes.....</b>   | <b>239</b> |
| <b>3</b> | <b>2 April 2013 Landfill Committee Notes .....</b>  | <b>257</b> |



**Latrobe City Hyland Highway Municipal  
Landfill Consultative Committee**

**TERMS OF REFERENCE  
9 March 2010**

**Contents:**

1. OBJECTIVES
2. MEMBERSHIP
3. RESIGNATIONS
4. PROCEEDINGS
  - 4.1 Meetings
  - 4.2 Quorum
  - 4.3 Voting
  - 4.4 Recording of Meetings
5. AUTHORITY LEVELS AND REPORTING
6. FINANCE & ADMINISTRATION
7. APPOINTMENT OF ADDITIONAL MEMBERS



**1. OBJECTIVES**

- a) To act as an advocate and sounding board for the community and other stakeholders bringing to the attention of Latrobe City any issues of concern that may arise during the construction of works and in the operation of the premises.
- b) To act as a channel of communication between the community, stakeholders and Latrobe City.
- c) To review environmental reporting documentation including reports, investigations and studies into aspects of the development and operation of the premises.
- d) To assist Latrobe City and participate in the development and review of an Environment Improvement Plan for the Latrobe City Municipal Landfill Facility.
- e) To provide advice to Latrobe City in the development of a harvesting and re-vegetation plan for the balance of the property not utilised for landfill activities.
- f) To provide advice on the rehabilitation and proposed after use of the entire site.
- g) To report to Council each six months in June and December of each year on the overall operations of the Consultative Committee.

**2. MEMBERSHIP**

- a) The Latrobe City Municipal Landfill Consultative Committee will comprise of a maximum of fifteen (15) representatives and will be provided with administrative support by Latrobe City.
  - The Gonyah Ward Councillor plus one (1) additional Latrobe City Councillor delegate.
  - One (1) representative from the Environment Protection Authority Victoria
  - One (1) representative from the West Gippsland Catchment Management Authority
  - One (1) representative from the Gippsland Regional Waste Management Group
  - One (1) representative from Loy Yang Power
  - One (1) representative from the Department of Sustainability and Environment
  - Up to five (5) Community Members

- Up to three (3) other members with specialist skills and/or industry experience

The Manager Natural Environmental Sustainability and the Co-ordinator Landfill Services will be present at all meetings to provide feedback, advice and identify issues and how such issues are proposed to be addressed.

- b) Members of the Community will be selected based on expressions of interest received. Latrobe City through consultation with local stakeholders and community groups in areas adjacent to the landfill locality shall determine membership of the Committee to the satisfaction of the Environment Protection Authority Victoria (EPA).
- c) Whilst the Consultative Committee will be in place throughout the life of the landfill facility the appointment of members to Latrobe City Municipal Landfill Consultative Committee will be for a term of three (3) years. Prior to the expiration or each three year term, nominations will be called for the next three year term. Current Consultative Committee members are able to renominate.
- d) The Gunyah ward Councillor will Chair the meetings. If the ward councillor is unavailable he/she will delegate a replacement Councillor for purposes of chairing the meeting.
- e) Members will be appointed for a three year term. In the case of casual vacancies, members shall be appointed for a period as determined by Latrobe City, with advice from the committee. The term shall not exceed the date set down for the expiry of the term of office of the retiring member.
- f) A member who misses two consecutive meetings without a formal apology may have their term of office revoked if requested to do so by Latrobe City Council.
- g) Organisational representatives are able to co-opt a temporary member to fulfil their duties and attend meetings after gaining approval from the Chair.

### **3. RESIGNATIONS**

All resignations from members of the Community Consultative Committee are to be submitted in writing to the General Manager, Built and Natural Sustainability Latrobe City Council, PO Box 264, Morwell VIC 3840.

### **4. PROCEEDINGS**

**4.1 Meetings**

- a) Each forum will determine its meeting schedule. The meetings will be held at the Traralgon Civic Centre, Kay Street, Traralgon, unless otherwise decided by the committee. Meetings will begin at 6.00pm. Light Refreshments will be provided.
- b) The duration of each forum should not generally exceed two hours.
- c) A record of each meeting will be taken by Latrobe City staff servicing the forum.
- d) Meetings will follow standard meeting procedures.
- e) Meetings of the Committee will be held bi-monthly initially or as may be deemed necessary to fulfil the objectives of the Consultative Committee.
- f) Special meetings may be held on an as needs basis.
- g) Meetings will be open to the public however those non-members in attendance have observer rights only.

**4.2 Quorum**

- a) A majority of the members constitutes a quorum.
- b) If at any meeting of the Latrobe City Municipal Landfill Consultative Committee a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

**4.3 Voting**

- a) There will be no official voting process. Majority and minority opinions will be presented to Latrobe City Council in all reports.

**4.4 Record of Meeting**

- a) A Latrobe City Officer will record the meeting notes and store them on the DataWorks file Landfill Sites that shall state the names of the members present.
- b) A copy of the meeting notes will be distributed to all Committee members.
- c) A copy of the meeting notes are to be provided to all Latrobe City Councillors.
- d) If so needed, the Committee can provide formal reports for Council if agreed to by the Chair.

**5. AUTHORITY LEVELS AND REPORTING**

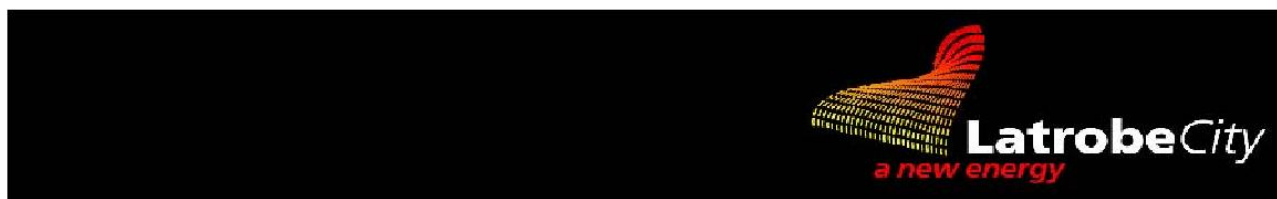
- a) The Committee is a consultative committee only and has no delegated decision making authority.
- b) Reports to the Latrobe City Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- c) Recommendations, proposals, media releases and other advice must be directed through the Chair.
- d) Reports to the Latrobe City Council will be co-ordinated through the General Manager – Built and Natural Environmental Sustainability.

**6. FINANCE & ADMINISTRATION**

- a) Latrobe City will provide a Secretariat for the Committee who shall arrange for the preparation and distribution of meeting agendas and meeting notes.

**7. APPOINTMENT OF ADDITIONAL MEMBERS**

Following the initial appointments of Latrobe City Municipal Landfill Consultative Committee Members, the filling of vacancies that may occur will be subject to the approval of the Chief Executive Officer and the Latrobe City Council.



### Details

<b>Name of Project</b>	Latrobe City Landfill Consultative Committee Notes
<b>Date of Meeting</b>	Wednesday, 19 December 2012
<b>Meeting Times</b>	5.30 pm – 6.40 pm
<b>Venue</b>	Latrobe Room, Traralgon Service Centre

### Attendees

Cr Peter Gibbon	Chris Madsen	Deirdre Griepsma
Cr Dale Harriman	Lynette Van Vondel	Chandana Vidanaarachchi
Garry Kay (EPA Vic)		Allison Jones
Karen Humphries (GRWMG)		

### Apologies

David Mackenzie (WGCMA)	Dilip Nag (Monash Uni)	
Paul Barrand (Loy Yang Power)	Ted Addison	
	Ian Ewert	

### Welcome

Cr Peter Gibbon chaired the meeting. He welcomed the committee members who attended the meeting. A quorum was present. The new Councillor's were introduced and Allison Jones, General manager Economic Sustainability.

### Minutes of the previous meeting

The minutes from the previous meeting (15 August 2012) were discussed and will be amended to note that several members from the Callignee community had raise the issue of odour from the landfill site at a community meeting.

### Environmental Protection Authority Report

Garry Kay reported for EPA Victoria.

Sarah Cummings has been seconded to the Melbourne Office for a number of months, hence Garry will be attending the committee meetings on behalf of EPA Victoria again.

EPA Vic is conducting annual compliance visits to licenced sites. Hyland Highway had a visit from to officers on the 10 December 2012. (Council officers will provide this report to committee members with minutes, once received)

EPA Vic has conducted workshops for landfill operators and Landfill construction Auditors (separately) to understand and try and improve issues regarding application of the new Landfill BPEM (Best Practice Environmental Management). The EPA has been experiencing Auditors pushing issues up to them to become involved and resolve, however this is not the role of EPA Vic. EPA Vic have acknowledged the significant time delays experienced by operators during construction due to the auditors activities. As an example, the leachate pond at Hyland Highway was completed in February 2012 and did not receive final sign off of the construction report and licencing by EPA Vic until 13 December 2012.

Both Deirdre & Chandana attended a two day workshop held by EPA Vic on the 29/30 November 2012, *Managing the Landfill Audit Process – Getting it Right*, to discuss these issues and other experiences with the new BPEM.

There have not been any odour complaints received by the EPA Gippsland office since August 2012.

The new leachate pond constructed at the landfill was provided with a temporary emergency licence (30A) to operate in September 2012. The full construction auditing and licence process was completed in December. This allowed for better leachate management procedure after waste tipping commenced in cell 3A during heavy rainfall events.

#### **OH&S at landfill**

There have two OH&S minor accidents at the landfill. One the operator bumped his head on the cabin of the machinery, the other where a member jammed his thumb whilst moving some temporary fencing. Both accidents required first aid and follow up medical treatment. Incident reports were filled out on both occasions.

#### **Communication – Website and News Letter**

The next landfill newsletter is being written currently.

#### **Construction of Cell 3 – update**

- Cell 3A and the leachate pond construction, auditing and EPA licencing are complete. The Auditor is completing his report for the section 3A-2 where the old and new liners from cell 1&2 and cell 3 join together. This report is expected to be completed prior to Christmas and then be submitted to EPA Vic. The auditor visited the site last week to verify the works had not changed since completion in Dec 2011.
- The Construction auditing and GITA/TPCC services for Cell 3B have been determined and appointed by Council through an open tender process.
- Work on landfill Cell 3B will recommence in January 2013, anticipated approximately 12 weeks to completion weather pending. The use of the road access from the Traralgon South Rd and the Callignee South Rd was again discussed. These accesses have not been used for any activities associated with the landfill since June 2011. The contractor will be reminded to use the Hyland Hwy access for all movements, including staff access.

#### **Other Items**

##### **Cell activities**

Tipping commenced in cell 3A on 4 July 2012. The volume of cell 3 is 148,000 cu m which is expected to last approximately 2.5 years. Design for cell 4 will begin in March 2013.

There was discussion regarding the landfill site being licenced to accept 815,000 cu m of waste rather than for a set time period. The planning permit for the development and related works is for 25 years (2033). Under the current process for the landfill to continue to operate and accept waste beyond the 815,000 cu m Latrobe City Council would need to apply to EPA Vic and this would need to form part of the Gippsland regional waste management group plan. Consultation is required as a part of this process.

Latrobe City has ordered 2 aeration pumps to be placed in the larger leachate pond to prevent odour. These are Force 7 units and are being successfully used in other landfill sites for leachate aeration for odour prevention. The brochure for this aeration unit will be distributed with the minutes (refer attached).

Baw Baw Shire is expected to commence tipping municipal waste at Hyland Highway landfill in Feb/March 2013, under the reciprocal arrangements made in 2008/9. This has been factored into the long term cell construction plans.



**Other business**

- Kerbside recycling and contamination rates (<10%) were discussed, and the GRWVG "Get it right on bin night" publicity campaign.
- A question was asked about recycling of hay twine. The GRWVG will provide information to be distributed with the minutes (refer attached).
- Latrobe City has several waste diversion and recycling programs in place including mattresses, TV's & Computers, oil containers and timber. The federal government TV & Computer National Stewardship Scheme is beginning to engage with Councils to set up contracts. This scheme is years behind schedule and Council will need to keep its recycling program at the transfer stations in place until the National scheme commences to prevent TV's & computers being disposed to landfill.
- The current no charge hard waste and green waste weekends were discussed. The current Waste Management Strategy (2010-17) instructs the delivery of 2 annual self haul no charge hard waste and green waste weekends, and 2 annual booked kerbside collection pick ups. For this to be changed Council would need to resolve any changes to this Strategy.
- Meeting schedule and dates – there are a number of clashes with the current meeting schedule. Officers will send out a proforma asking committee members to chose/nominate the frequency, recurrent date and time for future meetings (refer attached). No date will be set for future meetings until the proforma responses have been received and evaluated.

**Next Meeting**

Next meeting to be determined.  
Meeting closed at 6.40 pm.





Inspection Report No:	80001388
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## INSPECTION REPORT

**Who we are:** The Environment Protection Authority (EPA) Victoria is an independent statutory authority established under the *Environment Protection Act 1970* (the EP Act). Our purpose is to protect and improve our environment by preventing harm to the environment and human health.

**Why you, the duty-holder are receiving this inspection report:** This report is a record of EPA's observations and any actions carried out during our recent inspection of the premises or site specified below. It also identifies any other matters that may need to be followed up by EPA. Please retain this report for your reference.

### 1 SUMMARY INFORMATION

Date of inspection:	10/12/2012	Start time:	13:30 HRS	End time:	15:45 HRS										
Licence Number:		Incident(s):		Notice(s):											
<b>Lead EPA officer in attendance</b>															
Name:	Jaclyn Hamilton			Phone:	1300 EPA VIC										
<b>Other EPA officers in attendance</b>			<b>Others (not EPA) in attendance</b>												
Name:	Rachel Wiggins		Name:	Ms. Deirdre Griepsma											
				Chandana Vidanaarachchi											
<b>Site representative</b>															
Name:	Ms. Deirdre Griepsma			Position:	Manager										
<b>Site representative contact details</b>															
Email:	deidregr@latrobe.vic.gov.au														
Phone:	(03)51285735			Fax:											
<b>Company name/Person:</b> LATROBE CITY COUNCIL															
<b>ACN:</b>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <small>Australian Company Number</small>														
<b>Trading name:</b>															
<b>Registered/principal office address:</b>	141 Commercial RD, MORWELL VIC 3840														
<b>Premises address or site location:</b>	Callignee South RD, LOY YANG VIC 3844														
<b>Reason for inspection:</b>															
<input checked="" type="checkbox"/> Licence inspection															
<b>Inspection location:</b>															
<input checked="" type="checkbox"/> Licensed premises															

## 2 OBSERVATIONS

- 2.1 On 10 December 2012 at 1330, EPA officers inspected the Latrobe City Council landfill at Callignee South Road, Loy Yang with site representatives to check compliance with licence LS65990.
- 2.2 Observed skip bin situated adjacent weighbridge that was lined with black plastic and contained packages wrapped in black plastic. Were informed by site representative that this was asbestos deposited by community members from domestic source.
- 2.3 Observed movement of trucks stirred dust on the road around the landfill cells.
- 2.4 Observed cells 1 and 2 full of waste and had daily cover. Were informed by site representative that the cells were at final height and rehabilitation of these cells would commence in 2013/2014.
- 2.5 Observed cell 3A-1 was a part of the entire cell 3 footprint and was being filled. Noted Cell 3 floor to be dry. Observed a horizontal line drawn on the line of cell 3A-1 and were informed by site representative that this was to prevent filling above this line until the Environmental Auditor had signed off construction of the connection of cells 1 and 2 with the cell 3.
- 2.6 Observed two leachate ponds. Noted the first pond had approximately 1m of freeboard and the second pond had about 1.5m of freeboard and were informed by site representative that it was 4m deep. Observed both ponds were a dark brown colour and had an odour when standing adjacent the ponds. Were informed by site representative that aerators and pumps had been ordered for the new leachate pond, and connection of power to landfill area was arrange.
- 2.7 Observed sand bags on the south east corner of the first leachate pond. Were informed by site representative that the sand bags were placed there during heavy rains in June that caused the leachate pond to overflow. Observed staining of soil on top of bank and the stormwater drain is within 10m of overflow area.
- 2.8 Observed sediment and litter in stormwater drains adjacent cell 3A-1 which goes south towards stormwater pond. Noted no litter on southern fence between leachate and stormwater ponds.
- 2.9 Observed erosion on southern embankment of cell 1. Were informed by site representative that this bank would be further filled with waste after the bank is altered to improve stability in cell 1 and 2. Construction had ceased due to wet weather.
- 2.10 Observed cover on waste that had been deposited over previous day and tipping area was small. Noted litter fences on northern bank of cell 3.

## 3 ACTIONS TAKEN

- 3.1 **Remedial action taken by duty-holder during inspection ('voluntary compliance')**
  - 3.1.1 None.
- 3.2 **Confirmation of compliance advice given by EPA**
  - 3.2.1 Remove sediment and litter from stormwater drains to prevent getting off site.
  - 3.2.2 Install aeration devices on new leachate pond as soon as practicable.
  - 3.2.3 Monitor odour from leachate ponds.
- 3.3 **s62B directions given by EPA where imminent danger arises<sup>1</sup>**

No matters gave rise to the need to give a direction during the inspection.

<sup>1</sup> Section 62B of the EP Act allows authorised officers to direct a person to conduct work where the officer is of the opinion that there is, or likely to be imminent danger to life or limb or the environment.

#### 4 MATTERS TO BE FOLLOWED UP BY EPA

Applicable?	Follow-up required	Further details
<input type="checkbox"/>	On the basis of my observations from this inspection EPA requires no further action	
<input type="checkbox"/>	EPA will serve a notice under s55(3) of the EP Act to require further information	
<input checked="" type="checkbox"/>	The duty-holder has agreed to voluntarily provide to EPA:	Further information regarding the treatment and discharge of leachate.
<input type="checkbox"/>	EPA will provide information to the duty-holder:	
<input type="checkbox"/>	Follow-up assessment and/or inspection	
<input type="checkbox"/>	<b>Remedy:</b> EPA intends to serve one or more remedial notices <sup>1,2</sup>	
<input type="checkbox"/>	<b>Sanction:</b> Further consideration will be given in applying a sanction under the <i>Compliance and Enforcement Policy</i> (EPA publication 1388) <sup>1</sup>	
<input type="checkbox"/>	Other	

<sup>1</sup> Please note that any future remedial or sanctioning actions will be issued in accordance with EPA's *Compliance and Enforcement Policy* (EPA publication 1388). To obtain a copy, please visit EPA's website at <http://www.epa.vic.gov.au/compliance-enforcement>.

<sup>2</sup> Please refer to EPA's *Remedial Notices Policy* (EPA publication 1418) for further information. To obtain a copy, please visit EPA's website at <http://www.epa.vic.gov.au/compliance-enforcement>.

#### 5 AUTHORISED OFFICER'S SIGNATURE

Name of EPA authorised officer:

Date:

Signature:   
.....



## 6

## FURTHER INFORMATION

For further information, please visit EPA's website at [www.epa.vic.gov.au](http://www.epa.vic.gov.au), call EPA on **1300 EPA VIC (1300 372 842)** or email EPA to [contact@epa.vic.gov.au](mailto:contact@epa.vic.gov.au).

EPA authorised officers are required to act only within their powers and be accountable for how they do their job. They are required to be professional and objective when enforcing the law.

If you want to provide feedback about your experience with an EPA officer, contact EPA on **1300 EPA VIC (1300 372 842)**.

If you wish to make a formal complaint about an authorised officer's conduct in exercising their powers, you must submit your complaint in writing. A response will be provided within 30 days of receiving a written complaint. All complaints about authorised officer conduct will be investigated.

Conduct complaints should be addressed to:

**Manager, Operations Support**

EPA Victoria

GPO Box 4395

MELBOURNE, VIC, 3001



FORM  
OST-FM-18 Licensed Operator Risk Assessment – Onsite Checklist



**4. SITE ASSESSMENT SUMMARY**

Site assessment information		
Assessment date:	10 December 2012	
Licensee/company name:	Latrobe city council	
Licence number:	LS 65990	
Single site ID (for corporate licences):		
Site representative(s):	Name:	Position:
Inspection report ID:		
Approval record	Name and position	Signature
Assessing officer:		

**5. QUESTIONS ON PROXIMITY TO RECEPTORS**

These questions:

- are best assessed during the initial site walk through (**note:** exception for question 4)
- address the environment around the site and distance to residents, surface water and ground water
- contribute to the assessment of the risk of harm posed by a site due to its activities, or controls to manage leaks, spills or emissions.

**Surface water**

1. To what degree are there controls and infrastructure to manage spills and onsite run-off?

- |   |  |   |  |
|---|--|---|--|
| <input checked="" type="checkbox"/> <b>High</b><br><i>Bunding around all key areas, interceptors in place and back-up diversion and storage available (multiple lines of defence across all site)</i> | <input type="checkbox"/> <b>Moderate</b><br><i>Bunding around key areas and a basic spill plan (multiple lines of defence in some areas or limited controls across all site)</i> | <input type="checkbox"/> <b>Low</b><br><i>There are few controls in place (limited to no control across site)</i> | - Cut off drains<br>- Stormwater ponds<br>- Multiple leachate ponds. |
|---|--|---|--|

**Land and Ground Water**

2. Are there any landfill cells, underground pipe work, underground chemical or waste storage tanks, or waste water storage tanks/ponds that have the potential to contaminate land or groundwater?

- |  |  |  |  |
|--|--|--|--|
| <input checked="" type="checkbox"/> <b>Yes</b><br><i>Underground infrastructure is extensive and/or active, or includes landfill cells (active and closed)</i> | <input type="checkbox"/> <b>Partially</b><br><i>Underground infrastructure is isolated and/or inactive</i> | <input type="checkbox"/> <b>No</b><br><i>No underground infrastructure</i> | <b>If you answer NO to this question, then answer HIGH to Q3</b> |
|--|--|--|--|

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3. To what degree are there controls and infrastructure to manage contamination of land and groundwater?

High

All key areas are well bunded and well lined, with a detailed groundwater monitoring program in place, or for landfills, the site includes full engineering of all cells

Moderate

Basic bunding and basic lining of ponds with limited monitoring system in place for above and below ground, or for landfills, includes partial engineering of landfill cells across the site

Low

There are few controls or infrastructure in place to prevent or detect contamination, or landfill cells are un-engineered

Consider the proportion of a landfill site that is fully engineered

• New well to be installed ~100m to confirm no groundwater.

Noise, Odour, Air

Important: Do not ask as part of onsite interview – check before or after inspection

4. Does the site meet the relevant buffer distance guidelines? (See appendix for buffer distances)

Yes

The buffer distance is consistent with the guidelines or buffers are not required for the industry category

No

The site is within the recommended buffer distances, even if approved by EPA or planning authority

6. QUESTIONS ON SITE MANAGEMENT

These questions:

- are best assessed by interviewing a site representative after the initial site walk through
- are about the management systems and investment in environmental management
- contribute to the assessment to the assessment of the likelihood of non-compliance due to the presence of management systems and processes to mitigate operational risks
- may assess aspects of a business that are beyond the scope of licence conditions, although they impact on the level of EPA’s resources required to maintain compliance.

Note: This assessment does not require evaluation of the completeness or adequacy of items, rather whether the items simply exist and are utilised by the site.

Organisational management and governance

5. How many different employees work at the site?

1-3

4-10

11-25

26-50

51-200

>200

6. Does the site maintain a certified ISO 14001 Environmental Management System?

Yes

No

If YES skip to Question 12 of section 6\*

\*Certification under ISO 14001 requires the inclusion of all elements addressed by questions 7 – 11 of section 6 and is likely to have many of those aspects associated with competency and training and community engagement.

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7. Does the company have an environmental policy or statement, endorsed by senior management?

**Yes**

*Documented, visible and contains endorsement by senior management*

**Partially**

*An informal statement or position without endorsement of senior management*

**No**

*Unable to locate or has no knowledge of its existence*

*Ecological Sustainable development policy*

*EIP, Feb 2010*

8. Does the site have a risk register that assesses the aspects of their operations and the potential environmental impacts that may result?

**Yes**

*Documented, locatable and can show how it informs other business decisions and management actions*

**Partially**

*An informal or irregularly used document that indicates a formal assessment of potential impacts to the environment*

**No**

*Unable to locate or has no knowledge of its existence*

*- Whole of Council generic OHS&E - EIP - Waste Dept RR*

9. Are there documented operational procedures for activities the company has identified as significant environmental impacts (includes emergency events)?

**Yes**

*All aspects of the site activities identified as a high environmental risk (by the business) have documented procedures or defined processes (auditable/verifiable)*

**Partially**

*Documented procedures exist for the management of environmental risks but do not align to risk assessment, or procedures exist only in a limited form*

**No**

*Unable to locate or has no knowledge of their existence*

**If you answer NO to this question, then answer NO to Q10**

*- Audit (John) - Emergency Management Plan*

*- Daily checklist*

10. Are environmental management documents or instructions easily accessible by staff?

**Yes**

*Documents freely available, regularly communicated and displayed in operational areas*

**Partially**

*Documents available for staff access but not within easy access or displayed in operational areas*

**No**

*No documents available or not accessible to staff during day-to-day operations*

*- Front office - Intranet*

11. Are there regular audits/reviews conducted to assess environmental compliance?

**Yes**

*Regular 3rd party environmental audits are conducted by either a RABQSA certified auditor, an environmental auditor appointed pursuant to s9D of EP Act, or an auditor with otherwise relevant experience*

**Partially**

*Regular internal audits are conducted against environmental procedures or defined processes*

**No**

*Only conducts environmental monitoring – not verification of management systems (regular monitoring of compliance with the licence is mandatory under the licence condition G5)*

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Competence and training

12. Does the site have someone dedicated to environmental management and monitoring?

- Yes**  
*A full time environmental manager or part time but sole responsibility is environmental management*
- Partially**  
*Staff member combines environmental management with health & safety, and/or quality management*
- No**  
*No dedicated environmental manager or equivalent*  
*- Both Deirdre & Chandana*

13. Does the site conduct environmental training for staff?

*- Toolbox meetings  
- Landfill training*

- Yes**  
*Regular training delivered to all staff based on a training needs assessment*
- Partially**  
*Regular training delivered to only select staff*
- No**  
*No, or only irregular training is provided*

*Information on Q13 and Q14 may be present in a certified ISO14001 EMS*

14. Is there a defined procedure for assessing the potential risks posed by site visitors or contractors and provides instructions for environmental management?

- Yes**  
*Comprehensive site induction is conducted with consideration to specific risks from contractors, visitors or deliveries*
- Partially**  
*On site briefing or other limited forms of management without explicit risk assessment for all scenarios*
- No**  
*No assessment has been undertaken and no activities are used to manage the potential impact by visitors and contractors*

Operations and maintenance

15. Is there a clear process with responsibilities for identifying breaches and notification to EPA or other authorities?

- Yes**  
*A documented process that includes how and when EPA will be notified when a breach is identified*
- Partially**  
*No documented procedures or works instructions but a process is defined and regularly followed*
- No**  
*Unable to locate or has no knowledge of its existence*  
*- Workers notify Chandana & Deirdre to notify EPA.*

16. Is there a defined process for investigating non-compliances and evidence of actions being taken to remedy and prevent future occurrences?

- Yes**  
*Documented process that investigates the cause of breaches and evidence is available to show implementation of corrective solutions and close-out of non-compliance*
- Partially**  
*Documented procedures or works instructions but no evidence of self-correction and close-out*
- No**  
*Unable to locate or has no knowledge of its existence*  
*- Incident procedure across Council*

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17. Is there a defined process for identifying, reviewing and prioritising items of plant which require ongoing or preventative maintenance?

**Yes**

*Documented process and/or plan that identifies an inspection and maintenance program for key pieces of equipment to prevent breakdowns*

**Partially**

*No documented procedures or works instructions but a process is defined and regularly followed*

**No**

*Unable to locate or has no knowledge of its existence*

**7. QUESTIONS ON COMMUNITY ENGAGEMENT**

These questions are about the ability of a site to work with its local community and respond to any concerns.

**Community involvement**

18. Has the company identified its stakeholders and the potential impact of the operations upon them?

**Yes**

*Documented process and/or plan that identifies its activities and those local and strategic stakeholders that may have an interest in its site operations*

**Partially**

*No documented procedure or plan but a process is defined and sporadic engagement occurs*

**No**

*Unable to locate or has no knowledge of its existence*

*- Part WA application in 2008  
 - Community meeting every 2 months with 4 community members.*

19. Does the company engage with the local community?

**Yes**

*Utilises two or more examples of community engagement (e.g. hosts community meetings, community reports/newsletters, social media, and web site)*

**Partially**

*Utilises just one example of community engagement (e.g. hosts community meetings, community reports/newsletters, social media, and web site)*

**No**

*Does not proactively engage with the local community*

**Public reporting**

20. Is there a defined process for receiving, investigating, and responding to complaints from the community regarding environmental performance?

**Yes**

*Documented process that includes internal complaint handling with responsibilities and targets for response*

**Partially**

*No documented procedures or works instructions but a process is defined and regularly followed*

**No**

*Unable to locate or has no knowledge of its existence*

*- Whole of council complaints system  
 - through community reps at meeting*

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### 8. DOCUMENT APPROVAL

Date	Content authorisation		Date	Quality assurance authorisation	
	Name	Signature		Name	Signature
27/06/2012	Kate Turner Chair Field Reference Group		27/06/2012	Eve West Program Manager Operations Policy	

### 9. DOCUMENT REVISION HISTORY

Version	Revision date	Author	Summary of changes	Reviewed by
1.0	27 June 2012	Derek Hollander	Approved version	
1.1	20 Sept 2012	Eliot Palmer	Minor tweak for question four Added form fields for electronic fill out	Derek Hollander

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**APPENDIX – REGISTER OF INDUSTRY BUFFER DISTANCES (AQ286 / 1445)**

Industry	Buffer Distance to residential structures
<b>Composting Facilities</b>	
Up to 50,000tpa (enclosed in-vessel)	1000
Up to 50,000tpa (open static pile/windrow)	2000
<b>Agriculture</b>	
Poultry:	
(a) for meat	500
(b) for eggs	400
Feedlot:	
(a) for dairy or beef cattle	5000
Stock saleyards:	500
Greenhouses/Hothouses:	
(a) using manure	100
(b) using refuse	300
<b>Mining and Extractive Industry</b>	
Open cut mining:	
(a) for coal	1000
(b) for other minerals	500
Extraction of:	
(a) natural gas	1000
(b) crude oil of low sulphur content	300
Quarrying of:	
(a) hard rock with blasting	500
(b) material other than hard rock with blasting	300
(c) any material without blasting	200
<b>Manufacturing, Food, Beverages &amp; Tobacco</b>	
Abattoirs:	500
Smallgoods:	100
Milk products:	100
Vegetable oils and fats using solvents:	300
Flour mills:	300
Bakeries:	100
Seafood processors:	500
Maltworks:	300
Tobacco and cigarette factories:	500
<b>Textiles</b>	
Dyeing or finishing of cotton, linen and woollen yarns and textiles:	300
Carpet backing with latex:	300
Production of artificial fibres and textiles:	

<b>Textiles cont...</b>	
(a) cellulose nitrate or viscose fibre, cellophane or artificial rubber	1000
(b) other synthetic fibres and textiles	500
Treatment or production of textiles:	
(a) using carbon disulphide	500
Rope, cordage and twine:	100
Wool scouring:	200
<b>Wood, Wood Products &amp; Furniture</b>	
Sawmills:	300
Charcoal:	(a) by the retort process 500 (b) other than by the retort process 1,000
Wood preservation plants:	100
Wood-fibre or wood-chip products:	300
Joineries:	100
<b>Paper and Paper Products</b>	
Paper or paper pulp:	
(a) involving combustion of sulphur or sulphur containing materials	5,000
(b) from semi-processed materials	100
(c) from prepared cellulose & rags	200
<b>Chemical, Petroleum &amp; Coal Products</b>	
Chemical Fertilisers:	1000
Industrial gases:	1000
Polyester resins:	1000
Other synthetic resins & rubber:	1000
Ammunition, explosives and fireworks:	1000
Formaldehyde production:	300
Paints and inks:	
(a) manufacture	1000
(b) blending and mixing only	300
Pharmaceutical and veterinary products:	1000
Biocides:	1000
Soap and other detergents:	300
Cosmetics and toilet preparations:	100
Inks:	300
Petroleum refineries:	2000
Briquettes:	300

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## FORM

## OST-FM-18 Licensed Operator Risk Assessment – Onsite Checklist



Chemical, Petroleum & Coal Products cont...	
Other petroleum or coal products:	500
Other organic industrial chemicals:	1000
Other inorganic industrial chemicals	1000
Other chemical products:	300
Non-metallic Mineral Products	
Glass and glass products including glass wool:	500
Rock wool manufacture:	500
Bricks, tiles, pipes, refractories, etc with an annual design production rate exceeding 10,000 tonnes per annum:	200
Cement in amounts:	
(a) up to 5,000 tonnes per year	300
(b) between 5,000 & 150,000 tonnes per year	500
(c) exceeding 150,000 tonnes per year	1000
Concrete batching plants:	100
Bitumen batching plants:	500
Concrete or stone articles:	100
Plaster products:	100
Basic Metal Products	
Iron and steel production in amounts:	
(a) up to 1,000,000 tonnes per year	500
(b) exceeding 1,000,000 tonnes per year	1000
Production of non-ferrous metals:	
(a) aluminium by electrolysis	2000
(b) other non-ferrous metals in amounts:	
(i) up to 100 tonnes per year	100
(ii) between 100 & 2,000 tonnes per year	300
(iii) exceeding 2,000 tonnes per year	500
Fabricated Metal Products	
Structural or sheet metal products:	500
Iron and steel products in amounts:	
(a) up to 1,000,000 tonnes per year	500
(b) exceeding 1,000,000 tonnes per year	1000
Boilers	100
Miscellaneous Manufacturing	
Rendering and castings works:	1000
Leather tanning and dressing:	300

Miscellaneous Manufacturing cont...	
Leather and artificial leather goods:	300
Rubber products, using either organic solvents or carbon black:	300
Fibreglass manufacturing:	200
Printing and coating works with heated curing ovens:	500
Electricity Gas and Water	
Gas distribution works for mains supply:	300
Gas odourising with mercaptans:	1000
Transport and Storage	
Storage of petroleum products and crude oil in tanks exceeding 2,000 tonnes capacity:	
(a) with fixed roofs	300
(b) with floating roofs	100
Grain elevators:	300
Storage of wet-salted or unprocessed hides:	300
Warehousing of bulk volatile organic compounds in quantities greater than 1,000 tonnes:	
compounds in quantities greater than 1,000 tonnes:	1000
Sanitary and garbage disposal services:	
Municipal (putrescible) waste	100 metres from surface waters. 500 metres from building or structures.
Solid inert waste landfill	100 metres from surface waters. 200 metres from buildings and structures.
Transfer stations	300
Depots for refuse collection vehicles	100
Temporary storage of industrial wastes:	300
Treatment of aqueous waste:	200
Treatment of organic waste:	500
Waste incinerator:	
(a) for woodwaste	300
(b) for plastic or rubber waste	500
(c) for chemical, biomedical or organic waste	Site specific
Recreation, Personal & Other Services	
Industrial dry cleaners:	100
Crematoria:	300

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# Force7

FORC E SEVEN

## FOR THE ENVIRONMENT PROTECTION MUCH MORE THAN AERATION.

- AERATION
- OXIGENATION
- DEGASSING
- CIRCULATION
- DESTRATIFICATION
- FOAM FRACTIONATION
- WATER AND BOTTOM DEPURATION

Height adjustable float to optimize the working depth of the motor

Support spigs with standard section length 1 m, on request up to 8 m.

Electric cable connection box

Power supply cable

Motor adjustment holes.

Motor adjustable 33° upward and downwards

haptor and mixing body

Motor support to avoid sinking if the water level lowers

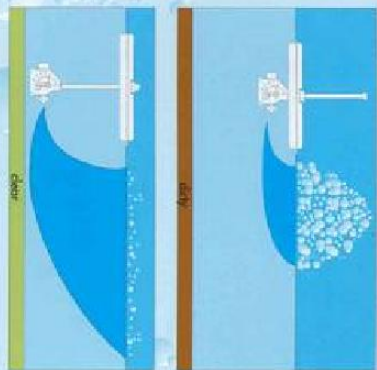
Propeller

Propeller guard

Force 7 blows huge volumes of Air into the water at an adjustable depth from 0,5 to 2 metres in the form of micronized bubbles. It mixes with turbulence optimizing the dissolution of air and oxygen in the water; efficient aeration in depth neutralizes the polluting elements.

Force 7 ensures superior performance in transferring oxygen into the water. With salty or charged water the results are incomparable. It can deliver and dissolve pure oxygen as well without dispersion from 0,5 to 8 metres.

Force 7 promotes the transfer of harmful gases from the water to the air.



Operating characteristics at sea level with an ambient temperature of 25° C.

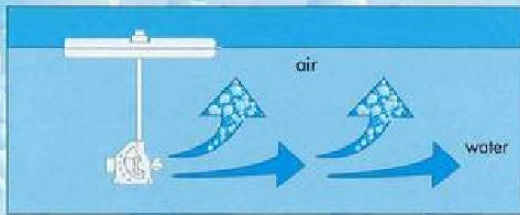
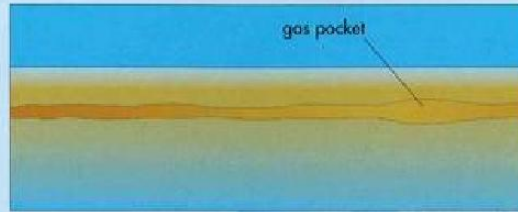
Models	Three - phase 220 V - 50 Hz	Three - phase 380 V - 50 Hz	Single - phase kW	Three - phase kW	Nominal power HP	Single - phase HP	Three - phase HP	rpm/1'	Weight Kg
FORCE 7.1M	1	1	1	1	1,5	1,5	1,5	2800	11
FORCE 7.2M	1,6	1,6	1,6	1,6	1,5	1,5	1,5	2800	13,5







By creating horizontal currents of water and vertical streams of air, Force 7 prevents all forms of stratification, making the ecosystem uniform. Temperature and oxygen will be balanced at every level from the bottom to the surface, the constant flow generated by Force 7 will prevent gas pockets from forming.

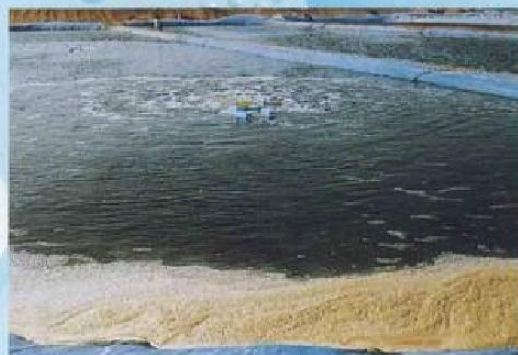


Force 7 ensures circulation that prevents or reduces organic and inorganic sedimentation on the bottom **WITHOUT CAUSING EROSION OR TURBIDITY**. The speed of circulation can be controlled by adjusting the position and angle of the motor: a careful arrangement of Force 7 circulates well-oxygenated water throughout the pond. Indirectly, circulation contributes to making the dissolution process faster and increasing the oxygen content of the water.

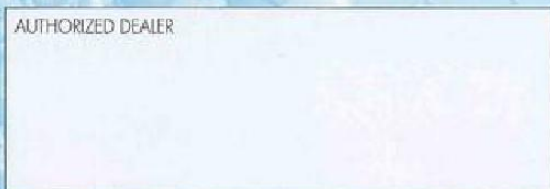


The circulation, dispersion of bubbles and turbulence caused by Force 7 make the particles in suspension (carbon dioxide, ammonia, dissolved protein, decomposing substances, etc.) get dragged up to the surface. This phenomenon takes the name of "flotation" (foam fractionation).

The foam coming up to the surface is simple to remove.



AUTHORIZED DEALER



Description, technical data and features are not binding. The company reserves the right to carry out any modification without notice.



Via Augera 5/A - 42023 Cadelbosco Sopra (Reggio Emilia) - Italy - Tel. (0039) 0522 919121/22 - Fax (0039) 0522 918790 - P.O. Box 13 - E-mail: acquaeco@tin.it

d'ambrosio - R.E.

**Deirdre Griepsma**

---

**From:** Karen Humphries [Karen.Humphries@grwmg.vic.gov.au]

**Sent:** Thursday, 20 December 2012 1:28 PM

**To:** Deirdre Griepsma

**Subject:** Response to hayband recycling option

Hi Deirdre

Further to the conversation at last night's Hyland Highway Landfill Forum, I have asked Nola about hayband recycling.

Apparently Tapex, along with silage wrap, provides a recycling service. It is my understanding that Tapex bags would need to be used to bale the collected material, similar to silage wrap program.

I have attached the link to the web should Latrobe or Chris Madsen want to investigate options further.

<http://www.plasback.com.au/twine.html>

Seasons cheers, Karen

**Karen Humphries**

Senior Project Officer

Gippsland Regional Waste Management Group

Email: Karen.Humphries@grwmg.vic.gov.au

Office: 03 5633 2917

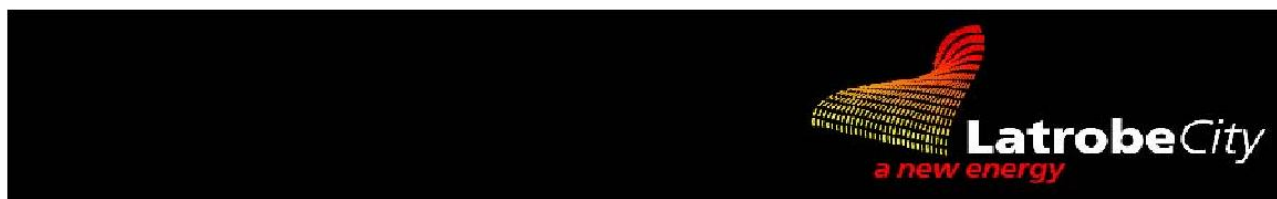
Mobile: 0400 343 819

Mail: 107 Princes Highway (PO Box 444), Trafalgar VIC 3824

*Please be advised that Karen works part time and is available Tuesday, Wednesday & Thursdays*

15/01/2013





### Details

<b>Name of Project</b>	Latrobe City Landfill Consultative Committee Notes
<b>Date of Meeting</b>	Tuesday 2 April 2013
<b>Meeting Times</b>	5.00 pm – 5.40 pm
<b>Venue</b>	MacFarlane Burnet Room, Traralgon Service Centre

### Attendees

Cr Peter Gibbon	Ted Addison	Deirdre Griepsma
David Mackenzie (WGCMA)		Chandana Vidanaarachchi
Garry Kay (EPA Vic)		
Karen Humphries (GRWMG)		

### Apologies

Cr Dale Harriman	Dilip Nag (Monash Uni)	
Paul Barrand (Loy Yang Power)	Lynette Van Vondel	
	Ian Ewert	
	Chris Madsen	

### Welcome

Cr Peter Gibbon chaired the meeting. He welcomed the committee members who attended the meeting. A quorum was not present; however the meeting continued with notes being taken.

### Minutes of the previous meeting

The minutes from the previous meeting were discussed and moved by Garry Kay and seconded by Karen Humphries.

### Environmental Protection Authority Report

Garry Kay reported for EPA Victoria.

EPA Victoria is continuing into priority stage 2 of their business plan. This includes moving services onto the EPA portal for items such as paying landfill levies. There has been some teething problems with the portal however these have not effected Latrobe City Council.

Post Closure Pollution Abatement Notices (PAN's) have been issued by EPA to all closed landfills across Victoria to ensure responsible environmental management of these sites. This does not apply to Hyland Highway landfill site at this time as it is still operating under licence.

Ted asked some questions prompting discussion regarding how EPA establishes buffer distances for landfills, and how these have been established in comparison to industrial production sites. Buffer distances are established by EPA Victoria on a risk based approach. The buffer distances for landfills are set out in the landfill BPEM guidelines. The publication can be found at:

(<http://www.epa.vic.gov.au/~media/Publications/788%201.pdf>)

**OH&S at landfill**

There have been no incidents, accidents or near misses at the landfill within this reporting period.

**Communication – Website and News Letter**

The Latrobe City Council webpage was redesigned and re-launched in the second half of 2012. Feedback is that it is easier to find information and residents have contacted staff directly as a result of having details on the website.

The next landfill newsletter is being written currently. The newsletter was placed on hold whilst the meeting schedule was being reviewed. This will now be completed.

**Construction of Cell 3 – update**

- Work on landfill Cell 3B recommenced at the start of February 2013. The clay liner is almost complete. The third party independent supervisor (GITA) and his team, and the EPA appointed construction verification auditor and his team have been onsite during works. On ground works are expected to be completed by the end of May 2013. The Auditor will then complete his report for EPA approval and licencing of cell 3B.

**Other Items****Cell activities**

Cell 3A is filling quickly. The team is working well and the design improvement made between cells 1&2 and cell 3 are making it easier and safer for the team (i.e. flatter base in cell).

A 15 year master plan is being prepared to establish timing of the major civil capital works on site; construction and rehabilitation. This allows officers to determine when they need to plan, seek approval to construct & rehabilitate from EPA, procure services and complete works. The plan shows that there is no time gap between completing construction of one cell and commencement of the next due to EPA guidelines for cells to be operational for only 2 years. Rehabilitation of closed cells also has to occur in this time. This requires a significant draw on Council's capital budget each year.

Latrobe City has installed 2 aeration pumps in the larger leachate pond to prevent odour.

GRWMMG (Karen) gave an overview of some of the works being undertaken by the Group to assist all Gippsland Council's to manage the landfill planning process, including cost assessments. The Gippsland Regional Waste Management Plan will be completed over the next 12 – 18 months and include consultation with the community and stakeholders regarding landfills. This is a strategic document for long term planning of waste management in Gippsland. The Plan includes landfills continuing to operating, proposed new landfills to be build and old landfills to be rehabilitated.

Ted asked if the question regarding if Hyland Highway landfill is to be a regional landfill has been resolved. There was discussion regarding the significant history with this issue, objections by members of the Traralgon South and Callignee community, the VCAT proceedings in 2008, EPA strategy for landfills into the future and the Gippsland Regional Waste Management Plan.

The appropriate mechanism to consult and discuss this matter with the community is via the development of the Gippsland Regional Waste Management Plan. The Plan is a statutory requirement for the GRWMMG and includes broad community consultation.

This issue will be placed on the agenda for further discussion at the next meeting.

**Next Meeting**

Next meeting to be Tuesday 2 July 2013, at 5.00 pm, Traralgon Service Centre.  
Meeting closed at 5.40 pm.

# RECREATION CULTURE AND COMMUNITY INFRASTRUCTURE

**14. RECREATION CULTURE AND COMMUNITY INFRASTRUCTURE**

Nil reports



# COMMUNITY LIVEABILITY

**15. COMMUNITY LIVEABILITY**

Nil reports

# GOVERNANCE

16. GOVERNANCE

**16.1 PLANNING PERMIT APPLICATION 2012/196 - CONSTRUCTION  
OF 4 DWELLINGS ON A LOT AT 26 TINTERN PLACE  
TRARALGON**

General Manager

Governance

For Decision

**PURPOSE**

The purpose of this report is to determine Council's position regarding Planning Permit Application 2012/196 for the Construction of Four (4) Dwellings on a Lot at 26 Tintern Place, Traralgon.

Council is unable to make a formal decision on the application as the applicant has submitted an Application for Review under section 79 of the *Planning and Environment Act 1987* to the Victorian Civil and Administrative Tribunal (VCAT) for the failure of Council to determine the matter within the statutory timeframe of 60 days – VCAT reference P3649/2012.

However in order for Council to make submissions at VCAT, Council should resolve a 'position'. The purpose of this report is to recommend a position for Council to present at VCAT.

**DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

***Latrobe 2026: The Community Vision for Latrobe Valley***

***Strategic Objectives – Built Environment***

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

***Latrobe City Council Plan 2012 - 2016***

***Shaping Our Future***

Gippsland's Regional City  
*Strengthening our profile*

An active connected and caring community  
*Supporting all*

Attract, retain, support  
*Enhancing opportunity, learning and lifestyles*

*Strategic Direction – Built Environment*

Promote and support high quality urban design within the built environment. Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.

Legislation

The discussions and recommendations of this report are consistent with the provisions of the *Planning and Environment Act 1987* (the Act) and the Latrobe Planning Scheme (the Scheme), which are relevant to this application.

**BACKGROUND**

**SUMMARY**

Land:	26 Tintern Place, Traralgon, known as Lot 18 on Plan of Subdivision 017805
Proponent:	Hipo Investments
Zoning:	Residential 1 Zone
Overlay	No Overlays

A Planning Permit is required for the development of two or more dwellings on a lot for land in the Residential 1 Zone in accordance with Clause 32.01-4 of the Scheme.

## PROPOSAL

The application is for the development of four dwellings on a lot within the Residential 1 Zone. The development will result in four dwellings on a lot with the following characteristics:

Proposed dwelling 1 will contain three (3) bedrooms, a kitchen, family and dining area and two (2) bathrooms. It is set back at a minimum of 4.0 metres, with the entrance and garage access addressing the Tintern Place frontage. One secured parking space is provided in the garage, whilst the second car parking space is located directly in front of the garage.

Proposed dwellings 2, 3 and 4 will contain two (2) bedrooms, a kitchen, family and dining area and bathroom. One secure car parking space is provided for each dwelling, encompassed within each respective garage. The private open space areas for proposed dwellings will abut the northern boundary of the site, whilst proposed dwelling 4 will have the private open space area extend along the western boundary as well.

Two (2) new crossovers are proposed from the Tintern Place frontage to establish access to the driveways servicing the proposed garages. Landscaping treatments are proposed along the eastern boundary, addressing the Tintern Place frontage.

For further details, please refer to *Attachment 1* to view a copy of the proposed plans.

### Subject Land:

The subject land is located to the north of the Traralgon Township in an emerging residential precinct, which has come as a result of a recent subdivision of the area. The site has an overall area of 923 square metres with a 23 metre frontage to Tintern Place. The lot is of a rectangular shape, currently vacant, generally flat and predominantly covered in grass.



## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

### Surrounding Land Use:

North:	<p>27 Tintern Place, TRARALGON Residential 1 Zone Single dwelling and ancillary outbuilding;</p> <p>34 Eton Avenue, TRARALGON Residential 1 Zone Single dwelling and ancillary outbuilding;</p>
South:	<p>25 Tintern Place, TRARALGON Residential 1 Zone Single dwelling and ancillary outbuilding;</p>
East	<p>Road, sealed with kerb and channel (Tintern Place); and</p> <p>2 Tintern Place, TRARALGON Residential 1 Zone Single dwelling and ancillary outbuilding;</p> <p>3 Tintern Place, TRARALGON Residential 1 Zone Single dwelling and ancillary outbuilding;</p> <p>4 Tintern Place, TRARALGON Residential 1 Zone Single dwelling and ancillary outbuilding;</p>
West:	<p>2 Mackay Street, TRARALGON Residential 1 Zone Single dwelling</p>

### **HISTORY OF APPLICATION**

The history of the assessment of planning permit application 2012/196 is identified within *Attachment 2*.

The provisions of the Scheme relevant to this application are identified within *Attachment 3*.

## LATROBE PLANNING SCHEME

### **State Planning Policy Framework**

The proposal has been considered against the relevant clauses under the State Planning Policy Framework.

The State Planning Policy Framework Clause 15.01-1 'Urban Design' requires development to respond to its context in terms of urban character, cultural heritage, natural features, surrounding landscape and climate.

Clause 16 'Housing' has a purpose that includes the following "*new housing should have access to services and be planned for long term sustainability, including walkability to activity centres, public transport, schools and open space*".

Clause 16.01-1 'Integrated Housing' encourages an increase in the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land.

Clause 16.01-2 'Location of Residential Development' states that new housing should be located in or close to activity centres and employment corridors and at other strategic redevelopment sites that offer good access to services and transport. A strategy listed to achieve this is to "*encourage higher density housing development on sites that are well located in relation to activity centres, employment corridors and public transport*".

The objective of Clause 16.01-4 'Housing Diversity' is to provide for a range of housing types to meet increasingly diverse needs. Strategies to achieve this objective include ensuring planning for growth areas provides for a mix of housing types and higher housing densities in and around activity centres; and encouraging the development of well-designed medium-density housing which respects the neighbourhood character, improves housing choice, makes better use of existing infrastructure and improves energy efficiency.

The proposal is considered to be inconsistent with the policy outlined above. Although the application proposes medium density development in an area zoned suitable for residential development, it is considered that the proposal is an inappropriate response to the subject site and that the design of the dwellings is not reflective of the neighbourhood character of the area.

### **Local Planning Policy Framework**

The proposal has been considered against the relevant clauses under the Local Planning Policy Framework.

Within the Local Planning Policy Framework Clause 21.04-2 'Settlement Overview' has objectives to contain urban development within distinct boundaries and to encourage a wider variety of housing types, especially smaller and more compact housing, to meet the changing housing needs of the community.

The site is identified within an area containing 'existing residential opportunities' in the Traralgon Structure Plan in the Scheme. Clause 21.05 Main Towns states that well designed infill development throughout the existing urban area, especially in locations close to activity centres, areas of open space and areas with good public transport accessibility should be encouraged. Higher density housing in the Transit City Precinct and existing and future neighbourhood clusters in Traralgon should also be encouraged.

Furthermore, Clause 21.04-5 'Urban Design Overview' has the objective which seeks to *'provide a visually attractive urban environment which displays a high level of civic pride and community satisfaction, and creates a positive image'*. In order to satisfy this objective, development should *'promote and support high quality urban design within the built environment'* and *'continue to improve the urban design elements of urban areas throughout the municipality and to upgrade degraded areas'*.

It is considered that the proposal does not satisfy the above policy directions; the intensity of the proposed development is unsuitable for the subject site and the nature of the development is not considered to satisfy the community's intentions for the area. This will be discussed further in the 'Issues' section of this report.

### **Zoning**

The site is located within a Residential 1 Zone. The purpose and decision guidelines of the Residential 1 Zone have been taken into account as part of the assessment of this application and it is considered that the application does not fully comply with the zoning provisions.

These elements will be further discussed in the 'Issues' section of this report.

**Particular Provisions**Clause 52.06 Car Parking:

The proposal has been assessed against Clause 52.06 and found to comply. One car parking space is required to be provided for a dwelling comprising of two bedrooms, and two spaces for dwellings encompassing three bedrooms. All of the rear three dwellings are provided with one car parking space, whilst the dwelling addressing the Tintern Place frontage has two car parking spaces provided in accordance with this clause.

One visitor car parking space is required to be provided for every five dwellings; as a result, no visitor car parking spaces are required for the proposed development.

Clause 55 Two or More Dwellings on a Lot:

The application has been assessed against Clause 55 and it is considered there are a number of areas where the application is not fully compliant with the applicable objectives and standards. These elements will be discussed in the issues section of this report.

**Decision Guidelines (Clause 65):**

The relevant decision guidelines have been considered. As previously mentioned there are a number of areas where the application is not considered acceptable. These are outlined in the 'Issues' section of this report.

**ISSUES**Strategic direction of the State and Local Planning Policy Frameworks:

It is considered that the development of the site for multiple dwellings satisfies State and Local Planning Policy Frameworks in that the zoning of the land encourages, in appropriate locations, multi-dwelling development as it is located within a Residential 1 Zone area of Traralgon.

However, the proposal is inconsistent with these policy frameworks as the proposed dwellings are not respectful to the surrounding neighbourhood, having regard to the following elements:

- the built form of the proposed dwellings;
- the location of the entrances to proposed dwellings 2 and 4;
- the lack of adequate turning areas;
- the nature of the proposed driveway servicing the rear dwellings;  
and
- the nature of the private open space areas for dwellings 2 and 3.

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

In addition, the Traralgon Structure Plan amongst other things seeks to 'encourage higher density housing in the Transit City Precinct and existing and future neighbourhood clusters in Traralgon'. The subject site is located outside of the Traralgon Principle Activity Centre, outside of the Transit Activity Precinct and is in excess of 800 metres from any Neighbourhood Activity Centres or proposed centres.

As a result the proposal is not considered to be supported by relevant planning policy.

### Neighbourhood Character

The State and Local Planning Policy Frameworks emphasise that development must be respectful of neighbourhood character and be responsive to its context in terms of natural and built form. This is reinforced under the Residential 1 Zone provisions and Clause 55 of the Scheme.

The objectives of Clause 55.02-1 Neighbourhood Character are:

- *To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.*
- *To ensure that development responds to the features of the site and the surrounding area.*

The character of Tintern Place is residential, with lots currently being either vacant or encompassing single dwellings and encompasses the following characteristics:

- Dwellings are generally single storey structures in detached built form. One double storey dwelling is located at 20 Tintern Place;
- The location of the entrances for the dwellings are very prominent and visible from the Tintern Place frontage;
- Roof forms are generally hipped/gable roofs, either tiled or colourbond;
- External material finishes generally encompass multiple materials and colours, primarily utilising a combination of brick veneer and render finishes for added design detail;
- Lots range in area from approximately 480m<sup>2</sup> to 1200m<sup>2</sup>;
- Site coverage ranges on average between 25% to 40% for the developed lots;
- Spaciousness of the area is retained through generous landscaped front setbacks, rear setbacks, and side setbacks from at least one side boundary;
- No front fencing assists in retaining the spacious feel to the streetscapes;
- Front yards are generally well maintained, with ample landscaping opportunities;

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

- Private open space is generally located at the rear of dwellings and exceeds the minimum required standards in term of area; and
- Dwellings generally have attached garages which are visible from the street and utilise single crossovers.

A two lot subdivision has recently been approved at 21 Tintern Place, which resulted in a battle-axe shape lot being created; however any subsequent development on those lots will generally conform to the abovementioned characteristics.

It is noted that unit development has occurred in close proximity to the subject site; namely at 92, 100 and 104 St Georges Road, Traralgon. These sites currently encompass 3 dwellings with generous private open space areas, clear entry points which are visible from the road frontage and utilise single cross overs. The driveways provided also allow adequate turning areas for all vehicles to exit in a forward direction.

The proposed development is considered to be inconsistent with the existing neighbourhood character with regard to:

- Consists of a 4 dwelling development on a single allotment;
- Site coverage is over 48% which is not characteristic of the area;
- Limited areas of useable private open space which do not meet the minimum standards set out in Clause 55.05-4 of the Scheme;
- The proposed design does not provide a high quality design;
- The proposal does not complement the '*preferred neighbourhood character*' in its design response, as it is not considered to be a high quality urban design outcome;

It is considered that the design of the proposal has not responded to the prevailing characteristics of the surrounding neighbourhood and as such is not appropriate for this site.

#### Detailed Design

It is considered the proposal is basic in design with little in the way of architectural features that would result in a good urban design outcome.

The applicant has detailed that they have responded to the character of the area through their design response. However the entrances of the dwellings are not prominent to nor visible from the Tintern Place frontage, which is characteristic of the wider residential area; the attached form of the dwellings is not consistent with other properties in Tintern Place.



The amount of bulk created on the land, as a result of the land coverage is also un-characteristic to the area. Given the single storey nature of the developments, it is considered that emphasis has been placed on the design to achieve adequate room for internal amenities, without appropriate regard to appropriately dimensioned private open space areas. The site coverage of the proposal is considered to be significant, as other unit developments in the area do not exceed 40% in terms of site coverage; and as such the proposal is considered to be an overdevelopment of the site.

Furthermore, the private open space areas provided for Units 2 and 3 do not meet the minimum area requirements set out in Clause 55.05-4. In addition, when analyzing the private open space areas provided for similar developments in St Georges Road discussed above, the area provided in these examples actually exceed the minimum requirements set out in the Planning Scheme; therefore complementing the spaciousness characteristic of the neighborhood. Private open space areas also appear to be more evenly distributed between the dwellings in other unit developments.

The undulating form of the driveway is considered to be a safety risk, as it will impose un-necessary obstacles for drivers utilizing the driveway; the undulation at the center point will pose a risk to vehicles attempting to change their direction of travel and the splay at the Tintern Place frontage is considered inappropriate. Therefore the proposal does not satisfy the requirements set out in Clause 52.03-7 of the Scheme.

As a result, the proposal is not considered consistent with the characteristics of the wider built environment or provide for a preferred design response for Tintern Place.

Clause 65 (Decision Guidelines):

The decision guidelines have been considered as part of the assessment of this planning application; the proposal does not provide for the orderly planning of the area for the reasons raised above in this report.

## **OBJECTIONS**

The application received six (6) submissions in the form of written objections. A copy of the objections can be viewed at *Attachment 4* of this report. The issues raised were:

- 1 *Devaluation of adjoining properties*

Officer Comment:

Decrease in property value is typically not a ground for refusal when considered at VCAT hearings. The property values component of any objection is outside the realms of matters to be considered by this application.

2 *Car parking concerns*

Officer Comment:

Clause 52.06 requires that for every five dwellings, one visitor car parking space should be provided. It must be noted that the scheme does not require visitor car parking to be provided for the development of four dwellings on a lot.

Furthermore, Clause 52.06 requires the provision of 1 car parking space be provided for every 2 bedroom dwelling, and 2 car parking spaces are to be provided for dwellings encompassing 3 or more bedrooms.

The permit applicant has demonstrated that the required number of car parking spaces have been provided for each dwelling. However the vehicles are not able to appropriately manoeuvre within the development to be able to exit the site in a forward direction.

3 *Traffic activity concerns*

Officer Comment:

Tintern Place is classified as a Minor Access Street under Latrobe City Council's Road Hierarchy. Latrobe City Council's Design Guidelines define the nominal maximum traffic volume for environmental amenity purposes as being 500 vehicles per day (vpd) for this street classification. In the event that a single dwelling only was developed on each allotment along Tintern Place, the total traffic volume along Tintern Place when fully developed is expected to be about 250 vpd. The current proposal may increase this figure to approximately 300 vpd for the place. The proposal will not exceed the nominal maximum traffic volume for a minor access street, and therefore will not result in a level of traffic activity that could impact on the amenity or safety of the environment.

4 *Aesthetically unappealing design*

Officer Comment:

The Clause 55 assessment completed as part of the application recognizes the current built form in the area as generally consisting of single detached dwellings, with gable/hipped roofs and various external material and colour finishes. The style of the proposed development is considered to be inappropriate as discussed above.

5 *Increase of noise emanating from the site*

Officer Comment:

Additional noise associated with the dwellings is expected within an urban environment. Given the scale and residential nature of the development, any noise emanating from the site is expected to be consistent with noise generated in urban areas. The proposal is not expected to result in any material detriment to the surrounding area.

All residents are required to adhere to the *Environment Protection (Residential Noise) Regulations 2008* which apply to noise emitted from residential premises and residential premises under construction. In the event a complaint is received, Council's Health Services team will be responsible to ensure that residents comply with the restrictions set out in the above regulations.

6 *Nature of residents within the dwellings*

Officer Comment:

The persons that may reside in the units once they are constructed is not a relevant planning consideration. Therefore, this objection is outside the realms of matters to be considered by the Responsible Authority.

**FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

**INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Notification:

The application was advertised pursuant to Section 52(1)(a) and Section 52(1)(d) of the Act. Notices were sent to all adjoining and adjacent landowners and occupiers and an A3 notice was displayed on each site frontage for 14 days.

The application was sent to Gippsland Water for their consideration; a subsequent objection was received in relation to the positioning of the proposed storage structures for each unit over a Gippsland Water easement. A copy of the objection can be viewed in *Attachment 5* of this report.

External:

There were no referral requirements pursuant to Section 55 of the Act.

Internal:

Internal officer comments and advice were sought from the Infrastructure Planning Team. The Infrastructure Planning Team did not object to the granting of a Planning Permit in relation to their area of expertise, subject to the inclusion of appropriate conditions.

It is noted that these comments only relate to part of the assessment process and should be considered in conjunction with the assessment details provided elsewhere in this report.

*Details of Community Consultation following Notification:*

Following the advertising of the application, six submissions in the form of written objections were received.

The applicant has submitted an application for a VCAT appeal based on the grounds that Council did not make a decision within the statutory timeframe. As a result no mediation meeting was held. The application is scheduled to be heard at VCAT on 12 July 2013. A copy of the VCAT appeal can be viewed in *Attachment 6* of this report.

**OPTIONS**

As the applicant has lodged an application for review with VCAT, Council cannot formally determine this application. Council can only form a position that it will rely upon at VCAT. Therefore Council has the following options in regard to this application:

1. Form the position that the application be refused; or
2. Form the position that the application be approved.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

Should Council not formally resolve a position on this matter at the meeting of 24 June 2013, officers will present submissions at VCAT in line with the recommendations of this report due to the hearing date being set for 12 July 2013.

**CONCLUSION**

The proposal is considered to be:

- Inconsistent with Clauses 15.01-1 (Urban Design) and 15.01-5 (Cultural identity and neighbourhood character) of the Scheme by facilitating residential development that is not characteristic of the predominant neighbourhood character or the preferred neighbourhood character;
- Inconsistent with Clauses 16.01-2 (Location of residential development) and 16.01-4 (Housing diversity) of the Scheme by facilitating a density of residential development that is outside of the Traralgon Activity Centre, Traralgon Transit Precinct Area and not in close proximity to a neighbourhood cluster;
- Inconsistent with Clauses 21.04-2 (Settlement), Clause 21.04-5 (Urban Design) and Clause 21.05-6 (Specific Main Town Strategies - Traralgon) of the Scheme;
- Inconsistent with Clause 65.02 (Decision Guidelines) and does not provide for the orderly planning of the area; and
- The proposal does not satisfactorily address the purpose and intent and objectives of Clause 55 of the Latrobe Planning Scheme, and particularly is inconsistent with:
  - Clause 55.02-1 Neighbourhood Character;
  - Clause 55.03-3 Site Coverage;
  - Clause 55.03-7 Safety Objective;
  - Clause 55.03-9 Access Objectives;
  - Clause 55.05-4 Private Open Space Objective; and
  - Clause 55.06-1 Design detail Objective

Having evaluated the proposal against the relevant provisions of the Scheme, it is considered that the application does not meet its requirements. It is therefore recommended that Council advise VCAT that had a "Failure to Determine within the Prescribed Time" appeal not been lodged, Council would have issued a Refusal to Grant a Permit for the reasons set out in this report.

**Attachments**

1. ATTACHMENT 1 - Context Map
2. ATTACHMENT 2 - Development Plans
3. ATTACHMENT 3 - History of the Application
4. ATTACHMENT 4 - Copy of Objections
5. ATTACHMENT 5 - Gippsland Water Objection
6. ATTACHMENT 6 - VCAT Appeal

**RECOMMENDATION**

- A. That Council advise VCAT that had a “Failure to Determine within the Prescribed Time” appeal not been lodged, Council would have refused to grant a permit for the Construction of Four (4) Dwellings on a Lot at 26 Tintern Place, Traralgon on the following grounds:**
- 1 Inconsistent with Clauses 15.01-1 (Urban Design) and 15.01-5 (Cultural identity and neighbourhood character) of the Scheme by facilitating residential development that is not characteristic of the predominant neighbourhood character or the preferred neighbourhood character;**
  - 2 Inconsistent with Clauses 16.01-2 (Location of residential development) and 16.01-4 (Housing diversity) of the Scheme by facilitating a density of residential development that is outside of the Traralgon Activity Centre, Traralgon Transit Precinct Area and not in close proximity to a neighbourhood cluster;**
  - 3 Inconsistent with Clauses 21.04-2 (Settlement), Clause 21.04-5 (Urban Design) and Clause 21.05-6 (Specific Main Town Strategies - Traralgon) of the Scheme;**
  - 4 The proposal does not meet the purpose and decision guidelines of the Residential 1 Zone, in terms of facilitating a development that respects the preferred neighbourhood character of the area.**
  - 5 The proposal does not satisfactorily address the purpose and intent and objectives of Clause 55 of the Latrobe Planning Scheme, and particularly is inconsistent with:**
    - Clause 55.02-1 Neighbourhood Character**
    - Clause 55.03-3 Site Coverage**
    - Clause 55.03-7 Safety Objective**
    - Clause 55.03-9 Access Objectives**
    - Clause 55.05-4 Private Open Space Objective**
    - Clause 55.06-1 Design detail Objective; and**
  - 6 The proposal is inconsistent with Clause 65 of the Scheme and does not provide for the orderly planning of the area.**



## 16.1

### PLANNING PERMIT APPLICATION 2012/196 - Construction of 4 Dwellings on a Lot at 26 Tintern Place Traralgon

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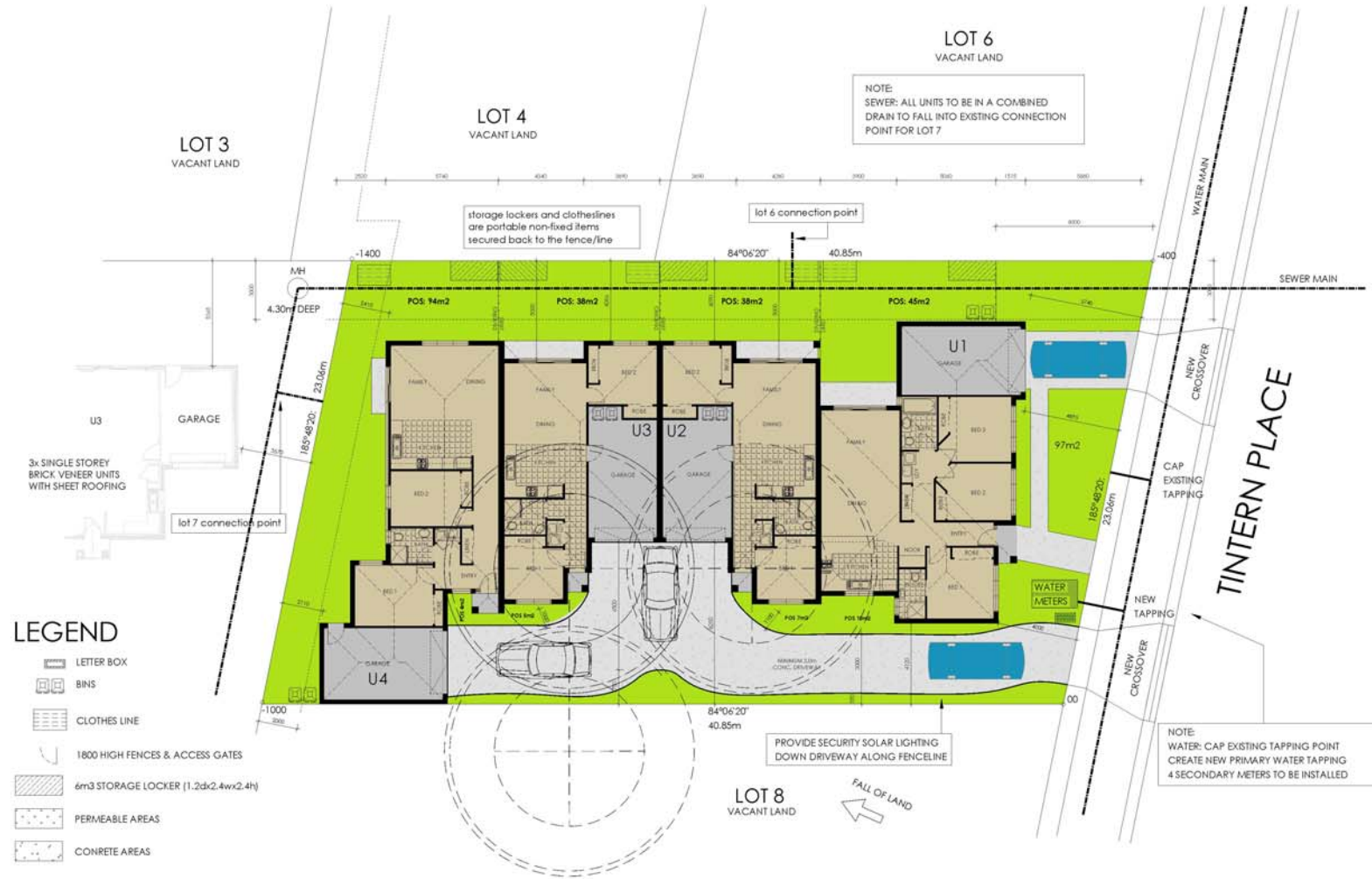


### 26 TINTERN PLACE TRARALGON

- Proposed Property
- Property Boundary - Clear
- Parcel Boundary - Clear

Disclaimer: The compilation of this map is subject to Copyright laws & regulations. Latrobe City Council does not guarantee the accuracy of the information shown. Latrobe City Council will not be liable for any loss or damage caused as a result of using this data.





# PROPOSED MASTER PLAN

SCALE 1:100

	
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REVISION SCHEDULE NO.   DATE   DESCRIPTION 1   04/03/13   ISSUE FOR PERMIT APPLICATION	REV: D
SHEET 1 OF 02	
PROJECT: UNIT DEVELOPMENT PROPERTY ADDRESS: (LOT 7) 26 TINTERN PLACE, TRARALGON. CLIENT(S): TSC HOMES TRUST (OSCAR CELIK)	
	
e. design@urbantechprojects.com.au    p. 0404 233 622	

# PROPOSED ELEVATIONS

SCALE 1:100



 <p>e. design@urbantechprojects.com.au p. 0404 233 622</p>		<p><b>PROJECT:</b> UNIT DEVELOPMENT PROPERTY ADDRESS: <b>(LOT 7) 26 TINTERN PLACE, TRARALGON.</b> CLIENT(S): TSC HOMES TRUST (OSCAR CELIK)</p>		<p>PROJECT NO: 213011 RENDERED BY: BEAU DOCUMENT: DESIGN DATE: 04/03/13 SHEET 02 OF 02</p>		<p>© COPYRIGHT 2013 ALL RIGHTS RESERVED THIS DOCUMENT IS THE PROPERTY OF URBANTECH PROJECTS AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM URBANTECH PROJECTS. REVISION SCHEDULE REVISION NO.   DATE   DESCRIPTION 1   04/03/13   ISSUE FOR PERMIT APPLICATION</p>	
				<p>REV: D</p>			

## History of the Application

6 July 2012	Application received by Council.
14 September 2012	Further Information Letter Sent
16 October 2012	Application referred to Infrastructure Planning
25 October 2012	Notification package sent
14 November 2012	Additional Further Information Requested  Objection received from: <ul style="list-style-type: none"><li>• Mr Ryan Klopf and Ms Kayla Fava</li><li>• Mr Steve McMenamin</li><li>• Mr Neil A Reid</li><li>• Mr Daniel Paul Bloss</li><li>• Ms Dianne Elizabeth Reid</li></ul>
4 December 2012	Objection received from: <ul style="list-style-type: none"><li>• Mr Colin James Casey</li></ul>
13 December 2012	Referral response received from Council's Infrastructure Planning team.
9 January 2013	Request from VCAT to submit Practice Note
22 January 2013	Practice Note Sent to VCAT

**History of the Application**

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4 December 2012	Objection received from: <ul style="list-style-type: none"><li>• Mr Colin James Casey</li></ul>
13 December 2012	Referral response received from Council's Infrastructure Planning team.
9 January 2013	Request from VCAT to submit Practice Note
22 January 2013	Practice Note Sent to VCAT
6 May 2013	Objection received from Gippsland Water
14 May 2013	Amended plans submitted to Council



6 May 2013

ATT: ADNAN VOLODER  
LATROBE CITY COUNCIL  
P O BOX 264  
MORWELL VIC 3840

Dear Adnan,

**PLANNING PERMIT APPLICATION**

YOUR REFERENCE : **PLA2012/196**  
OWNER : **Hipo Investments Pty Ltd**  
LOCATION : **26 Tintern Place Traralgon**

We refer to your email dated 24 April 2013 made pursuant to Clause 52(1)(d) of the Planning and Environment Act, and advise that Gippsland Water **objects** to the granting of a planning permit for the development as shown on site layout plan drawing no. Lv2161-002, submitted as part of the application.

The reason for our **objection** is:

- Gippsland Water has a 150mm PVC sewer asset that traverses the property. The site layout plan(s) included in the application referring to the Storage Lockers requires assessing through the Building over or Near Assets process.

The owner/applicant must apply for a Building over or Near Assets (Application enclosed) for the Storage Lockers and the item below and forward to our Property Connections Team. In order for the application to be considered the following must be noted to assist in the prompt processing:

The following requirements must be met and proven in your application:

- Footing details will need to be provided for the northern walls of Units 1-3 to demonstrate they meet the angle of repose requirement.

If the application is approved by Gippsland Water, a Deed of Agreement will then be forwarded to the owner to complete and return to us. Upon receipt of the completed Deed of Agreement, Gippsland Water will forward a letter to Council advising that the objection will be lifted.

If you have any queries in the matter please contact the Statutory Planning Team on 5175 7488.

Yours sincerely



Geoff Harris  
**PROPERTY SERVICES MANAGER**



Hazelwood Road  
PO Box 348  
Traralgon Victoria 3844  
Telephone: (03) 5177 4600  
Facsimile: (03) 5174 0103  
contactus@gippswater.com.au  
www.gippswater.com.au

cc: Hipo Investments Pty Ltd  
c/- Latrobe Valley Drafting  
PO Box 585  
MOE VIC 3825

9. JAN. 2013 14:11 VCAT WITHDRAWALS&amp;ADJ613 96289054

NO. 135 P. 1/8



### PLANNING AND ENVIRONMENT LIST

VCAT Reference: P3649/2012  
Your Reference: 2012/196

9 January 2013

LaTrobe City Council  
DX 217733  
MORWELL

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED	
09 JAN 2013	
R/O:	Doc No.
Comments/Notes Continued to	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Not forwarded to accounts

Dear Sir/Madam

Application concerning: 26 Tintern Place  
TRARALGON VIC 3844

The Victorian Civil and Administrative Tribunal (VCAT) has received an application for review under section 79 *Planning and Environment Act 1987* concerning the above land. A copy of the application is now served on you.

Within 10 business days, you are required to lodge with VCAT the information about the application as specified in practice note, PNPE2 – Information from Decision Makers. You must also complete the attached Form D - Calculation of elapsed days in Failure Applications and return it with the practice note material. If you consider the application is premature and wish to take any action, you should make an immediate application for a practice day hearing.

To assist the applicant for review to complete its obligation of serving the application within seven days of VCAT's direction, please immediately provide them with a list of names and addresses of any objectors and referral authorities (by facsimile or email if possible).

The Responsible Authority is required to provide VCAT with draft conditions (in the case of an application under section 77 or 79) or a copy of the permit or notice of decision to grant a permit (in the case of applications under section 80 or 82) seven days before the hearing via email to [planningconditions.vcat@justice.vic.gov.au](mailto:planningconditions.vcat@justice.vic.gov.au)

If you have any enquiries, please contact us on the numbers provided. Please quote VCAT's reference number. Guidelines and information on our procedures are on the website or can be obtained from VCAT on request.

Yours sincerely

**Melissa Biram**  
Registrar, Administrative Division

---

Victorian Civil and Administrative Tribunal (VCAT)  
Administrative Division: Planning and Environment List  
55 King Street, Melbourne VIC 3000 Website [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au) Telephone 03 9628 8777  
GPO Box 5408, Melbourne VIC 3001 Email [vcat-admin@justice.vic.gov.au](mailto:vcat-admin@justice.vic.gov.au) Facsimile 03 9628 9789  
Ausdoc DX 210578 Melbourne

9. JAN. 2013 14:11

VCAT WITHDRAWALS&amp;ADJ613 96289054

NO. 135 P. 2/8

**VCAT** | victorian civil &  
administrative  
tribunal**PLANNING AND ENVIRONMENT LIST**

Encl : Form D – Calculation of elapsed days in Failure Applications  
Application for Review

---

Victorian Civil and Administrative Tribunal (VCAT)  
Administrative Division: Planning and Environment List  
55 King Street, Melbourne VIC 3000 Website [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)  
GPO Box 5408, Melbourne VIC 3001 Email [vcat-admin@justice.vic.gov.au](mailto:vcat-admin@justice.vic.gov.au)  
Ausdoc DX 210576 Melbourne

Telephone 03 9628 9777  
Facsimile 03 9628 9789

9. JAN. 2013 14:11

VCAT WITHDRAWALS&amp;ADJ613 96289054

NO. 135

P. 3/8

# VCAT

victorian civil &  
administrative  
tribunal

## PLANNING AND ENVIRONMENT LIST

### FORM D

#### Calculation of elapsed days in Failure Applications

#### The Four Steps Table

Important, understand the notes set out on the back of this form before completing this form.

Step 1	The date the permit application was first received by the Responsible Authority	
	The date the permit applicant applied to amend the permit application	
	The date the permit applicant agreed to an amendment of the permit application	
	The date further information required within the prescribed time is given to the Responsible Authority	
	Start date: the most recent of above dates	

Step 2	Start date	
	Date VCAT application received	
	Total days counted	

Step 3	Date notice requirement made	
	Date last notice given	
	Notice days counted	

Step 4	Total days counted in Step 2	
	Notice days counted in Step 3	
	Total days minus Notice days	

If the total days minus the notice days is less than 60 days, the application is premature.

Victorian Civil and Administrative Tribunal (VCAT)  
Administrative Division: Planning and Environment List  
55 King Street, Melbourne VIC 3000 Website [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)  
GPO Box 5408, Melbourne VIC 3001 Email [vcat-admin@justice.vic.gov.au](mailto:vcat-admin@justice.vic.gov.au)  
Ausdoc DX 210576 Melbourne

Telephone 03 9628 9777  
Facsimile 03 9628 9789

9. JAN. 2013 14:12

VCAT WITHDRAWALS&amp;ADJ613 96289054

NO. 135 P. 4/8



## PLANNING AND ENVIRONMENT LIST

### Step 1

Ascertain the **start date**

### Step 2

Count the **total days** that have elapsed from the **start date** to the date the application review was or is to be received by VCAT.

### Step 3

Count the "**notice**" days that elapsed while giving notice of the permit application under section 52 of the *Planning and Environment Act 1987*.

### Step 4

Calculate the number of prescribed days that have elapsed by subtracting the "**notice**" days counted in Step 2, from the total days counted in Step 1. If the total days minus the notice days is less than 60 days, the application is premature.

### **Notes on the Four Step Calculation**

#### **Step 1 and the start date**

The start date is the **most recent** of the dates determined as follows:

- 1 The date the permit application was first received by the Responsible Authority.
- 2 The date the permit applicant applied to amend the permit application under section 50 of the *Planning and Environment Act 1987*. (See section 50A(5)(b))
- 3 The date the permit applicant agreed to an amendment of the permit application proposed by the Responsible Authority pursuant to section 50A of the *Planning and Environment Act 1987*. (See section 50A(5)(b))
- 4 The date more information is given to the Responsible Authority in accordance with a written request made within the prescribed time under section 54 of the *Planning and Environment Act 1987*. Clause 20 of the *Planning and Environment Regulations 2005* provides that the prescribed time in respect of a responsible authority's request for more information is 28 days. This is calculated from the date written notice of the requirement is despatched to the permit applicant (See *Wilbow Corporation Pty Ltd v Boroondara CC* [2006] VCAT 437).

#### **Step 3 – The giving of notice.**

For the purposes of counting the days that elapsed giving notice:-

- 1 The date a requirement to give notice of a permit application is made is the date the written requirement is despatched to the permit applicant by the Responsible Authority.
- 2 The date the last notice was given is usually the **most recent** of the following dates:
  - (a) The date the last notice was posted, or;
  - (b) The date the last notice was erected upon the land, or;
  - (c) The last date a notice was published in a newspaper.

Victorian Civil and Administrative Tribunal (VCAT)

Administrative Division: Planning and Environment List

55 King Street, Melbourne VIC 3000 Website [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)  
GPO Box 5408, Melbourne VIC 3001 Email [vcadmin@justice.vic.gov.au](mailto:vcadmin@justice.vic.gov.au)

Telephone 03 9628 9777  
Facsimile 03 9628 9789

Ausdoc DX 210576 Melbourne



9. JAN. 2013 14:12: VCAT WITHDRAWALS&ADJ613 96289054

NO. 135 P. 5/8 579

VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL  
PLANNING AND ENVIRONMENT LIST

P 36491 2012

(Office Use Only)

18 DEC 2012

APPLICATION FOR REVIEW BY A PERMIT APPLICANT OR PERMIT HOLDER  
UNDER SECTION 77, 78, 79, 80 OR 81(2) PLANNING AND ENVIRONMENT ACT 1987

Please read the *Guide for Permit Applicants/Permit Holders* before completing this form.

1 DETAILS OF APPLICANT(S)

Name HIPO INVESTMENTS PTY LTD

Is the applicant named as the applicant in the planning permit application lodged with the responsible authority?

Yes  No

2 ADDRESS OF APPLICANT(S)

All correspondence will be sent to the applicant(s) at this address, unless they are represented. If represented, all correspondence will be sent to the representative.

Address for service 2/14 NEWMANS RD  
TEMPLESTOWE VIC 3106  
Workday telephone 0402 046 969  
Mobile telephone 0402 046 969  
Facsimile 03 8677 2502  
Email address oscarcelik@gmail.com

REG MELISSA 18-12-2012 10:29 AM 114342  
PLANNING APPLICATION(2)

3 DETAILS OF REPRESENTATIVE

Name/Firm TP LEGAL  
Address for service PO Box 529  
ASHBURTON VIC 3147  
Reference name/number NICK CRAWFORD  
Workday telephone 0409 904 032 / 9886 9491  
Facsimile 03 9885 0141  
Email address nick.crawford@tplegal.com.au

TOTAL  
EFTPOS

\$322.00  
\$322.00  
\$322.00

4 DETAILS OF THE LAND AND THE PERMIT APPLICATION

Information regarding the land to which the permit application relates and the permit application. Please refer to part 2 of the *Guide for Permit Applicants/Permit Holders*.

Address or description of the land 26 TINTERN PLACE  
TRARALGON VIC 3844

9. JAN. 2013 14:12

VCAT WITHDRAWALS&ADJ613 96289054

NO. 135 P. 6/8

Responsible authority

LATROBE CITY COUNCIL

Permit application number

2012/196

Proposal

CONSTRUCTION OF 4 DWELLINGS ON A LOT

Is the permit application an application to amend an existing permit?

No  Yes If yes, what is the permit number? \_\_\_\_\_

Estimated Cost of Development

\$ 400,000

**5 STATUTORY BASIS OF APPLICATION**

What are you requesting VCAT to review?

Before completing this section, please refer to the *Guide for Permit Applicants/ Permit holders*. Please attach a copy of the responsible authority's decision (except for an application under s.79).

- Failure to grant a permit within the prescribed time (section 79)
- Refusal to grant a planning permit or an amendment to a planning permit (section 77)
- Conditions in a permit (section 80). List disputed conditions below:-

- Requirement to give notice of an application for a permit (section 78(a))
- Requirement of the responsible authority for more information (section 78 (b))
- Refusal by the responsible authority to extend time within which to provide information (section 81 (2))

**6 REASONS FOR REVIEWING THE DECISION (STATEMENT OF GROUNDS)**

Set out a short statement of the grounds you rely on to support your application. Attach a separate sheet if necessary.

A statement of grounds is not required for an application under section 79 of the *Planning and Environment Act 1987* (failure to grant a permit) but a calculation of elapsed days must be attached.

**SEE CALCULATION OF ELAPSED DAYS**

**7 ATTACHMENTS**

Attach the following documents to this application. Attach a separate list if necessary.

12/11/12 12:40 PM  
Page 2 of 4

9. JAN. 2013 14:12

VCAT WITHDRAWALS&ADJ613 96289054

NO. 135 P. 7/8

- A copy of the responsible authority's decision to be reviewed Ref. No. \_\_\_\_\_
- Calculation of elapsed days (section 79 applications only) Ref. No. 1
- Other attachments (if relevant) Ref. No. \_\_\_\_\_

**8 HEARING CONDUCT, TIME AND COMPLEXITY**

Are you requesting mediation?

If you would like your application to be considered by way of mediation, please tick the box below. Please note, VCAT may schedule a mediation even if parties do not request it.

- Yes, I am requesting mediation

Estimate the time it will take you to make your primary submissions at a hearing of the application and the number of expert witnesses you intend to call, if any.

Time to make submissions  Hours  Minutes

Number of expert witnesses

**9 SIGNATURE**

Category of signatory:

- Applicant in person
- Authorised representative

Signature

Name and position (print) **OZGUR CELIK**

Date **17/12/2012**

**APPLICATION CHECKLIST**

Before you lodge this application, make sure that:

- You have signed and dated your application.
- You have completed all details and responded to all questions.
- All documents regarding fees (eg fee waiver documents, credit card form or cheque) are supplied with your application.
- You have attached and properly referenced all of the attachments listed in this form and, in particular, you have attached a copy of the responsible authority's decision you are seeking to be reviewed.

**FEES**

The relevant fee or application for waiver must accompany this application.

A fee is payable in relation to all applications to VCAT in the Planning and Environment List. Current fees for applications to the Planning and Environment List are set out on our website at [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)

VCAT fees may rise on 1<sup>st</sup> July each year.

Application Fee

There are instances where the Tribunal can waive the requirement to pay a filing fee. Please

9. JAN. 2013 14:12

VCAT WITHDRAWALS&amp;ADJ613 96289054

NO. 135

P. 8/8

Ref #: 1**The Four Steps Table**

Important, understand the notes set out above before completing this form.

<b>Step 1</b>	The date the permit application was first received by the Responsible Authority.	3/8/2012
	The date the permit applicant applied to amend the permit application.	
	The date the permit applicant agreed to an amendment of the permit application.	
	The date further information required within the prescribed time is given to the Responsible Authority.	28/9/2012
Start date: the most recent of above dates		28/9/2012

<b>Step 2</b>	Start date	28/9/2012
	Date VCAT application received	17/12/2012
	Total days counted	81

<b>Step 3</b>	Date notice requirement made	8/11/2012
	Date last notice given	26/11/2012
	Notice days counted	19

<b>Step 4</b>	Total days counted in Step 2	81
	Notice days counted in Step 3	19
	Total days minus Notice days	62

If the total days minus the notice days is less than 60 days, the application is premature.

**16.2 PROPOSED SALE OF LAND - 11 HOPETOUN AVENUE,  
MORWELL**

**General Manager**

**Governance**

**For Decision**

**PURPOSE**

The purpose of this report is to consider the proposed sale and transfer of Council owned land currently fenced into 11 Hopetoun Avenue, Morwell.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

***Latrobe 2026: The Community Vision for Latrobe Valley***

Strategic Objectives

Governance

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.

***Latrobe City Council Plan 2012 - 2016***

***Shaping Our Future***

An active connected and caring community

*Supporting all*

Strategic Direction

- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.
- Provide timely, effective and accessible information about Latrobe City Councils activities.
- Ensure that Latrobe City Council continues to meet the highest standards of financial probity and is financially sustainable.

Service Provision

Property and Statutory – Administer property management, advice and services of Latrobe City Council.

## Legislation

### *Local Government Act 1989*

Section 189 of the *Local Government Act 1989* gives Council the power to sell land however, before doing so, it must:

- (a) ensure that public notice of the intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
- (b) obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

This power is subject to Section 223 of the *Local Government Act 1989* which requires Council “publish a public notice stating that submissions in respect of the matter specified in the public notice will be considered in accordance with this section”.

Council must then consider any written submissions that have been received and any person who has made a submission and requested they be heard are entitled to appear before a meeting of Council.

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

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

It is Councils position that the sale of Council owned property will be via public auction unless circumstances exist that justify an alternative method of sale.

All sales of Council owned property shall be consistent with the *Local Government Best Practice Guidelines for the Sale and Exchange of Land* prepared by the Department of Planning and Community Development.

## **BACKGROUND**

At its meeting held on 7 February 2011 Council considered a request from the owner of 11 Hopetoun Avenue, Morwell, Kwinana Enterprises Pty Ltd, to acquire a strip of Council land fenced into the property (Attachment One) and resolved the following:

1. *That Council, pursuant to Section 189 of the Local Government Act 1989 and the Sale of Council Owned Property Policy, resolve to sell a strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell, being part of Lot 10 on LP 3219 and the land contained in Certificate of Title Volume 5081 Folio 080, by private treaty to the owner of 11 Hopetoun Avenue, Morwell.*



**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

2. *That Council authorises the Chief Executive Officer or his nominee to negotiate the sale price for the strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell, in accordance with the sale of Council Owned Property Policy.*
3. *That Council authorises the Chief Executive Officer to enter into a Contract of Sale and, when prepared, sign and seal a Transfer of Land document allowing the transfer of the strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell.*

The original valuation of the land, obtained in June 2011, indicated that the market value for the land was \$20,000.00.

Despite repeated requests from Council, Kwinana Enterprises Pty Ltd never finalised the transfer and 11 Hopetoun Avenue was subsequently sold to the current owner, Moe Movies Pty Ltd, in September 2012.

A planning application for a two lot subdivision and development of a second dwelling (2012/286) was submitted in October 2012 and, during consideration of this application, it was identified that the proposal included the strip of Council land that remained untransferred.

Council officers subsequently wrote to Moe Movies Pty Ltd in November 2012 notifying them of the presence of the strip of land and seeking their agreement to finalising the transfer.

An updated valuation of the land was obtained in January 2013 indicating that the market value for the land is \$14,000.00 plus GST.

Moe Movies Pty Ltd advised that they were not made aware of this strip of land or the outstanding transfer from Council when they purchased the property and they have now written (Attachment Two) requesting that this strip of land fenced into 11 Hopetoun Avenue, Morwell, be transferred for a nominal consideration.

Council considered the applicants request to acquire this strip of land for a nominal consideration at the Ordinary Council Meeting held on 22 April 2013 and resolved the following:

1. *That Council refuse the request to sell a strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell, being part of Lot 10 on LP 3219 and the land contained in Certificate of Title Volume 5081 Folio 080, to Moe Movies Pty Ltd for a nominal consideration.*
2. *That Council give public notice and seek comment on the proposed transfer of a strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell, should Moe Movies Pty Ltd wish to purchase the land at the current valuation.*
3. *That Moe Movies Pty Ltd be advised accordingly.*

**ISSUES**

Moe Movies Pty Ltd were advised of the above resolution and have subsequently agreed to acquire the strip of land fenced into their property at the recent valuation of \$14,000.

In accordance with the resolution of 22 April 2013 public notice was given of the proposed transfer inviting comment however no submissions were received in response.

The current planning application (2012/286) for the proposed two lot subdivision and development of a second dwelling remains on hold pending finalisation of the transfer of the strip of land to Moe Movies Pty Ltd.

This strip of land, measuring 145 square meters, is part of the land contained in Certificate of Title Volume 5081 Folio 080 which also forms part of Buckley Street and it will therefore need to be subdivided and consolidated with the property at the applicants' expense.

The land itself cannot be sold as a stand alone lot and, as such, the only possible purchaser is the owner of 11 Hopetoun Avenue, Moe Movies Pty Ltd.

**FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

As stated previously, a valuation of this land was obtained in January 2013 indicating that the market value of the land is \$14,000.

If the transfer of the land does proceed the applicant, Moe Movies Pty Ltd, will be required to meet all survey and legal costs associated with the transfer and consolidation of the land.

**INTERNAL/EXTERNAL CONSULTATION**

Council originally gave public notice of the proposed transfer of the strip of land fenced into 11 Hopetoun Avenue, Morwell, during December 2010.

A fresh consultation process was recently undertaken that involved the following:

- Public notices in the Latrobe Valley Express on Thursday 9 and Monday 13 May 2013.
- Public notice placed in the foyer of the Corporate Headquarters.

In both instances no public submissions were received in response to the public notices.

**OPTIONS**

The following options are available to Council:

1. Transfer the strip of land fenced into 11 Hopetoun Avenue, Morwell, to Moe Movies Pty Ltd at valuation.
2. Retain the strip of land fenced into 11 Hopetoun Avenue, Morwell, and advise Moe Movies Pty Ltd accordingly.

**CONCLUSION**

Moe Movies Pty Ltd purchased 11 Hopetoun Avenue, Morwell, and they have indicated that they were unaware of the presence of a strip of Council owned land that was to be transferred to the previous owner of the property.

A planning application (2012/286) for a two lot subdivision and development of a second dwelling on the property, submitted in October 2012, is currently on hold pending finalisation of the transfer of this strip of land.

Having given public notice and invited submissions it would be reasonable for Council to resolve to transfer the strip of land fenced into 11 Hopetoun Avenue, Morwell, to Moe Movies Pty Ltd at valuation.

**Attachments**

1. Location of Council owned land contained in Certificate of Title Volume 5081 Folio 080 with the strip of land to be consolidated with 11 Hopetoun Avenue shown hatched.
2. Application from Moe Movies Pty Ltd.

**RECOMMENDATION**

- 1. That Council, having given public notice of the proposal, forms the opinion that the strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell, being part of Lot 10 on LP 3219 and part of the land contained in Certificate of Title Volume 5081 Folio 080, is surplus to both Council and community requirements.**
- 2. That Council resolves to sell the strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell, being part of Lot 10 on LP 3219 and part of the land contained in Certificate of Title Volume 5081 Folio 080, to Moe Movies Pty Ltd at valuation.**
- 3. That, pursuant to the Sale of Council Owned Property Policy, the Chief Executive Officer is authorised to enter into Contracts of Sale and sign and seal a Transfer of Land document to dispose of the strip of land adjoining the southern boundary of 11 Hopetoun Avenue, Morwell, being part of Lot 10 on LP 3219 and part of the land contained in Certificate of Title Volume 5081 Folio 080.**
- 4. That Moe Movies Pty Ltd be advised accordingly.**

## **16.2**

### **Proposed Sale Of Land - 11 Hopetoun Avenue, Morwell**

- 1 Location of Council owned land contained in Certificate of Title Volume 5081 Folio 080 with the strip of land to be consolidated with 11 Hopetoun Avenue shown hatched..... 315**
- 2 Application from Moe Movies Pty Ltd..... 317**





<b>LATROBE CITY COUNCIL</b>	
<b>INFORMATION MANAGEMENT</b>	
RECEIVED	
<b>13 MAR 2013</b>	
R/O:	Doc No:
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Moe Movies Pty Ltd  
 C/- Mr Kevin Riley  
 PO Box 916  
 MOE VIC 3825

8<sup>th</sup> March, 2013

The Chief Executive Office  
 Latrobe City Council  
 PO Box 264  
 MORWELL VIC 3840

Attention: Mr Peter Schulz  
 Property & Statute Officer

Dear Sir,

**RE: PROPOSED TOWNHOUSE BEHIND EXISTING DWELLING  
 AT 11 HOPETOWN AVENUE, MORWELL VIC.  
 LOT 11 LP 3219, LOT 12 LP 3219**

**LCC – PLANNING PERMIT APPLICATION No.2012/286**

We refer to Council's Letter (Ref Doc. No.884941:PS) dated 4<sup>th</sup> February, 2013 which was addressed to Verhoeven & Curtain Solicitors who are acting on our behalf to procure a strip of land owned by Latrobe City Council that is currently fenced into the above property.

Council have offered to sell the land which has been recently assessed at a market value of \$14,000.00 plus GST. We have been requested by Council's Mr Peter Schulz to confirm the details of our discussions with respect to our response and position with procurement of the strip of land at a meeting held within the Council Chambers 9.00am Thursday 7<sup>th</sup> March, 2013.

We respectfully request Council to transfer ownership of the strip of land to us for a token price, may we suggest of \$1.00 + GST together with reimbursement to Council of any Licenced Surveyor's Fees and any legal costs in doing so.

Our reasons for making such application are as follows:

1. The cost of purchasing the land at 11 Hopetown Avenue including legal expenses 6 months ago was approximately \$135,000.00. We were lead to believe that we were purchasing the whole of the land, including the strip of land for which we found out later, after the purchase was complete, was Council owned.
2. Our apportionment of cost to the Townhouse land would be approximately \$60,000.00 together with accrued holding costs to date. The cost of construction of the three (3) bedroom townhouse incl. additional services infrastructure, landscaping, fencing, design costs and statutory fees etc will be at least \$240,000.00 + GST. Our proposed investment for the Townhouse will therefore be in excess of \$300,000.00 + GST. The imposition of an additional \$14,000.00 + GST would render the whole proposal non-viable and it would be unwise to proceed. However, at present we would prefer to take a more positive view with likely capital appreciation. For the present, though, Real Estate Agents have indicated the Townhouse Development would be valued at under \$300,000.00 excluding GST.

-2-

3. We suggest Council may view the idea of procuring more revenue (rates) as a result of selling the strip of land for a token amount as being far more attractive. For "a start" the rates would double and then escalate due to increased individual value of the Townhouse especially when the existing house on the corner is replaced by another new Townhouse. The Council rates over several years will exceed the \$14,000.00 + GST sum, perpetuating well into the future somewhere between 50 to 100 years.
4. It may be considered the proposed Townhouse will enhance the attractiveness of this "inner city precinct" to encourage owners or prospective investors to re-develop adjacent neighbouring properties with decent, modern, "close-in to the centre of town" residential living accommodation.
5. Although our project may not be regarded as large nor significant it will, nevertheless, contribute to stimulating the local economy with regard to local employment opportunity together with retail purchase of goods and services.

In summary we trust Council will take the "long-term" view of what will be achieved should we be successful in procuring the strip of land on our preferred basis.

Yours faithfully



**Kevin Riley**  
For and on behalf of  
Moe Movies Pty Ltd

**16.3 PROPOSED ROAD DISCONTINUANCE - UNNAMED  
GOVERNMENT ROAD OFF GEORGE STREET, MOE.**

**General Manager**

**Governance**

**For Decision**

**PURPOSE**

The purpose of this report is for Council to further consider the proposed discontinuance of an unnamed Government road reserve off George Street, Moe.

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

***Latrobe 2026: The Community Vision for Latrobe Valley***

***Strategic Objectives - Governance***

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.

***Latrobe City Council Plan 2012 - 2016***

***Shaping Our Future***

An active connected and caring community  
Supporting all

***Strategic Direction – Governance***

- Support effective community engagement to increase community participation in Council decision making.
- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.
- Provide timely, effective and accessible information about Latrobe City Council's activities.

*Strategic Direction – Built Environment*

- Integrate transit cities principles in the development of Moe, Morwell and Traralgon activity centres.
- Develop high quality community facilities that encourage access and use by the community.
- Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.
- Promote and support high quality urban design with the built environment.
- Promote the integration of roads, cycling paths and footpaths with public transport options and public open space networks to facilitate passive recreation and enhance the liveability and connection of Latrobe City.
- Promote and support private and public sector investment in the development of key infrastructure within the municipality.

*Strategy – Built Environment*

- Moe Activity Centre Plan,  
Adopted 17 December 2007
- Moe Rail Precinct Revitalisation Project: Master Plan,  
Adopted 7 December 2009
- Moe Rail Precinct Revitalisation Project: Concept Design  
Adopted 9 May 2011
- Moe Rail Precinct Revitalisation Project Strategic Business Case  
Adopted 4 June 2012

*Legislation*

Local Government Act 1989

Section 206 and Schedule 10 Clause 3 of the *Local Government Act 1989* gives Council the power to discontinue roads:

“A Council may, in addition to any power given to it by Sections 43 and 44 of the *Planning and Environment Act 1987*-

- (i) discontinue a road, or part of a road, by a notice in the Victoria Government Gazette; and
- (ii) sell the land from that road (if it is not Crown Land), transfer the land to the Crown or itself or retain the land.”

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

Both of these powers are subject to Section 223 of the Local Government Act 1989 which requires Council “publish a public notice stating that submissions in respect of the matter specified in the public notice will be considered in accordance with this section.”

Council must then consider any written submissions that have been received and any person who has made a submission and requested they be heard are entitled to appear before a meeting of Council.

### **BACKGROUND**

On 17 December 2012, Council resolved to undertake a full review of the Moe Activity Centre Plan (MACP) and the Moe Rail Precinct Revitalisation Project (MRPRP).

Having considered this review at a Special Council Meeting held on 25 March 2013 Council resolved the following;

1. *That Council note the review of the Moe Activity Centre Plan and Moe Rail Precinct Revitalisation Project has been completed in accordance with the Council resolutions of 17 December 2012, 4 February 2013, 18 February 2013, 20 February 2013 and 18 March 2013.*
2. *That Council pursue state and federal government funding opportunities to progress the Moe Rail Precinct Revitalisation Project as per the Concept Design adopted on 9 May 2011.*
3. *That the head petitioners of the two petitions received during the review be advised of Council’s decision in relation to their petitions requesting that the Moe Rail Precinct Revitalisation Project Master Plan be implemented immediately and that Council actively seek funding from both state and federal governments to ensure the completion of the project in a timely manner.*
4. *That the Mayor write to all submitters thanking them for their submissions and advising them of the completion of the review.*

In September 2008 Council had previously resolved to acquire the properties at 1 to 29 George Street, Moe, to enable redevelopment of the land as a civic precinct. This was finalised in October 2011 and the buildings were subsequently demolished with the attached plan of consolidation (PC 362808R) currently being lodged at Land Victoria.

As identified in the recent review, the parcel of land subject to the Moe Rail Precinct Revitalisation Project Master Plan is comprised of the land already acquired by Council, land parallel to the railway line owned by VicTrack and an unnamed road reserve which belongs to the Crown.

This unnamed Government road reserve, identified as Crown Allotment 23Q in the Parish of Moe, originally provided access from George Street and is unconstructed with an approximate area of 700 square metres.

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

The proposed civic and community hub building that is to be included as part of the project would be constructed across each of these parcels of land and, whilst it is not inherently necessary for Council to own the land, it will be necessary for the road to be discontinued to remove the road status.

The Department of Environment and Primary Industries (DEPI) have previously advised that they can undertake this road discontinuance under the *Land Act 1958* or, alternatively, Council can discontinue the road under the *Local Government Act 1989*.

In either case, once the road has been discontinued the land will vest in the Crown and Council would need to make application to the DEPI to have it transferred pursuant to Section 99 of the *Land Act 1958*.

This section of the Act allows the Minister to “sell Crown land to a public authority at a price and on terms and conditions which the Minister thinks fit, if the Minister is satisfied that the public authority requires the land for a public purpose”.

This matter was previously considered at the Ordinary Council Meeting held on 6 May 2013 and it was resolved that Council:

1. Gives public notice of its intention to consider the proposed discontinuance of the unnamed Government road off George Street, Moe, identified as Crown Allotment 23Q in the Parish of Moe, pursuant to Section 206 and Schedule 10 Clause 3 of the *Local Government Act 1989*.
2. Consider any submissions received in relation to the proposed discontinuance of the unnamed Government road off George Street, Moe, identified as Crown Allotment 23Q in the Parish of Moe, at the Ordinary Council Meeting to be held on Monday 17 June 2013.

**ISSUES**

Should Council resolve to discontinue the unnamed Government road reserve off George Street, Moe, the land will vest in the Crown and will then need to be transferred to Council.

No formal negotiations have been undertaken with the DEPI as to the timeframe for the transfer of the land or the associated costs however it has been indicated that, given the significance of this project, it is possible that the transfer may be given priority.



**FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

As this is a statutory process with the aim of facilitating transfer of the land to Council there is unlikely to be any associated risks with the proposed discontinuance of the road reserve.

Costs associated with undertaking the statutory process are minimal, being the cost of public notices in the Latrobe Valley Express inviting submissions and, should Council resolve to discontinue the road, an order published in the Victoria Government Gazette.

The sale price for the land will be determined by a valuation obtained by the Department of Sustainability and Environment and this will also include government fees that will be payable by Council.

As stated above, Section 99 of the *Land Act* 1958 allows the Minister to transfer the land to a public body at a price that is considered appropriate and this could allow Council to negotiate an outcome based upon the land being part of a regional project of strategic significance.

All costs associated with the acquisition of the land will be accommodated within existing budget allocations for the project.

**INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

Public comment on the proposed road discontinuance was sought via the following methods:

- Public notices placed in the Latrobe Valley Express on Monday 13 and Thursday 16 May 2013.
- Notice displayed at the Moe Service Centre.
- Details placed on the Latrobe City Council website

*Details of Community Consultation / Results of Engagement:*

No submissions or enquiries were received in response to these public notices.

**OPTIONS**

Having given public notice of the proposed road discontinuance Council may now resolve to either:

- Resolve to discontinue this road reserve pursuant to Section 206 and Schedule 10 Clause 3 of the *Local Government Act* 1989
- Resolve not to proceed with the discontinuance of the road reserve which will require no further action.

**CONCLUSION**

The discontinuance of the unnamed Government road reserve identified as Crown Allotment 23Q in the Parish of Moe is necessary to enable the land to be transferred to Council as part of the Moe Activity Centre Plan and Moe Rail Precinct Revitalisation Project.

Having given public notice of the proposed road discontinuance it would be reasonable for Council to form the opinion that the unnamed Government road reserve is no longer required for public traffic and to discontinue the road.

**Attachments**

1. Attachment One: Plan showing location of Government Road (Crown Allotment 23Q) to be discontinued.
2. Attachment Two: Plan of Consolidation for properties in George Street adjoining road reserve.

**RECOMMENDATION**

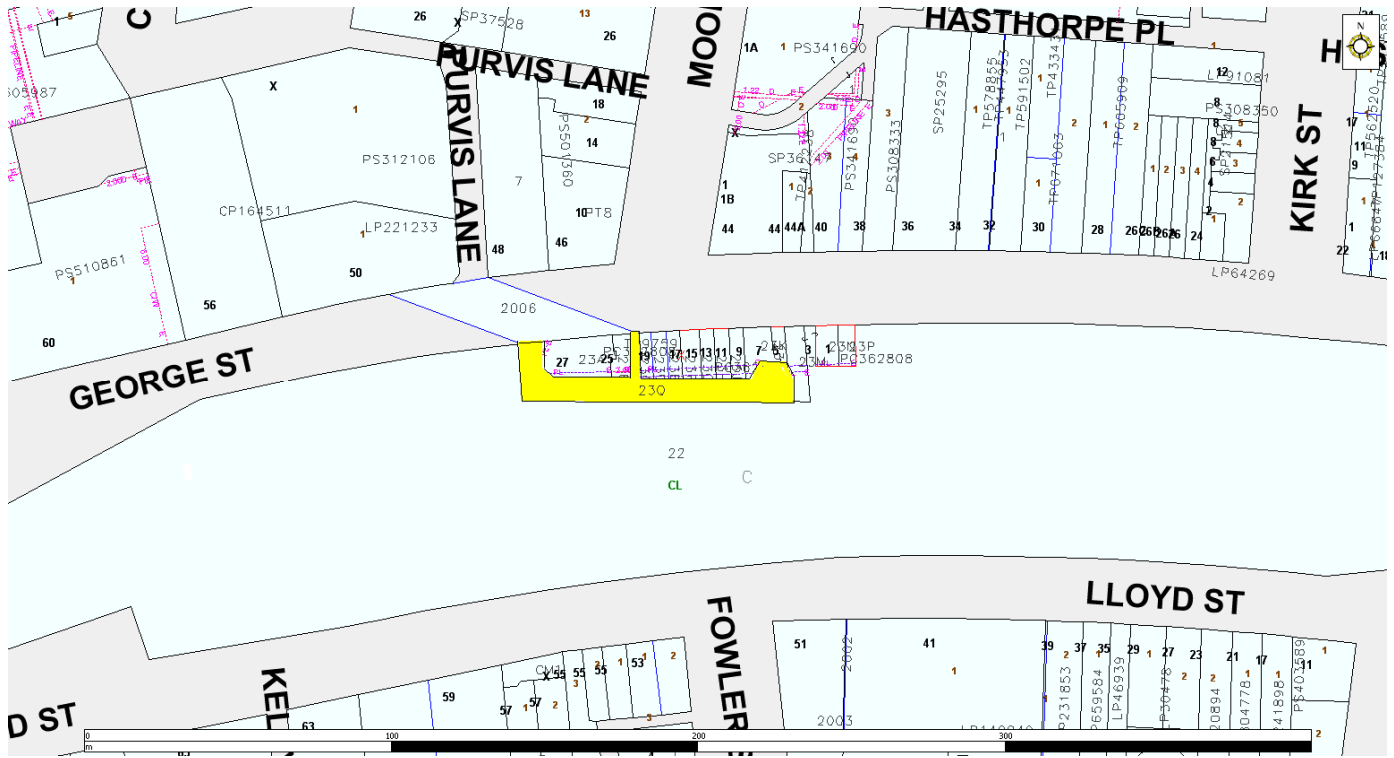
- 1. That Council, in accordance with Section 206 and Schedule 10 Clause 3 of the *Local Government Act 1989*, having given public notice of its intention to discontinue the unnamed Government road off George Street, Moe, identified as Crown Allotment 23Q in the Parish of Moe, forms the opinion that the road is not reasonably required for public use and resolves to discontinue the road.**
- 2. That a notice be placed in the Victoria Government Gazette formally discontinuing the unnamed Government road off George Street, Moe, identified as Crown Allotment 23Q in the Parish of Moe.**
- 3. That Council authorises the Chief Executive Officer to make application to the Department of Environment and Primary Industries to acquire the land pursuant to Section 99 of the *Land Act 1958*.**

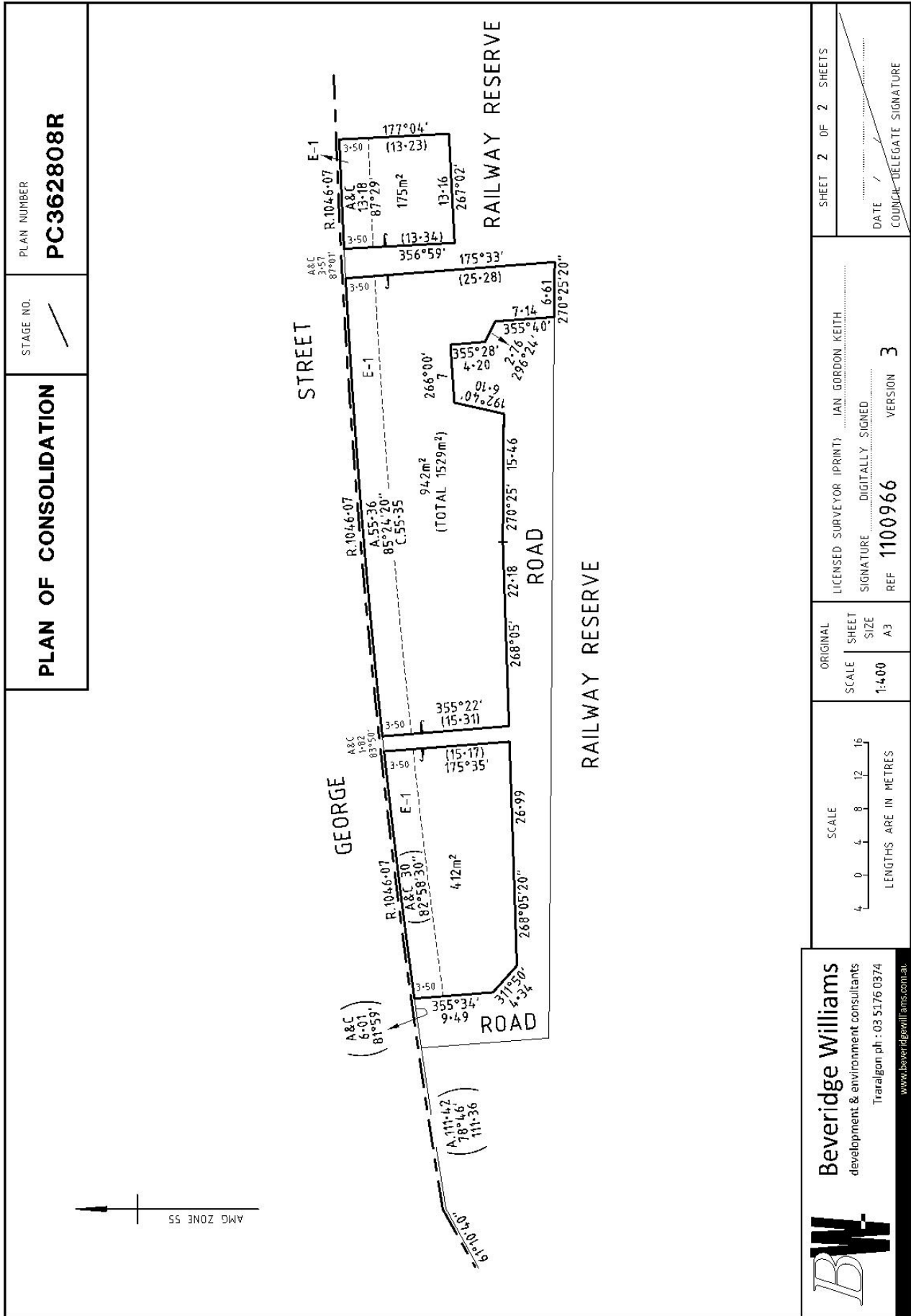
## 16.3

### **Proposed Road Discontinuance - Unnamed Government Road off George Street, Moe.**

- 1 Attachment One: Plan showing location of Government Road (Crown Allotment 23Q) to be discontinued. .... 329
- 2 Attachment Two: Plan of Consolidation for properties in George Street adjoining road reserve..... 331

ATTACHMENT 1 16.3 Proposed Road Discontinuance - Unnamed Government Road off George Street, Moe. - Attachment One: Plan showing location of Government Road (Crown Allotment 23Q) to be discontinued.





PLAN OF CONSOLIDATION

STAGE NO. /

PLAN NUMBER  
**PC362808R**

SHEET 2 OF 2 SHEETS

DATE / /

COUNCIL-DELEGATE SIGNATURE

LICENSED SURVEYOR (PRINT) JAN GORDON KEITH

SIGNATURE DIGITALLY SIGNED

REF 1100966

VERSION 3

ORIGINAL SCALE SHEET SIZE

1:400 A3

SCALE

4 0 4 8 12 16

LENGTHS ARE IN METRES

**Beveridge Williams**  
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**16.4 2013/2014 DRAFT BUDGET**

**General Manager**

**Governance**

**For Decision**

**PURPOSE**

The purpose of this report is to present the draft 2013/2014 Budget, and to seek Council's approval to release the draft budget for community comment.

**DECLARATION OF INTEREST**

The General Manager Governance declared an indirect interest under section 78B of the Local Government Act 1989.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2012-2016.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Governance*

*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*

*Latrobe City Council Plan 2012 - 2016*

*Strategic Direction – Governance*

*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*

*Legislation –Local Government Act 1989*

*Section 127 (1) of the Local Government Act 1989, states that "A Council must prepare a budget for each financial year."*

*Section 130 (3) of the Act states that "The Council must adopt the budget by 31 August each year."*

*Section 130 (4) of the Act states that "The Council must submit a copy of the budget to the Minister by 31 August each year."*

**BACKGROUND**

This report forms part of the statutory process for the adoption of the 2013/2014 Budget and complies with Section 129 of the *Local Government Act 1989* which requires Council to give public notice that it has prepared a budget.

Council will provide due consideration to any submissions received at a Special Council Meeting to be held on 29 July 2013 and then consider the adoption of the 2013/2014 Budget at an Ordinary Council Meeting to be held on 5 August 2013.

The draft 2013/2014 Budget supports the delivery of “Latrobe 2026: The Community Vision for Latrobe Valley” and clearly articulates the resources required to deliver the draft 2013 - 2017 Council Plan.

**ISSUES**

The draft 2013/2014 budget proposes a 4.50% increase in general rates (including payments in lieu of rates) and municipal charge, plus a \$1.60 increase associated with the State Government imposed EPA landfill levy and an annual increase in residential garbage charges of \$25 per service. This provides for the continued delivery of services at current levels, whilst incorporating the proposed capital works program of \$47.058 million. The overall increase in rates and charges when including EPA Landfill Levy and residential garbage charge is 5.24% (excluding supplementary rates growth).

It is important to note that a movement in the Consumer Price Index (CPI) of around a 3.0% increase has been incorporated into the draft 2013/2014 budget. While council rates and discretionary charges tend to be evaluated against movements in the CPI, this measure relates to price movements in a standard basket of services that reflect household spending patterns and may not have direct relevance for local government services.

In order to gain a better understanding of what cost index applies to local government, the Municipal Association of Victoria (MAV) releases its Local Government Cost Index (LGCI) on an annual basis. The 2013 figures are yet to be released, however historically council costs increase at a rate in excess of the CPI. It should be noted that a price index is not used in isolation to develop council budgets; it is only one driver of expense (cost). Council budgets must also take account of growth in service volumes, increases in wages, State and Commonwealth contributions that may be indexed below CPI, any expansion in the range of council responsibilities and changes in service standards and spending requirements for asset maintenance and renewal.

## ORDINARY COUNCIL MEETING AGENDA 24 JUNE 2013 (CM412)

The draft 2013/2014 Budget proposes new borrowings of \$8.970 million, \$2.0 million to fund the next stage of the Moe Rail Precinct Revitalisation and \$6.970 million to meet Council's unfunded defined benefits superannuation liability. Even with the additional borrowings, Council remains well within the recommended Government Prudential Borrowing limits.

Under new legislation, the Fire Services Property Levy Act 2012, introduced as a result of recommendations by the Victorian Bushfires Royal Commission (VBRC). Council will be responsible from 2013/14 to invoice and collect the Fire Services Property Levy on behalf of the State Government. No allowance has been made in the budget for any monies collected under this levy as Council is acting as a collection agent only and the funds raised and remitted do not form part of Council's operations.

The full range of issues considered within the budget, are detailed in the attached budget document.

### **FINANCIAL, RISK AND RESOURCES IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the *Local Government Act 1989*.

There are no financial implications associated with the preparation of this report.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Council's Audit Committee has reviewed the draft budget, recommendations from this review have been incorporated into the document. The Audit Committee recommended that Council release the draft 2013/2014 Budget for public submissions.

Copies of the draft budget will be available for inspection at Council's Service Centres and placed on Council's website for a period of at least 28 days after publication of the notice of preparation of the budget.

A person has a right to make a submission under Section 223 of the *Local Government Act 1989*, on any proposal contained in the budget.

It is proposed that any person wishing to speak to Council on their submission be given this opportunity at the Special Council Meeting to be held on 29 July 2013.

**OPTIONS**

Options available to Council include:

1. Release the draft 2013/2014 Budget for public comment in accordance with Council's Community Engagement Policy and Strategy and the *Local Government Act 1989*.
2. Amend the draft 2013/2014 Budget before releasing it for public comment in accordance with Council's Community Engagement Policy and Strategy and the *Local Government Act 1989*.

**CONCLUSION**

The draft 2013/2014 Budget has been developed in accordance with the *Local Government Act 1989*, and it is recommended that the draft 2013/2014 Budget be released for public comment, in accordance with Council's Community Engagement Policy and Strategy.

**Attachments**

1. 2013/14 Draft Budget

**RECOMMENDATION**

1. That the 2013/2014 Budget annexed to this report be a Budget prepared by the Council for the purposes of Section 129 of the Local Government Act 1989.
2. That the Chief Executive Officer be authorised to:
  - (a) Give public notice of the preparation of the 2013/2014 Budget in accordance with Section 129 of the Local Government Act 1989; and
  - (b) Make available for inspection the information required to be made available by Regulation 8 of the Local Government (Financial and Reporting) Regulations 2004.
3. That Council:
  - (a) Gives public notice of a Meeting of Council to be held on 29 July 2013 to consider any submission on a proposal (or proposals) contained in such Budget, made in accordance with Section 129 of the Local Government Act 1989; and
  - (b) Gives notice of its intention to:
    - (i) adopt such Budget; and
    - (ii) declares the following rates and charges at an Ordinary Meeting of Council to be held at 5.30pm on 5 August 2013 at the Corporate Headquarters, Morwell.
4. That Council, in accordance with the provisions of the Local Government Act 1989, declares that the amount that it intends to raise by way of general rates, municipal charges and service charges for the period 1 July 2013 to 30 June 2014 is as follows:

(a) General Rates	\$42,817,670
(b) Municipal Charge	\$ 4,413,960
(c) Service Charges	\$ 9,488,616
(d) EPA Landfill Levy Charge	\$ 588,453
(e) Payments in lieu of rates	\$ 8,765,279
5. That Council;
  - (a) declares that the general rates will be raised in 2013/2014 by the application of the following differential rates calculated on the Capital Improved Value of rateable property:
    - (i) General rate of 0.00442245 cents in the dollar on lands as defined in paragraph 6.1(a).
    - (ii) Farm rate of 0.00331684 cents in the dollar on farm land as defined in paragraph 7.1(a).
  - (b) declares the general rates for a twelve month period commencing 1 July 2013 and that the rates be levied in respect of each portion of rateable land for which the Council has a separate valuation.
  - (c) be of the opinion that the differential rates to be levied in 2013/2014 will contribute to the equitable and efficient carrying out of its functions.
6. That Council specifies in relation to the General Rate for 2013/2014 the following in accordance with Section 161 of the

**Local Government Act 1989:****6.1. The objectives of the general rate as:**

- (a) the types and classes of land to which the rate will apply is all other rateable land that is not defined as farm land as described in paragraph 7.1(a);**
- (b) the level of the general rate is 0.00442245 cents in the dollar on the capital improved value of land as defined;**
- (c) the reasons for the use and level of that rate are that:**
  - (i) the types and classes of land to which the rate applies can be easily identified;**
  - (ii) it is appropriate to have a general rate so as to fairly rate lands other than recreational and farm lands;**
  - (iii) the level of the general rate is appropriate having regard to all relevant matters including the use to which the land is put and the amount to be raised by Council's Municipal Charge;**
  - (iv) the level of the general rate is appropriate to ensure that the burden of the payment of rates is fairly apportioned across all rateable land within the Municipal district; which objectives the Council considers are consistent with the economical and efficient carrying out of its functions, and**

**6.2. The characteristics of the land which are the criteria for declaring the general rate are as set out in sub-paragraph 6.1(a) above.****7. That Council specifies in relation to the farm rate for 2013/2014 the following in accordance with Section 161 of the Local Government Act 1989:****7.1. The objectives of the farm rate as:**

- (a) the types and classes of land to which the rate will apply is farm land as defined in Section 2 of the Valuation of Land Act 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:**
  - (i) grazing (including agistment);**
  - (ii) dairying;**
  - (iii) pig farming;**
  - (iv) poultry farming;**
  - (v) fish farming;**
  - (vi) tree farming;**
  - (vii) bee keeping;**
  - (viii) viticulture;**
  - (ix) horticulture;**
  - (x) fruit growing;**
  - (xi) the growing of crops of any kind; and that is used by a business:**
    - (i) that has a significant and substantial commercial purpose or character; and**
    - (ii) that seeks to make a profit on a continuous or**



- repetitive basis from its activities on the land;  
and
- (iii) that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating
- (b) the level of the farm rate is 0.00331684 cents in the dollar on the capital improved value of farm land as defined;
- (c) the reasons for the use and level of that rate are that:
- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district;
- (d) the types and classes of land to which the rate will apply can be identified as farm land as defined in paragraph 7.1 (a); which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.
- 7.2. The characteristics of the land which are the criteria for declaring the farm rate are as set out in paragraph 7.1(a) above.
8. That Council declares a Municipal charge at the annual rate of \$120.00 for rateable land in respect of which a Municipal charge may be levied to recover some of the administrative costs of the Council for a period of 12 months from 1 July 2013 to 30 June 2014.
- 9.
- (a) That Council declares an annual service charge of \$285.00 per premises for the weekly collection and disposal of refuse in respect of premises to which the service is provided (whether or not the owner or occupier of such premises avails himself or herself of the service provided) for a twelve month period from 1 July 2013 to 30 June 2014.
- (b) That Council declares an annual EPA Landfill Levy charge of \$17.60 per garbage bin to cover the costs levied by the Environmental Protection Authority on the operation of landfills for the period 1 July 2013 to 30 June 2014.
- (c) Where exemptions are granted, waste services will be charged for services utilised for the period 1 July 2013 to 30 June 2014 as follows:
- Garbage 120L bin \$192.00 pa
- Garbage 240L bin \$285.00 pa

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Garbage 240L bin Special \$220.00 pa  
 Recycling 240L bin \$ 49.00 pa  
 Organics 240L bin \$ 44.00 pa

10. Cultural and Recreational Land, in accordance with Section 4 of the Cultural and Recreational Lands Act 1963, the following amounts be specified as the amounts payable in respect of recreational lands described as:

Morwell Bowling Club	52 Hazelwood Road, Morwell	\$8,181.55
Morwell Golf Club	Fairway Drive, Morwell	\$2,476.58
Boolarra Bowling Club	22 Duke Street, Boolarra	\$731.92
Yinnar Bowling Club	Main Street, Yinnar	\$537.33
Yallourn North Bowls Club	Reserve Street, Yallourn North	\$888.91
LV Water Ski Club	Hall Road, Yallourn North	\$258.71
Traralgon Bowling Club	45-57 Gwalia Street, Traralgon	\$5,970.32
Traralgon Golf Club	Princes Street, Traralgon	\$5,750.71
Glenview Park	McNairn Road, Traralgon	\$5,795.63
Moe Racing Club	Waterloo Road, Moe	\$6,854.81
Yallourn Bowling Club	1-5 Coach Road, Newborough	\$2,432.35
Moe Golf Club	26 Thompsons Road, Newborough	\$2,874.60
Yallourn Golf Club	Golf Links Road, Moe	\$3,053.73
Moe Bowling Club	Waterloo Road, Moe	\$1,326.74
Victorian Field & Game Association	Scales Road, Flynn Creek	\$375.91
Traralgon Pony Club	20 Minniedale Road, Traralgon	\$594.82

These amounts have regard to the services provided by the Council in relation to such lands and the benefit to the community derived from such recreational lands.

11. That Council directs that copies of the information required by Section 161(3) of the Local Government Act 1989 be made available for inspection at Council's office during office hours.
12. (1) That Council directs that if no written submissions are received in accordance with Section 223 of the Local Government Act 1989, the rates and charges as declared for 2013/2014 be levied by sending notices to the persons who are liable to pay, in accordance with Section 158 of the Local Government Act 1989.
- (2) That Council resolves that the rates and charges for 2013/2014 must be paid by the dates fixed under Section 167 of the Act, namely:
- (i) in full by 15 February 2014; or
  - (ii) by equal instalments on the following dates:
    - 30 September 2013;
    - 30 November 2013;

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

- 28 February 2014; and
- 31 May 2014.

(3) That the Chief Executive Officer be directed and authorised to demand payment of and recover the rates and charges as declared in relation to the 2013/2014 Budget.

**13. Rate of Interest – Section 172 of the Local Government Act 1989:**

(1) That for the 2013/2014 financial year Council resolves to require a person to pay interest on any outstanding amounts of rates and charges:

- (a) which that person is liable to pay; and
- (b) which have not been paid by the date specified under Section 167 for their payment except where the Council has agreed to waive the whole or part of any such interest.

(2) That for the 2013/2014 financial year Council resolves in accordance with Section 172 of the Local Government Act 1989 that the rate of interest will be as specified under Section 2 of the Penalty Interest Rates Act 1983 (Currently 10.5%).

# **16.4**

## **2013/2014 DRAFT BUDGET**

<b>1</b>	<b>2013/14 Draft Budget .....</b>	<b>343</b>
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# Latrobe City Council

## 2013/14 Draft Budget



This Budget Report has been prepared with reference to the Institute of Chartered Accountants 'Victorian City Council Model Budget 2013/2014' a best practice guide for reporting local government budgets in Victoria.

*Adopted by Council XX XXXX 2013*



## 2013/2014 Budget Contents

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## 2013/2014 Budget Executive Summary

### Executive Summary

Under the Local Government Act 1989 ("The Act"), Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 31 August each year.

A high level 10 Year Financial Plan has been developed with the first four years used for the Strategic Resource Plan to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Financial Plan is financial sustainability in the medium to long term, whilst still achieving the Council's strategic objectives as specified in the Council Plan and Latrobe 2026 Vision.

The 2013/14 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of all of the Council Plan strategic objectives and strategies included in the 2013-2017 Council Plan.

The 2013/14 Operating Budget predicts an operating surplus of \$11.510 million, after raising rates and charges of \$66.530 million and capital income of \$11.777 million. Excluding capital funding and developer contributions, an underlying operating deficit of \$2.339 million is projected for 2013/14.

Council operations are expected to be impacted by growth in wages costs, reductions in Victorian Grants Commission (VGC) funding, and other recurrent government grants growth not keeping track with increasing costs and it will be necessary to achieve future income growth whilst containing costs in order to achieve a positive underlying operating position by 2014/15. In order to achieve these objectives whilst maintaining service levels and a robust capital expenditure program, overall rates and charges will increase by 5.24% in 2013/14. Factored into this increase is a 4.5% rise in general rates (including payments in lieu of rates) and municipal charge, 9.6% or \$25 per service in garbage charges and a 10% rise related directly to the State Government increasing the EPA Landfill Levy charged on each tonne of waste deposited to Council's landfill. For transparency purposes the levy will again be included as a separate charge on rate notices to identify the component of waste charges that is to be passed directly on to the State Government. Under new legislation, the Fire Services Property Levy Act 2012, introduced as a result of recommendations by the Victorian Bushfires Royal Commission (VBRC), will be collected by Council in the 2013/14 year on behalf of the State Government, to fund the operations of the MFB and CFA.

New borrowings of \$2.000 million are proposed to assist in the next stage of the Moe Rail Precinct Revitalisation Project which forms part of the Capital Works budget. Additional borrowings of \$6.970 million are proposed to be drawn down to meet council's unfunded defined benefits superannuation liability which is payable during the 2013/14 financial year. Loan principal repayments for the year are expected to be \$3.483 million thus leading to an overall increase in Council borrowings of \$5.487 million from \$14.386 million to \$19.873 million.

## **2013/2014 Budget Executive Summary**

The total capital expenditure program will be \$41.216 million, of which \$6.441 million relates to projects which will be carried forward from the 2012/13 year. Any further carried forward projects will be fully funded from the 2012/13 budget. Of the \$41.216 million of capital funding required, \$26.818 million including \$0.522 million from statutory reserves, will come from Council operations, \$0.621 million from asset sales, \$2.000 million from borrowings and \$11.777 million from external grants. The capital expenditure program has been set and prioritised based on a process of consultation that has enabled Council to assess needs and develop sound business cases as appropriate.

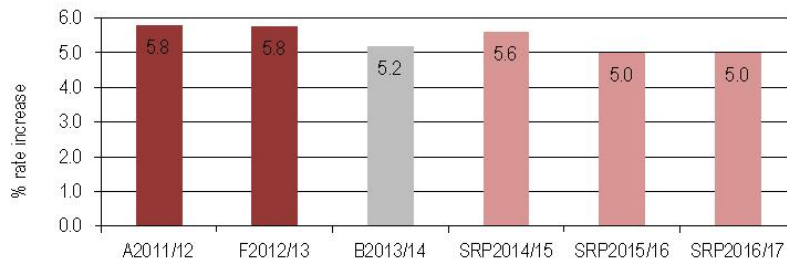
The 2013/14 budget has been prepared on the basis of constraint, Council will continue to review all services and capital infrastructure to ensure it is positioned to best meet the needs of the community into the future.

# 2013/2014 Budget Highlights

## Highlights

Council has prepared a Budget for the 2013/14 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, operating result, service levels, cash and investments, capital works, financial position, financial sustainability and key strategic activities of the Council.

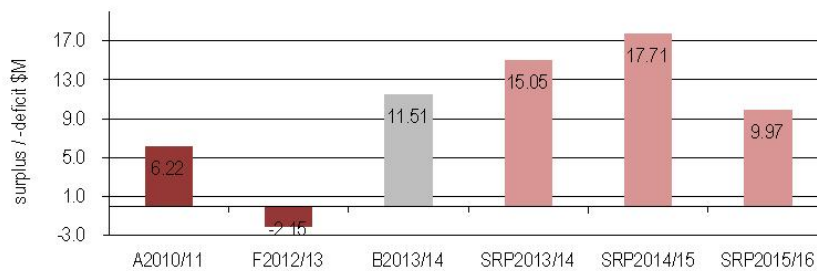
### 1. Rates



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

It is proposed that overall rates and charges increase by 5.24% for the 2013/14 year, raising total rates of \$66.530 million, including \$0.456 million generated from supplementary rates. General rates (including payments in lieu of rates) and municipal charge increase by 4.50% or \$2.411 million while increases associated with the second year of a three year program to align waste costs with full cost recovery of capital landfill costs of 9.6% or \$25 per service have been incorporated in the proposed garbage charge. The Landfill levy will increase by \$1.60 or 10% as a result of the State Government's landfill levy increasing, Council will need to unfortunately pass these increases onto residents. In the interests of clarity the EPA levy component was separated from the Garbage Charge in 2012/13 and this will again occur in 2013/14.

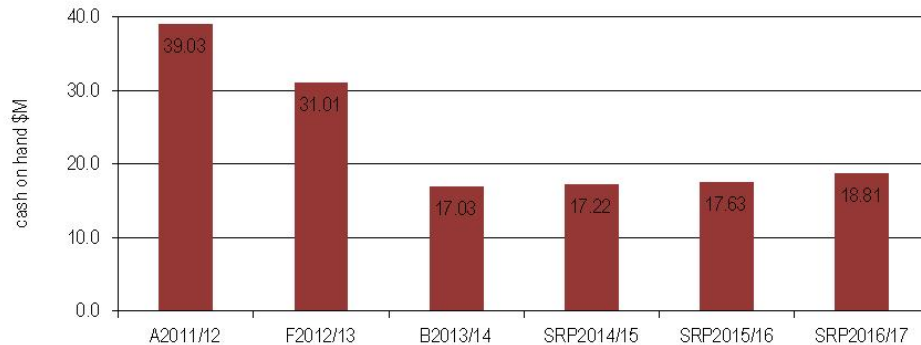
### 2. Operating result



The expected operating result for the 2013/14 year is a surplus of \$11.510 million, after capital grants and contributions, which is an increase of \$13.661 million over 2012/13. The improved operating result is mainly due to funding received in the 2011/12 year which is forecast to be expended in the 2012/13 year resulting in a lower than expected surplus in 2012/13. The underlying result, which excludes items such as capital grants and developer contributions is a deficit of \$2.339 million, which is an increase of \$1.927 million over 2012/13 - refer to section 4 of this summary for further information. (The forecast operating result for the 2012/13 year is a deficit of \$2.151 million with an underlying result of a \$10.658 million deficit).

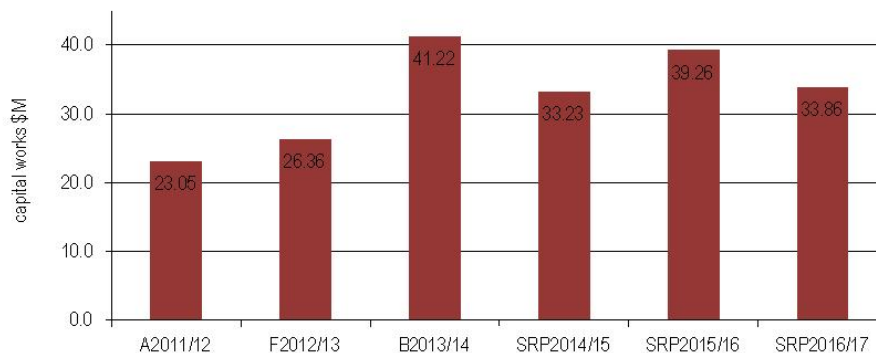
## 2013/2014 Budget Highlights

### 3. Cash and investments



Cash and investments are expected to decrease by \$13.985 million during the year to \$17.026 million as at 30 June 2014. This is due mainly to the carried forward component of the 2012/13 capital works program. The reduction in cash and investments is in line with Council's strategic resource plan. (Cash and investments are forecast to be \$31.011 million as at 30 June 2013).

### 4. Capital works

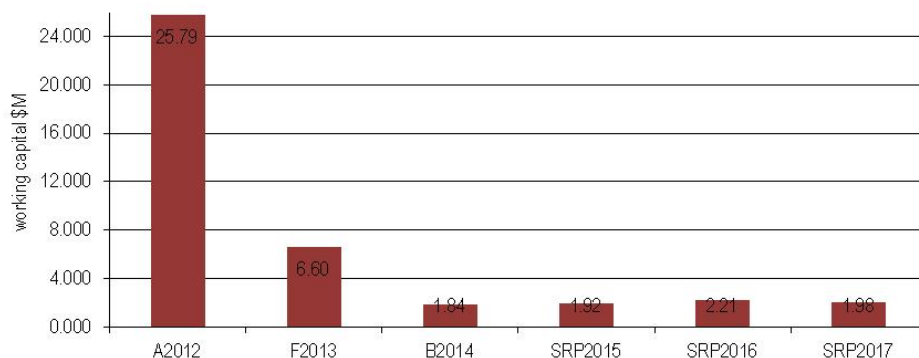


The capital works program for the 2013/14 year is expected to be \$41.216 million of which \$6.441 million relates to projects which will be carried forward from the 2012/13 year. The carried forward component is fully funded from the 2012/13 budget. Of the \$41.216 million of capital funding required, \$19.855 million will come from Council operations, \$11.777 million from external grants and contributions, \$2.000 million from borrowings, \$0.621 million from proceeds of asset sales and the balance. The capital expenditure program has been set and prioritised based on a rigorous process of consultation that has enabled Council to assess needs and develop sound business cases for each project. (Capital works is forecast to be \$26.360 million for the 2012/13 year).



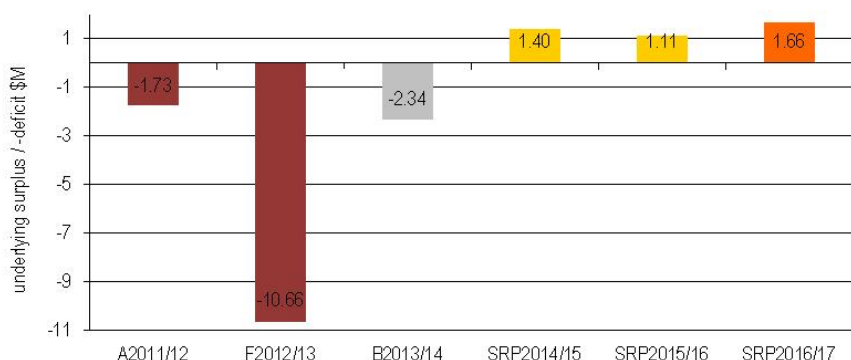
## 2013/2014 Budget Highlights

### 6. Financial position



The financial position is expected to improve with net assets (net worth) to increase by \$30.641 million to \$968.250 million although net current assets (working capital) will reduce by \$4.754 million to \$1.842 million as at 30 June 2014. This is mainly due to the use of cash reserves to fund the carry forward component of the capital works program. (Total equity is forecast to be \$937.609 million as at 30 June 2013).

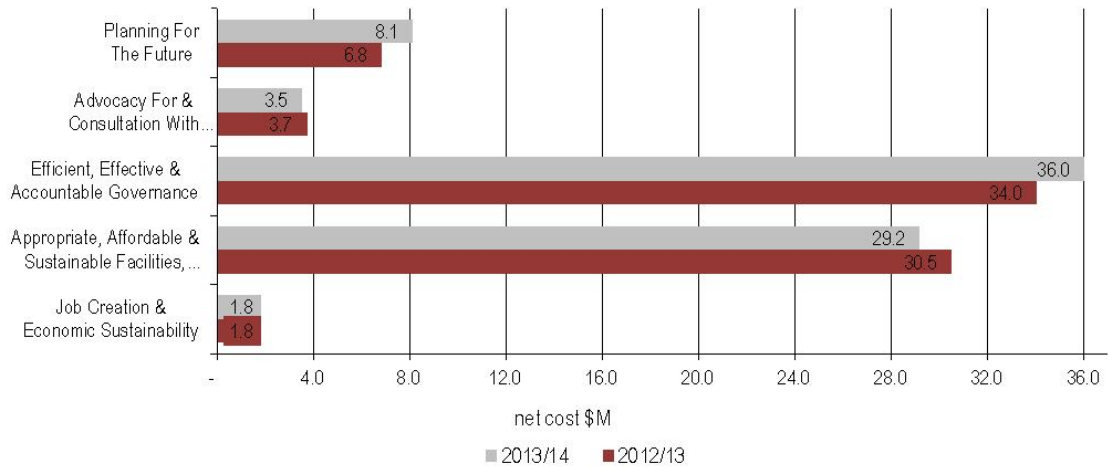
### 7. Financial sustainability



A high level Strategic Resource Plan for the years 2013/14 to 2016/17 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. While the Plan projects that Council's operating result is positive for the duration of the Strategic Resource Plan, the underlying result which is a measure of financial sustainability, shows a decreasing deficit over the four year period and reaching a positive result in 2014/15. The difference between the surplus and underlying result is mainly due to substantial capital revenue being received during this period to fund a number of major capital works projects.

# 2013/2014 Budget Highlights

## 8. Strategic objectives

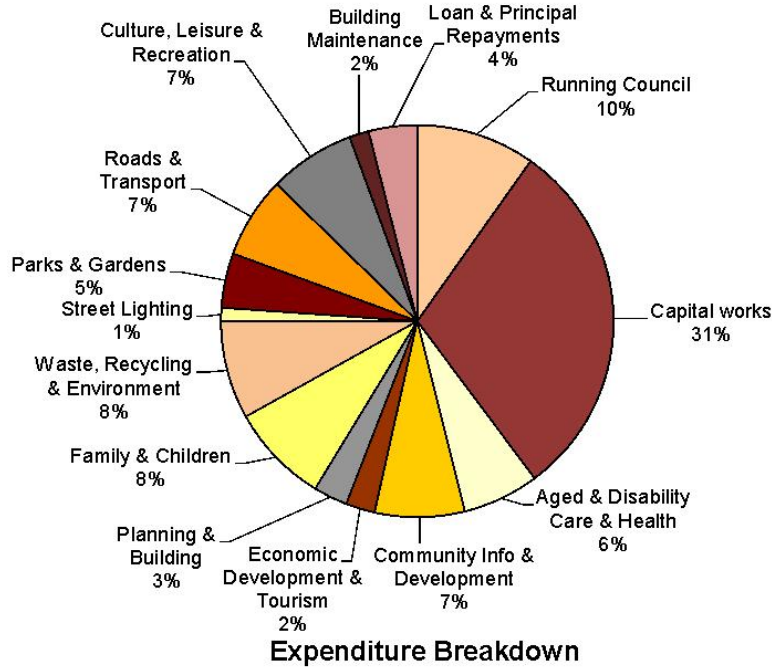


The Annual Budget includes a range of activities and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the budget to achieve the strategic objectives as set out in the Council Plan for the 2013/14 year.

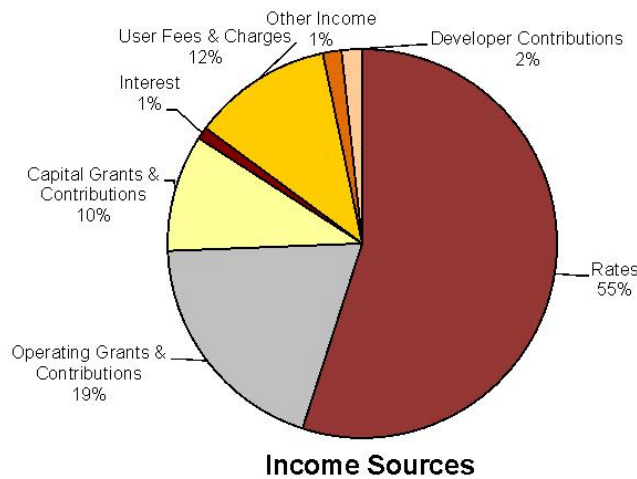


# 2013/2014 Budget Highlights

## 9. Where rates are spent



The above chart provides an indication of how Council allocates its expenditure across the main services that it delivers.



The above chart provides an indication of where Council's income sources come from and the split between them.

This budget has been developed through a rigorous process of consultation and review and management endorses it as financially responsible. More detailed budget information is available throughout this document.

## 2013/2014 Budget Budget Process

### Budget processes

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the Local Government Act 1989 ("The Act") and Local Government (Finance and Reporting) Regulations 2004 (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2013/14 budget, which is included in this report, is for the year 1 July 2013 to 30 June 2014 and is prepared in accordance with the Act and Regulations. The budget includes standard statements being a budgeted Income Statement, Balance Sheet, Cash Flows and Capital Works. These statements have been prepared for the year ended 30 June 2014 in accordance with the Act and Regulations, and consistent with the annual financial statements which are prepared in accordance with Accounting Standards. The budget also includes detailed information about the rates and charges to be levied, the capital works program to be undertaken and other financial information, which Council requires in order to make an informed decision about the adoption of the budget.

In advance of preparing the budget, Officers firstly review and update Council's long term financial projections. The preparation of the budget, within this longer term context, begins with Officers preparing the operating and capital components of the annual budget between November and February. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March - May. A 'proposed' budget is prepared in accordance with the Act and submitted to Council in June for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted and a copy submitted to the Minister by 31 August each year. The key dates for the budget process are summarised on the following page:

## 2013/2014 Budget Budget Process

Budget process	Timing
1. Officers update Council's long term financial projections	Sep - Nov
2. Officers prepare operating and capital budgets	Nov - Feb
3. Council considers draft budgets at informal briefings	Mar - May
4. Council's Audit Committee review draft budget	Jun
5. Proposed budget submitted to Council for approval	Jun
6. Public notice advising intention to adopt budget	Jun
7. Budget available for public inspection and comment	Jun/Jul
8. Submissions period closes (28 days)	Jul
9. Submissions considered by Council/Committee	Jul
10. Budget and submissions presented to Council for adoption	Aug
11. Copy of adopted budget submitted to the Minister	Aug

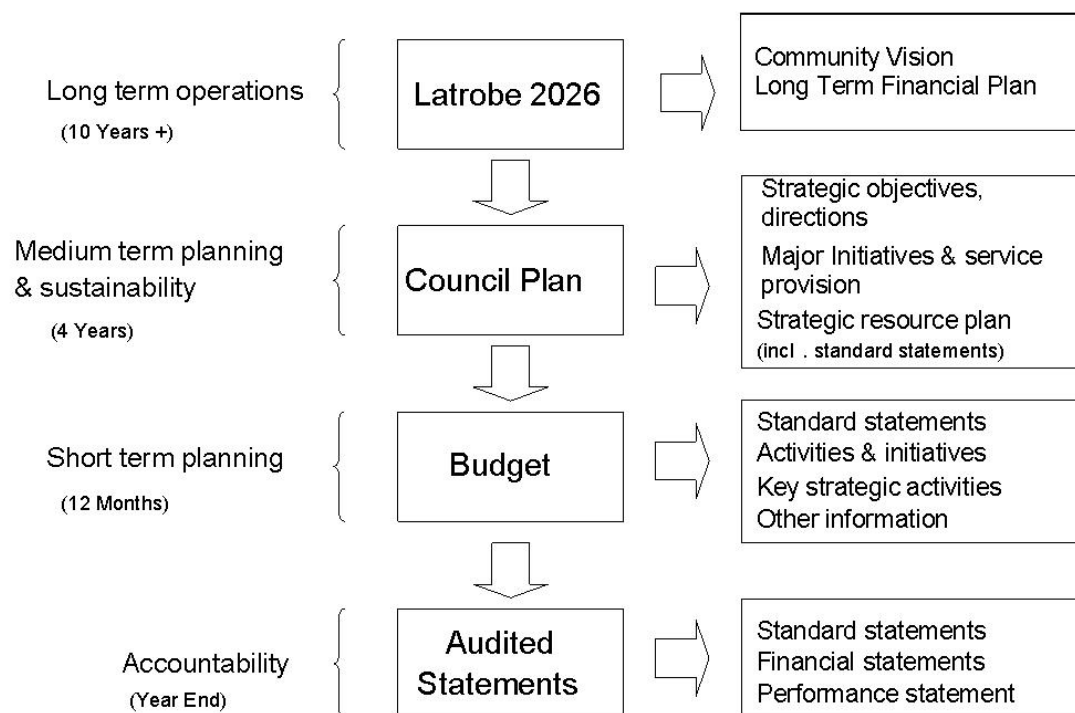
## 2013/2014 Budget Linkage to the Council Plan

### 1. Linkage to the Council Plan

The Annual Budget has been developed within an overall planning framework, which guides the Council in identifying community needs and aspirations over the long term (Latrobe 2026 Vision), converting these into medium (Council Plan) and short term (Annual Budget) objectives, strategies, initiatives, activities and resource requirements and then holding itself accountable (Audited Statements).

#### 1.1 Strategic planning framework

The Strategic Resource Plan, included in the Council Plan, summarises the financial and non-financial impacts of the objectives and strategies and determines the sustainability of these objectives and strategies. The Annual Budget is then framed within the Strategic Resource Plan, taking into account the activities and initiatives included in the Annual Budget which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the strategic planning framework of Council.





## 2013/2014 Budget Linkage to the Council Plan

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year by February to ensure that there is sufficient time for officers to develop their Activities & Initiatives and Key Strategic Activities in draft form prior to the commencement of the Annual Budget process. This will allow time for targets to be established during the Long Term Financial Planning process to guide the preparation of the Annual Budget.

### 1.2 Our purpose

#### The Community vision

*“In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.”*

The community's vision for the future development of the region builds on its strength as one of Victoria's key regional economies and its position as the commercial centre of Gippsland with a focus on education, health and community services and facilities.

Other major aspirations are for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

The community has expressed its desire for a future in which people are united in a common purpose whilst respecting the diversity of their heritage and cultures. To enable the vision to become reality the community identified the need for effective and proactive leadership at all levels and expressed a willingness to connect with community leaders to enrich local decision making.

#### Our mission

To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.

#### Our values

Latrobe City Council's values describe how it is committed to achieving the Latrobe 2026 community vision through:

- Providing affordable people focused community services;
- Planning strategically and acting responsibly, in the best interests of the whole community;
- Accountability, transparency and honesty;
- Listening to and working with the community;
- Respect, fairness and equity.
- Open to and embracing new opportunities.

## 2013/2014 Budget Linkage to the Council Plan

### 1.3 Key Themes

The Council delivers activities and initiatives under 51 major service categories. Each contributes to the achievement of one of the five themes as set out in the Council Plan for the 2013-17 years. The following table lists the five themes as described in the Council Plan.

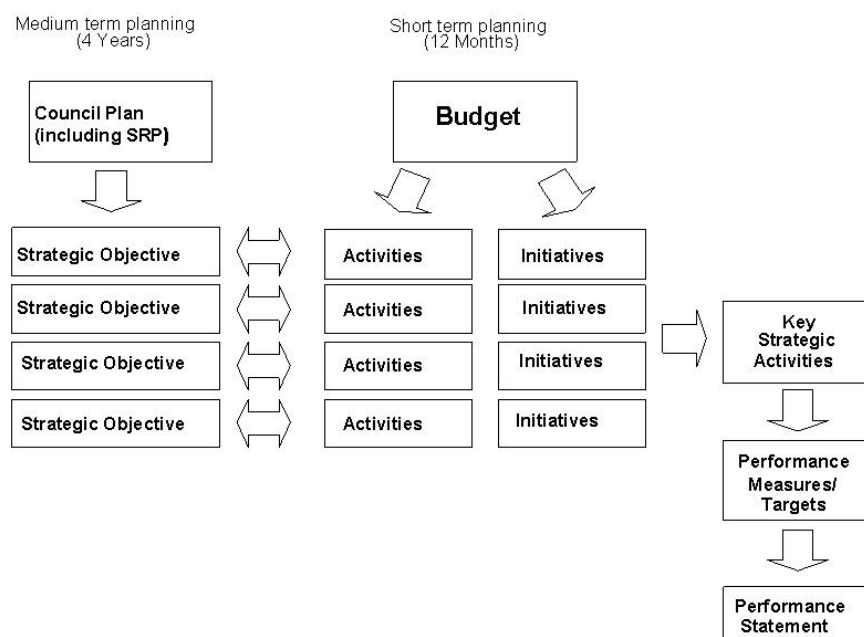
Theme	Objective
Job Creation & Economic Sustainability	<ul style="list-style-type: none"> <li>• Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities.</li> <li>• Actively pursue further diversification of business and industry in the municipality.</li> <li>• Actively pursue and support long term job security and the creation of new employment opportunities in Latrobe City.</li> </ul>
Appropriate, Affordable & Sustainable Facilities, Services & Recreation	<ul style="list-style-type: none"> <li>• To promote and support a healthy, active and connected community.</li> <li>• To provide facilities and services that are accessible and meet the needs of our diverse community.</li> <li>• To enhance the visual attractiveness and liveability of Latrobe City.</li> </ul>
Efficient, Effective & Accountable Governance	<ul style="list-style-type: none"> <li>• To achieve the highest standards of financial probity and meet all statutory obligations.</li> <li>• To provide open, transparent and accountable governance.</li> <li>• Work to minimise rate increases for our community.</li> <li>• Effectively manage Council debt to minimise long term cost.</li> </ul>
Advocacy For & Consultation With Our Community	<ul style="list-style-type: none"> <li>• Strengthen the profile of Latrobe City as one of Victoria's four major regional cities.</li> <li>• Work in partnerships with all levels of governments to ensure Latrobe City is well supported, resourced and recognised as one of Victoria's four major regional cities.</li> <li>• To advocate for and support cooperative relationships between business, industry and the community.</li> <li>• To ensure effective two-way communication and consultation processes with the community.</li> </ul>
Planning For The Future	<ul style="list-style-type: none"> <li>• To provide a well planned, connected and liveable community.</li> <li>• To provide clear and concise policies and directions in all aspects of planning.</li> <li>• Advocate for planning changes at the state level to reflect regional needs and aspirations.</li> <li>• To ensure effective two-way communication and consultation processes with the community.</li> </ul>



## 2013/2014 Budget Activities, Initiatives & Key Strategic Activities

### 2. Activities, initiatives and key strategic activities

This section provides a description of the activities and initiatives to be funded in the Budget for the 2013/14 year and how these will contribute to achieving the 5 key themes specified in the Council Plan as set out in Section 1. It also includes a number of key strategic activities and performance targets and measures in relation to these. Additional initiatives to be completed over the next four years are outlined in the 2013-2017 Council Plan.



#### 2.1 Theme 1: Job Creation & Economic Sustainability

##### Activities

Activity	Description	Expenditure
		(Revenue) Net Cost \$'000
Business Development	Provide business development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy 2011.	866 (18) <b>849</b>
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	577 (407) <b>170</b>
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	695 (500) <b>195</b>
Tourism	Implement recommendations from the Tourism Product Audit and Visitor Information Centre Review.	658 (28) <b>631</b>

## 2013/2014 Budget

### *Activities, Initiatives & Key Strategic Activities*

#### Initiatives

- 1) In accordance with the Economic Sustainability Strategy, provide assistance to local businesses to grow and expand through referrals, the provision of statistical and site information and relevant funding opportunities.
- 2) In accordance with the Economic Sustainability Strategy, actively pursue power generation and brown coal opportunities within Latrobe City and provide business development assistance to energy related industry.
- 3) In accordance with the Economic Sustainability Strategy, present the outcomes of 2014 Gippsland Major Projects and Opportunities Summit to Council.
- 4) Commence the review of the 2009 Latrobe Regional Airport Master Plan.
- 5) In accordance with 'Positioning Latrobe City for a Low Carbon Emission Future', advocate with State and Federal Governments for research and development of innovative uses of brown coal resources to be located in Latrobe City.
- 6) In accordance with the Economic Sustainability Strategy advocate for the creation of an industrial park and the Gippsland Logistics Precinct.
- 7) In accordance with the Economic Sustainability Strategy, continue to pursue employment generating opportunities at the Latrobe Regional Airport.
- 8) Review the Economic Development Assistance Policy.

#### Key strategic activities

Strategic Activity	Performance Measure	Performance Target
In accordance with the Economic Sustainability Strategy advocate for the creation of an industrial park and the Gippsland Logistics Precinct.	<p>Cost: Latrobe City Council's financial contribution during the 2013/2014 financial year will be limited to resources allocated within Council's adopted budget.</p> <p>Time: The Ordinary Council Meeting, at which a report detailing progress and activities during 2013/14 financial year will be presented to Council for consideration, will be no later than 30 June 2014.</p> <p>Quantity: A report on the progress support of the creation of an industrial park and the Gippsland Logistics Precinct will be presented to Council for consideration.</p> <p>Quality: The creation of an industrial park and Gippsland Logistics Precinct are prioritised within the Economic Sustainability Strategy 2011 as key Latrobe City Employment Zones.</p>	30 Jun 2014

## 2013/2014 Budget

### *Activities, Initiatives & Key Strategic Activities*

Strategic Activity	Performance Measure	Performance Target
In accordance with the Economic Sustainability Strategy, present the outcomes of 2014 Gippsland Major Projects and Opportunities Summit to Council.	Cost: Latrobe City Council's financial contribution during the 2013/2014 financial year will be limited to resources allocated within Council's adopted budget.	
	Time: The Ordinary Council Meeting, at which a report detailing the outcomes of the Summit will be presented to Council for consideration, will be no later than 30 April 2014.	30 Apr 2014
	Quantity: At least 80 representatives of business and government will attend the 2014 Gippsland Major Projects and Opportunities Summit	≥ 80
	Quality: The 2014 Gippsland Major Projects and Opportunities Summit will present details of five or more identified major investment opportunities within Gippsland.	≥ 5

#### 2.2 Theme 2: Appropriate, Affordable & Sustainable Facilities, Services & Recreation

##### Activities

Activity	Description	Expenditure (Revenue) Net Cost \$'000
Aged and Disability Services	Deliver the Home and Community Care (HACC) program in accordance with Department of Health guidelines and Disability Service programs in accordance with the Department of Human Services guidelines.	6,030 (5,084) <b>946</b>
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	2,489 (477) <b>2,012</b>
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	4,784 0 <b>4,784</b>
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	2,205 (1,134) <b>1,071</b>



## 2013/2014 Budget Activities, Initiatives & Key Strategic Activities

Activity	Description	Expenditure (Revenue) Net Cost \$'000
Early Learning & Care	Deliver early Learning, Family Day Care, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	8,947 (7,668) <b>1,279</b>
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program as per the 2013-2017 Latrobe City Events Strategy and Action Plan.	791 (10) <b>781</b>
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	1,169 0 <b>1,169</b>
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining the Hazelwood Pondage and Lake Narracan caravan park and day visitor facilities.	6,237 (3,918) <b>2,319</b>
Library services	Deliver Library services and programs in accordance with the Library Plan 2011-2017.	1,352 (547) <b>805</b>
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	1,718 0 <b>1,718</b>
Parks, Gardens and Playgrounds	Manage and maintain parks and gardens across Latrobe City and maintain and develop playgrounds in accordance with the Latrobe City Council Playground Strategy.	4,008 (42) <b>3,966</b>
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	931 (200) <b>731</b>
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	1,689 (80) <b>1,610</b>
Social support	Deliver the Planned Activity Group and Meals on Wheels Programs to eligible clients.	1,584 (1,241) <b>343</b>
Waste Services	Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.	5,657 (3) <b>5,654</b>

## 2013/2014 Budget *Activities, Initiatives & Key Strategic Activities*

### Initiatives

- 1) Review the Latrobe City Council Positive Ageing Plan 2009-2012, which encourages active participation by older people in community life, and present to Council for consideration.
- 2) Progress Council's decision in respect to the provision of Our Future Our Place project for Kingsford Street Reserve Moe, to deliver an affordable housing scheme on the site.
- 3) Implement year two actions of the Latrobe City Council Playground Improvement Implementation Plan 2011-2016 to enhance social and health outcomes and improve local neighbourhood amenity.
- 4) Progress Council's decision in respect to the provision of a performing arts and convention centre for Latrobe City to enhance Latrobe City's cultural infrastructure and programs and to attract business tourism to our city.
- 5) Deliver the Community Grants Program to support non-for-profit community focussed groups for projects that will assist in the ongoing development of community facilities and to meet the social, recreational and cultural needs of the Latrobe City community.
- 6) Develop a Latrobe City Council 2013-2017 Arts Strategy and Action Plan for Council endorsement.
- 7) Deliver Year 1 Actions of the Latrobe City Events Strategy and Action Plan 2013-2017 to present and exciting an diverse events calendar that benefits our community, economy and profile of our city.
- 8) Finalise the detailed design of the Morwell to Traralgon shared pathway feasibility study to improve connectivity between the two towns.
- 9) Complete a needs assessment for the Moe Tennis Centre to determine the future requirements for the facility.
- 10) Progress Council's decision in respect to the delivery of the Gippsland Regional Aquatic Centre in Traralgon.
- 11) Review the Traralgon Outdoor Recreation Plan, to review existing priorities not yet delivered and to identify new priorities for the plan.
- 12) Commence implementation of the Latrobe City public open space strategy
- 13) Develop a Latrobe City Council Public Health and Wellbeing Plan in accordance with the Public Health and Wellbeing Act 2008, and present to Council for consideration.
- 14) Progress Council's decision in respect to the delivery of the Moe Rail Precinct Revitalisation Project.
- 15) Deliver the Annual Capital Works Program.
- 16) Maintain the World Health Organisation (WHO) safe community status.
- 17) Develop and deliver initiatives to improve the visual attractiveness of our towns.
- 18) Review Council's design guidelines to ensure appropriate access for emergency vehicles on Latrobe City roads.
- 19) Implement actions from the technical audit report for Latrobe Leisure Centres.
- 20) Complete the development of master plans for Morwell and Traralgon Recreation Reserves.

## 2013/2014 Budget

### *Activities, Initiatives & Key Strategic Activities*

#### Key strategic activities

Strategic Activity	Performance Measure	Performance Target
Develop a Latrobe City Council 2013-2017 Arts Strategy and Action Plan for Council endorsement	<p>Cost: Latrobe City Council's financial contribution during the 2013/2014 financial year will be limited to resources allocated within Council's adopted budget.</p> <p>Time: The Ordinary Council Meeting, at which the 2013-2017 Arts Strategy and supporting action plan is presented to Council for consideration, will be no later than 30 June 2014.</p> <p>Quantity: An Arts Strategy which is adopted by Council.</p> <p>Quality: The creation of an Arts Strategy will guide Council in the future in respect to its provision of Arts based facilities and programs, with a view of increasing participation in the Arts.</p>	30 Jun 2014
Complete the development of master plans for Morwell and Traralgon Recreation Reserves.	<p>Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.</p> <p>Time: The Ordinary Council Meeting, at which the master plans for Morwell and Traralgon Recreation Reserves is presented to Council for consideration, will be no later than 30 June 2014.</p> <p>Quantity: The two master plans will be presented to Council following extensive engagement with the key users and stakeholders of the two reserves, as well as the wider community.</p> <p>Quality: Both of the master plans when completed will provide clear direction for the future development of the precincts and be supporting documents for the future pursuit of external funding.</p>	30 Jun 2014  2



## 2013/2014 Budget

### Activities, Initiatives & Key Strategic Activities

#### 2.3 Theme 3: Efficient, Effective & Accountable Governance

##### Activities

Activity	Description	Expenditure (Revenue) Net Cost \$'000
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	5,789 (10) <b>5,779</b>
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries in accordance with the Customer Service Plan 2012-2016.	3,451 (53) <b>3,398</b>
Corporate Strategy	Administer corporate planning and reporting of Latrobe City Council.	550 0 <b>550</b>
Council Operations – Legal Council	Administer the operation of Council meetings. Administer legal advice and services for Latrobe City Council.	448 (26) <b>422</b>
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council, administer payroll for Latrobe City Council staff and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection in accordance with the Rating Strategy.	3,351 (236) <b>3,115</b>
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	989 (396) <b>593</b>
Infrastructure Maintenance	This unit is to provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks and to Deliver cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	13,234 (2,320) <b>10,914</b>
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	2,154 (149) <b>2,006</b>
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	3,857 0 <b>3,857</b>

## 2013/2014 Budget Activities, Initiatives & Key Strategic Activities

Activity	Description	Expenditure (Revenue) Net Cost \$'000
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,047 (1,066) <b>981</b>
Mayoral and Council Support	Provide support services to Councillors of Latrobe City Council and deliver civic functions and events across Latrobe City.	695 0 <b>695</b>
Office of the CEO	Actively participate in the Gippsland Local Government Network.	590 0 <b>590</b>
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership , resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	1,088 0 <b>1,088</b>
Property and Statutory	Administer property management, advice and services of Latrobe City Council.	464 (168) <b>296</b>
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	1,745 (1) <b>1,745</b>

### Initiatives

- 1) Review Local Law No. 2 which contributes to the peace, order and good governance of Latrobe City and present to Council for consideration.
- 2) Facilitate the development of the Annual Budget and present to Council for consideration.
- 3) Review the 10 Year Financial Plan in order to align with the Council Plan 2013-2017.
- 4) Review the Council Plan 2013-2017, present to Council for consideration and submit to the Minister for Local Government within the legislated timeframe.
- 5) Prepare the Annual Report, submit to the Minister for Local Government and present to Council within the legislated timeframe.
- 6) Commence the review of the Building Asset Management Plan by collating building data to ensure a clear, achievable plan for future management of Council owned building assets.
- 7) Review Local Law No. 3 to ensure protection of Council assets and local amenity during building works and present to Council for consideration.

## 2013/2014 Budget

### *Activities, Initiatives & Key Strategic Activities*

- 8) Review the Asset Management Strategy to ensure future years asset management meets best practice and present to Council for consideration.
- 9) Review Council's procurement policy to maximise the proportion of local goods and services purchased.
- 10) Review Council's internal audit program to ensure all statutory obligations are met and the highest standards of governance are met
- 11) Update Latrobe City Council's telephone system to improve customer service to our community.
- 12) Participate in and implement the outcomes pertaining to the changed environment for performance reporting.
- 13) Commence the development of a Drainage Asset Management Plan.

#### Key strategic activities

Strategic Activity	Performance Measure	Performance Target
Review Council's procurement policy to maximise the proportion of local goods and services purchased.	Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.	
	Time: The Ordinary Council Meeting, at which a revised procurement policy is presented to Council for consideration, will be no later than 30 June 2014.	30 Jun 2014
	Quantity: A procurement policy which is adopted by Council.	
	Quality: The adopted procurement policy will be compliant with the Local Government Act 1989 and consistent with the Victorian Local Government Procurement Best Practice Guidelines 2013.	



## 2013/2014 Budget

### *Activities, Initiatives & Key Strategic Activities*

#### 2.4 Theme 4: Advocacy For & Consultation With Our Community

##### Activities

Activity	Description	Expenditure
		(Revenue)
		Net Cost
		\$'000
Aboriginal Liaison	Strengthen the relationship between the local Aboriginal Community and Latrobe City Council by delivering on the Statement of Commitment.	43 0 <b>43</b>
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	784 0 <b>784</b>
Community Engagement	Provide community engagement support services to Latrobe City Council.	202 0 <b>202</b>
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	506 0 <b>506</b>
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	770 0 <b>770</b>
Disability Access and Inclusion	Develop and implement the Rural Access Plan and develop and implement the Disability Action Plan.	197 (132) <b>65</b>
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	585 (45) <b>540</b>
Healthy Communities	Work in partnership with the community to address causes of chronic preventable disease by developing local solutions for healthy living, encourage healthy eating and physical activity, and reduce smoking and harmful alcohol use.	1,197 (991) <b>206</b>
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	203 (17) <b>186</b>
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	334 (91) <b>243</b>

## 2013/2014 Budget *Activities, Initiatives & Key Strategic Activities*

### Initiatives

- 1) Review the Cultural and Linguistic Diversity Action Plan to assist in building an inclusive, harmonious and engaged community and present to Council for consideration.
- 2) Develop and implement the annual Disability Action Plan to focus on equitable access to infrastructure and services provided by Latrobe City Council.
- 3) Support the extension of 'Gippsland's Gateways' project through improvements to rail, road and ports, in particular proposed rail access to the Port of Hastings, the establishment of the North East freeway link, construction of West link as an alternative.
- 4) Participate in the development and delivery of the Waterhole Creek Waterway Management Plan, together with the West Gippsland Catchment Management Authority and identified stakeholders.
- 5) Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future by delivering 'Positioning Latrobe City for a Low Carbon Emission Future'.
- 6) In accordance with 'Positioning Latrobe City for a Low Carbon Emission Future' pursue opportunities to lobby, advocate and educate state and federal government officers and Ministers on Council's specific transition needs and its status as a major regional centre.
- 7) Lead the development of the Gippsland Low Carbon Economy Transition Plan and support the implementation of the broader Gippsland Regional Plan.
- 8) Implement priority actions from the City Image Strategy to strengthen Latrobe City's profile as Gippsland's Regional City.
- 9) Review Council's Community Engagement Plan to establish more effective and focused community consultation procedures.
- 10) Deliver Year 3 actions from the Latrobe City International Relations Plan 2011-2014 to enhance cultural and economic benefits.
- 11) Develop and conduct a program of Councillor meetings with peak industry and community bodies.

## 2013/2014 Budget Activities, Initiatives & Key Strategic Activities

### Key strategic activities

Strategic Activity	Performance Measure	Performance Target
Develop and conduct a program of Councillor meetings with peak industry and community bodies.	Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.	
	Time: The Ordinary Council Meeting at which a report outlining progress on the program of meetings will be presented to Council for consideration no later than 30 June 2014.	30 Jun 2014
	Quantity: A minimum of three meetings will be scheduled.	3
	Quality: Meetings will be consistent with Council's new innovative and holistic approach to job creation, economic development, investment attraction and the transformation of Latrobe City.	

### 2.5 Theme 5: Planning For The Future

#### Activities

Activity	Description	Expenditure (Revenue) Net Cost \$'000
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	493 (144) <b>349</b>
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	1,581 (635) <b>946</b>
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	6,539 (2,452) <b>4,087</b>
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,131 (246) <b>885</b>
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,150 (1) <b>1,149</b>
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	721 0 <b>721</b>



## 2013/2014 Budget

### *Activities, Initiatives & Key Strategic Activities*

#### Initiatives

- 1) Review Council's Municipal Strategic Statement and the Latrobe City Planning Scheme to provide a strategic vision for land use planning in Latrobe City.
- 2) Review the Moe/Newborough Structure Plan Review including the Lake Narracan Growth Area Precinct Structure Plan to identify long term growth and development opportunities.
- 3) Finalise the Traralgon Growth Areas Review including the Traralgon West Corridor Precinct Structure Plan to identify long term growth and development opportunities.
- 4) Review the Latrobe City Natural Environment Sustainability Strategy (2008-2013) and present to Council for consideration.
- 5) Undertake improvements to Council's Statutory Planning procedures and delegations to improve timely processing of planning applications.
- 6) Progress appropriate Tyers sewerage/wastewater management system.
- 7) Finalise the Traralgon Car Parking Strategy.
- 8) Develop a housing strategy and present to Council for consideration, to support application of new Residential Zones within the Latrobe Planning Scheme.

#### Key strategic activities

Strategic Activity	Performance Measure	Performance Target
Undertake improvements to Council's Statutory Planning procedures and delegations to improve timely processing of planning applications	Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.	
	Time: A service improvement plan will be developed and presented to Councillors and implementation commenced by 30 June 2014.	30 Jun 2014
	Quantity: A service improvement plan will be developed and presented to Councillors and implementation commenced.	
	Quality: The service improvement plan will be consistent with strategic directions provided in the Council Plan 2013/2017 and the Planning and Environment Act 1987.	

## 2013/2014 Budget

### *Activities, Initiatives & Key Strategic Activities*

#### 2.10 Performance statement

The Key Strategic Activities (KSA) detailed in the preceding pages, are summarised again in Appendix D. The KSA's their performance measures, targets and results are audited at the end of the year and are included in the Performance Statement as required by section 132 of the Act. The Annual Report for 2013/14 will include the audited Performance Statement which is presented to the Minister for Local Government and the local community.

#### 2.11 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Job Creation & Economic Sustainability Appropriate, Affordable & Sustainable Facilities, Services & Recreation	1,844	2,796	952
Efficient, Effective & Accountable Governance	29,188	49,592	20,404
Advocacy For & Consultation With Our Community	36,029	40,452	4,423
Planning For The Future	3,545	4,820	1,276
	8,139	11,617	3,478
<b>Total activities &amp; initiatives</b>	<b>78,744</b>	<b>109,277</b>	<b>30,533</b>
Other non-attributable	(1,075)	248	1,323
<b>Deficit before funding</b>	<b>77,669</b>		
<b>Funding sources:</b>			
Rates & charges	66,530		
Capital grants	11,777		
Grants Commission	8,800		
Developer Contributions	2,072		
<b>Total funding sources</b>	<b>89,179</b>		
<b>Surplus for the year</b>	<b>11,509</b>		

## 2013/2014 Budget Budget Influences

### 3. Budget influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

#### 3.1 Snapshot of Latrobe City Council

Latrobe City is made up of four major urban centres: Churchill, Moe/Newborough, Morwell and Traralgon, with smaller townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North, and Yinnar.

Latrobe Valley is located only 70 minutes from the outskirts of Melbourne with a population of over 73,500 residents. Latrobe City boasts all of the recreational and cultural facilities of a large diverse regional centre with the added benefit of being nestled amongst some of the best tourist attractions in the state.

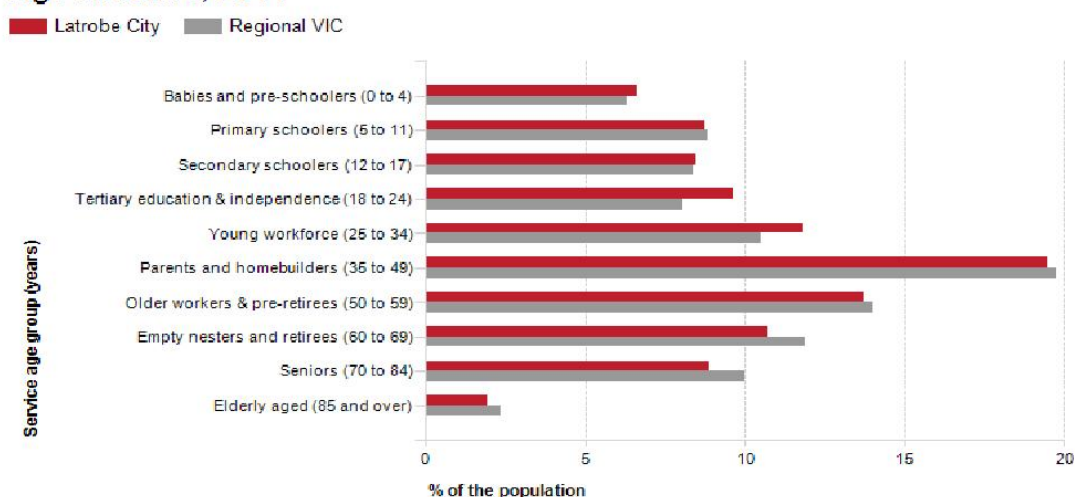
#### Population

The population of Latrobe City is growing at an increasing rate. It rose from 72,003 people in 2006, to 73,672 in 2012 an increase of 2.3% over 6 years. Population forecast estimates suggest population growth of around 0.85% annually which equates to approximately 19,261 residents between 2011 and 2036 at an average of approximately 770 residents per annum (or 0.85% pa) (Source: Informed Decisions, Latrobe City Summary of current population and economic characteristics).

#### Ageing population

Latrobe has fewer family households 25.9% than the Regional Victoria average of 27.8% and a higher proportion of lone person households of 27.8% compared to 26.8% in Regional Victoria. The age structure chart shows that the main areas where there are increases in Latrobe are in the tertiary education and independence (18-24), young workforce (25-34) and decreases in the over 50 age brackets.

#### Age structure, 2011



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)  
Compiled and presented in profile.id by .id, the population experts.



## 2013/2014 Budget Budget Influences

### **Cultural diversity**

Latrobe City today is a culturally diverse and vibrant community with a proud history of innovation and visionary development highly innovative and creative; the Latrobe City has become the seedbed for many exciting projects.

Latrobe City has a significant indigenous community. Though not as large as that found in East Gippsland, Aboriginal and Torres Strait Islander people made up 1.5% (1,060) of the population in the 2011 Census. This is an increase of almost 200 residents identifying as indigenous from the 2006 Census.

There is also a growing community of non-English speaking background population. In 2011, the total population born in a NESB country was 7.9%, low compared to total Victoria, but high compared to regional Victoria (5.5%). The largest groups of NESB residents were from the Netherlands, Italy, Germany, Malta, Phillipines, China, India and Sudan. (Source: Informed Decisions, Latrobe City Summary of current population and economic characteristics).

### **Housing**

Residential property and land prices in Latrobe have historically been below the medians for regional Victoria and neighbouring municipalities. In 2011, there were approximately 32,478 dwellings in the municipality, with an average household size of 2.38.

### **Education**

Latrobe City has a particularly low proportion of people with university level (Bachelor Degree) qualifications, at 9.8% of the population aged 15+, less than half the Victorian average of 20.8%. However the level of vocational qualifications is quite high, with 23.5% (compared to Vic 16.4%) having some form of Certificate level (usually trade/vocational) qualifications.

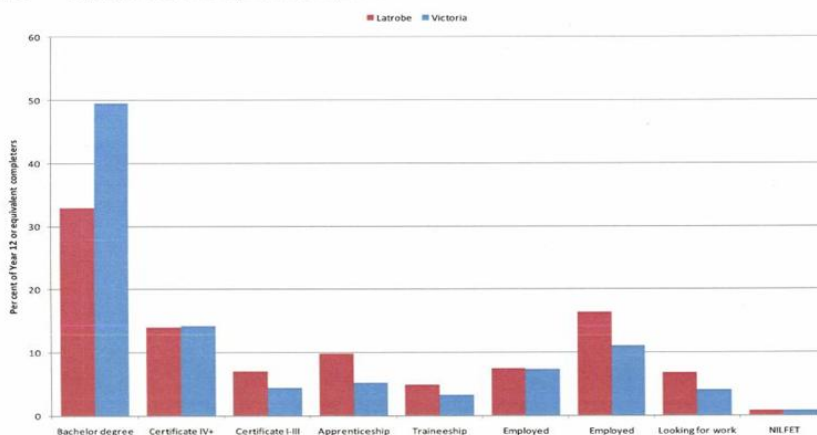
### **Occupation**

Compared to the three other regional cities in Victoria, between 2002 and 2012, Latrobe City experienced the highest total growth (an increase of 36.54%) in the number of jobs over the ten year period, from 28,275 jobs in 2002 to 38,607 jobs in 2012. Over the same period, the number of jobs in Greater Bendigo increased by 28.12%, Greater Geelong increased by 24.19% and Ballarat increased by 30.73%.



## 2013/2014 Budget Budget Influences

Figure 1 Destinations of 2011 Year 12 or equivalent completers, Latrobe LGA and Victoria



Notes: 1. Completers who deferred a place at university or TAFE/VET have been allocated to their labour market destinations.  
2. NILFET is 'not in the labour force, education or training'.

The On Track Survey 2011: Latrobe LGA Report

3

### 3.2 External influences

In preparing the 2013/14 budget, a number of external influences have been taken into consideration, as they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- Wage rate rise agreements of 4.00% p.a. included in the current Enterprise Bargaining Agreement
  - Banding increases of approximately 0.5% p.a;
- Increase in the Superannuation Guarantee from 9 to 9.25%;
  - Consumer Price Index (CPI) increases of approximately 3.0% per annum;
  - The 'Engineering Construction and Non-Residential Building' Indices prepared by the Construction Forecasting Council are forecast at 2.4% and 3.8% respectively;
  - Minimal increases in government funding;
- Increases of 10% in the levy payable to the State Government upon disposal of waste into landfill. The levy on municipal waste has increased from \$7 per tonne in 2009/10 to \$26.60 per tonne in 2013/14 (380% increase in 4 years);
  - The carbon price introduced by the Federal Government on 1 July 2012 is forecast to increase by CPI (2.2%) from \$23 per tonne to \$23.50 per tonne;
- A new fire levy will apply to all private property owners - including persons and organisations who do not currently pay council rates, such as churches, charities, private schools and RSL's - from 1 July 2013. A number of Council properties will also be subject to the fire levy. Under new legislation, the Fire Services Property Levy Act 2012, introduced as a result of recommendations by the Victorian Bushfires Royal Commission (VBRC), will be collected by Council on behalf of the State Government, to fund the operations of the MFB and CFA.

## 2013/2014 Budget Budget Influences

### 3.3 Internal influences

As well as external influences, there were also a number of internal influences arising from the 2012/13 year which have had a significant impact on the setting of the budget for 2013/14. The most significant of these is the funds received in 2012/13 that will be required to be carried forward for both capital and operational projects of which a significant proportion is government grant funding.

### 3.4 Budget principles

In response to these significant influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their draft budgets. The principles included:

- Existing fees and charges to be increased in line with CPI or market levels;
- Grants to be based on confirmed funding levels or estimated at a maximum increase of 1% less than CPI;
- Service levels to be maintained at 2012/13 levels, with the exception of expansion due to demand from growth, with an aim to use less resources with an emphasis on innovation and efficiency;
- New staff proposals to be justified through a business case;
- Contract labour to be minimized;
- Consulting costs to be minimized.

### 3.5 Long term strategies

The budget includes consideration of a number of long term strategies and contextual information to assist Council to prepare the Budget in a proper financial management context. These include a Strategic Resource Plan for 2013/14 to 2016/17 (section 8.), Rating Information (section 9.) and Other Long Term Strategies (section 10.) including borrowings, infrastructure and service delivery.



## 2013/2014 Budget Analysis of Operating Budget

### 4. Analysis of operating budget

This section of the report analyses the operating budget including expected income and expenses of the Council for the 2013/14 year.

#### 4.1 Budgeted income statement

	Ref	Forecast Actual 2012/13 \$'000	Budget 2013/14 \$'000	Variance \$'000
Total income	4.2	109,073	121,035	11,962
Total expenses	4.3	(111,223)	(109,525)	1,699
<b>Surplus (deficit) for the year</b>		<b>(2,151)</b>	<b>11,510</b>	<b>13,660</b>
Capital Grants & Contributions	4.2.3	(5,882)	(11,777)	(5,895)
Developer Contributions	4.2.7	(2,625)	(2,072)	553
<b>Underlying surplus (deficit)</b>	<b>4.1.1</b>	<b>(10,658)</b>	<b>(2,339)</b>	<b>8,319</b>

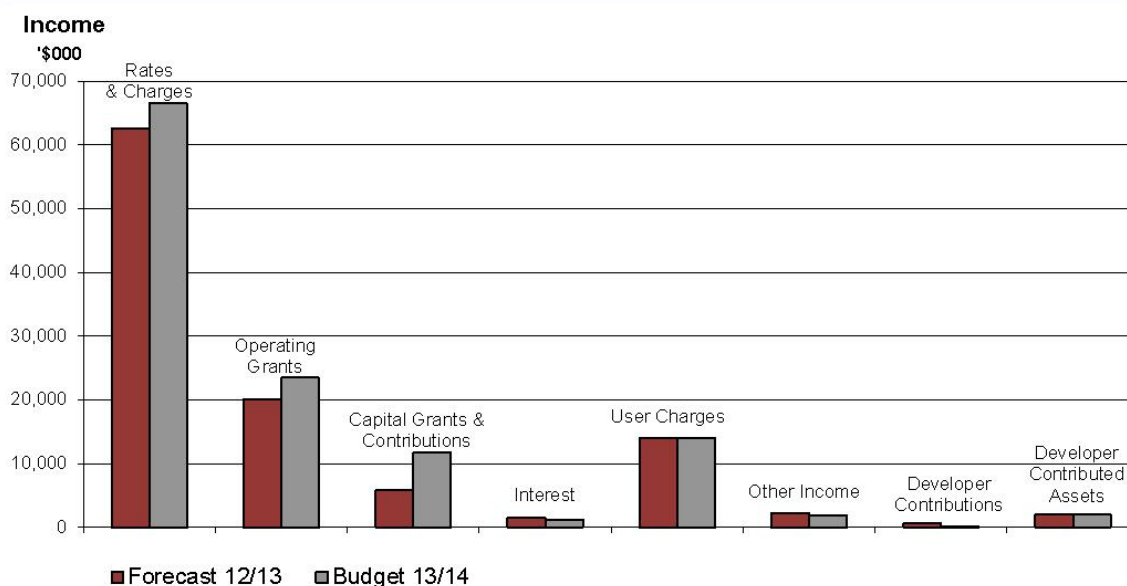
#### 4.1.1 Underlying deficit (\$8.297 million decrease)

The underlying result is the net surplus or deficit for the year adjusted for capital contributions, contributions of non-monetary assets and other once-off adjustments. It is a measure of financial sustainability as it is not impacted by non-recurring or once-off items of income and expenses which can often mask the operating result. The underlying result for the 2013/14 year is a deficit of \$2.339 million which is a decrease of \$8.297 million over the 2012/13 year. The forecasted underlying deficit of \$10.658 million in 2012/13 is mainly a result of expenditure incurred relating to government grants and other funding generated in previous financial years which was carried forward in accumulated surplus and reserves.

#### 4.2 Income

Income Types	Ref	Forecast Actual 2012/13 \$'000	Budget 2013/14 \$'000	Variance \$'000
Rates and charges	4.2.1	62,632	66,530	3,898
Operating Grants	4.2.2	20,121	23,504	3,383
Capital Grants & Contributions	4.2.3	5,882	11,777	5,895
Interest	4.2.4	1,480	1,223	(257)
User Charges	4.2.5	14,051	14,060	9
Other Income	4.2.6	2,281	1,869	(412)
Developer Contributions	4.2.7	625	72	(553)
Developer Contributed Assets	4.2.8	2,000	2,000	0
<b>Total income</b>		<b>109,073</b>	<b>121,035</b>	<b>11,962</b>

## 2013/2014 Budget Analysis of Operating Budget



### 4.2.1 Rates and charges (\$3.898 million increase)

It is proposed that General rates and charges income, excluding supplementary rates of \$0.456 million, will increase by a total of 5.24% or \$3.898 million over the total rate income for 2012/13, to \$66.530 million. Of this increase 1.32% or \$25 per service is directly attributable to the garbage charge to assist in achieving full cost recovery of capital landfill costs and 0.08% or \$0.053 million is directly attributable to the State Government imposed Landfill levy. Section 9. "Rating Information" includes a more detailed analysis of the rates and charges to be levied for 2013/14.

### 4.2.2 Operating grants (\$3.383 million increase)

Operating grants and contributions include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of grants and contributions is expected to increase by 16.8% or \$3.383 million compared to 2012/13. This increase primarily relates to the Victoria Grants Commission (VGC) advanced part of the 2012/13 funding in the 2011/12 financial year thus reducing the grants amount shown for 2012/13. It has been assumed in this budget that all 2013/14 funds will be received from the VGC in that year thus showing a large favourable variation but not truly reflective of the estimated 2% increase in funding. This increase has been partially offset by reductions in "one-off" type project grants e.g. Natural Disaster Recovery and the Powerline relocation grant for the Moe Rail Precinct Revitalisation Plan.

## 2013/2014 Budget Analysis of Operating Budget

Grant Funding Types	Forecast	Budget	Variance
	Actual 2012/13 \$'000	2013/14 \$'000	\$'000
Victoria Grants Commission	5,086	11,120	6,034
Family and Children's Services	4,994	4,722	(271)
HACC Services	3,911	4,057	146
Healthy Communities	1,165	991	(174)
Recreation, Parks and Gardens	488	829	341
Employment Development	815	507	(308)
Libraries	490	503	13
Community Support	667	318	(349)
Arts and Leisure	145	145	0
Local Laws	95	94	(1)
Regional Partnerships	91	91	0
Health	69	69	0
Environment Sustainability	26	26	(0)
Economic Development	205	18	(187)
Strategic Planning	5	15	10
City Image	45	0	(45)
Moe Rail Precinct Masterplan	997	0	(997)
Natural Disaster Recovery	827	0	(827)
<b>TOTAL</b>	<b>20,121</b>	<b>23,504</b>	<b>3,383</b>

#### 4.2.3 Capital grants and contributions (\$5.895 million increase)

Capital grants and contributions include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall the level of grants and contributions is expected to increase by \$5.895 million compared to 2012/13 mainly associated with specific funding for some large capital works projects in 2013/14. e.g. Moe Rail Precinct Revitalisation Project, Latrobe Regional Airport Upgrade Works and the Moe Outdoor Pool Upgrade works. Section 6. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2013/14 year.

#### 4.2.4 Interest income (\$0.257 million decrease)

Interest income includes interest on investments. Interest on investments is forecast to decrease by \$0.257 million compared to 2012/13. This is mainly due to a forecast decrease in Council's available cash reserves during 2013/14 as a result of the completion of a number of major projects.



## 2013/2014 Budget Analysis of Operating Budget

### **4.2.5 User charges (\$0.009 million increase)**

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include separate rating schemes, waste services, animal fees, use of leisure, entertainment and other community facilities and the provision of human services such as family day care and home care services. In setting the budget, the key principles for determining the level of user charges has been to ensure that increases do not exceed CPI increases and/or market levels. The increase of \$0.009 million in total fees and charges expected from 2012/13 to 2013/14 is an overall minor increase. A detailed listing of fees and charges is set out in Appendix E hereto.

### **4.2.6 Other income (\$0.434 million decrease)**

Other income relates to a range of items such as property rental/leases, private works, cost recoups and other miscellaneous income items. It also includes interest income on rate arrears.

It is projected that other income will decrease by \$0.434 million mainly due to a reduction in interest on rates revenue associated with amendments to the Act which alters the way that penalty interest is calculated together with a reduction in one-off non-capital project contributions.

### **4.2.7 Developer contributions - cash (\$0.553 million decrease)**

Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development.

Contributions are projected to decrease by \$0.553 million or 88.5% compared to 2012/13 due mainly to the completion of a number of major property developments within the municipality during the 2012/13 year.

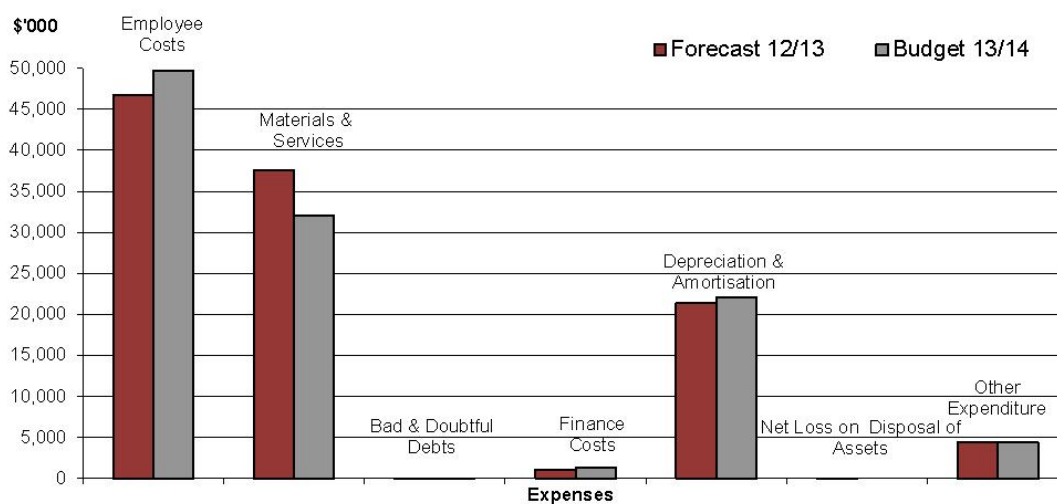
### **4.2.8 Developer contributed assets (no change)**

It is expected that contributed assets from developers in 2013/14 will be the same as in 2012/13. This item relates to expected infrastructure assets handed over to Council from new subdivisions.

## 2013/2014 Budget Analysis of Operating Budget

### 4.3 Expenses

Expense Types	Ref	Forecast	Budget	Variance
		Actual 2012/13 \$'000	2013/14 \$'000	\$'000
Employee costs	4.3.1	46,674	49,696	3,022
Materials and services	4.3.2	37,629	31,995	(5,633)
Bad and doubtful debts	4.3.3	18	18	0
Finance costs	4.3.4	1,087	1,337	250
Depreciation and amortisation	4.3.5	21,400	22,100	700
Net loss on disposal of assets	4.3.6	15	0	(15)
Other expenditure	4.3.7	4,402	4,378	(24)
<b>Total expenses</b>		<b>111,223</b>	<b>109,525</b>	<b>(1,660)</b>



#### 4.3.1 Employee costs (\$3.022 million increase)

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, workcover, etc.

Employee costs are forecast to increase by 6.5% or \$3.022 million compared to 2012/13. This increase relates primarily to increases in externally funded positions together with the increases in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff.

An increase in full time equivalent positions has been forecast in 2013/14. The primary increase relates to funded positions within Economic Development, Child and Family Services and Community Health and Well-being together with the replacement of contract staff with permanent employees including the use of trainee staff within the infrastructure operations team.

## 2013/2014 Budget Analysis of Operating Budget

In summary, average staff numbers (based on monthly averages) during the budget period are as follows:

Type of employment	Forecast	Budget	Variance
	Actual 2012/13 EFT's	2013/14 EFT's	\$'000
Permanent	538	563	25
Casual	37	28	(9)
<b>Total</b>	<b>575</b>	<b>591</b>	<b>16</b>

### 4.3.2 Materials and services (\$5.633 million decrease)

Materials and services are forecast to decrease by 15.0% or \$5.633 million compared to 2012/13. This relates mainly to the completion of a number of one off projects which overlapped financial years, thus resulting in additional expenditure in 2012/13 together with a decrease in the use of contract staff that have been temporarily backfilling vacant staff positions.

### 4.3.3 Bad and doubtful debts (no change)

Bad and doubtful debts is expected to remain the same as in 2012/13.

### 4.3.4 Finance costs (\$0.250 million increase)

Finance costs relate to interest charged by financial institutions on borrowed funds. The planned increase in the overall borrowings level will result in a increase in overall interest charges.

### 4.3.5 Depreciation and amortisation (\$0.700 million increase)

Depreciation relates to the usage of Council's property, plant and equipment including infrastructure assets such as roads and drains. The projected increase of \$0.700 million is mainly due to the increased landfill amortisation requirements resulting from the creation of new landfill cells together with the anticipated completion of new council assets. Refer to section 6. "Analysis of Capital Budget" for a more detailed analysis of Council's capital works program for the 2013/14 year.

### 4.3.6 Net loss on disposal of assets (\$0.015 million decrease)

Proceeds from the sale of Council assets is projected to be \$0.621 million for 2013/14 and relates to the planned cyclical replacement of part of the plant and vehicle fleet. The written down value of assets sold is projected to be \$0.621 million therefore not generating any material gain or loss on disposal. A small loss on disposal of \$0.015 million is forecast for 2012/13.

### 4.3.7 Other Expenditure (\$0.024 million decrease)

Other expenditure relates to a range of unclassified items including contributions to community groups, advertising, insurances, audit costs, levies and other miscellaneous expenditure items. Other expenditure is expected to reduce by \$0.024 million for the 2013/14 financial year.



## 2013/2014 Budget Analysis of Budgeted Cash Position

### 5. Analysis of budgeted cash position

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2013/14 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

**Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

**Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment, etc.

**Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions. These activities also include repayment of the principal component of loan repayments for the year.

## 2013/2014 Budget Analysis of Budgeted Cash Position

### 5.1 Budgeted cash flow statement

	Ref	Forecast Actual 2012/13 \$'000 Inflows (Outflows)	Budget 2013/14 \$'000 Inflows (Outflows)	Variance \$'000
<b>Cash flows from operating activities</b>	5.1.1			
<i>Receipts</i>				
Rates and charges		62,680	65,534	2,854
User fees and fines		14,051	14,060	9
Grants		25,981	35,209	9,228
Interest		1,480	1,223	(257)
Developer Contributions		625	72	(553)
Other Receipts		2,304	1,941	(363)
		<b>107,121</b>	<b>118,039</b>	<b>11,281</b>
<i>Payments</i>				
Employee costs		(46,159)	(49,112)	(2,953)
Other payments		(43,161)	(46,467)	(3,306)
		<b>(89,320)</b>	<b>(95,579)</b>	<b>(6,259)</b>
<b>Net cash provided by operating activities</b>		<b>17,801</b>	<b>22,460</b>	<b>4,659</b>
<b>Cash flows from investing activities</b>	5.1.2			
Proceeds from sales of property, plant & equipment		773	621	(152)
Payments for property, plant & equipment		(26,359)	(41,216)	(14,857)
Proceeds from sales of other financial assets		3,000	0	
<b>Net cash used in investing activities</b>		<b>(22,586)</b>	<b>(40,595)</b>	<b>(15,009)</b>
<b>Cash flows from financing activities</b>	5.1.3			
Finance costs		(1,087)	(1,337)	(250)
Proceeds from borrowings		1,000	8,970	7,970
Repayment of borrowings		(3,150)	(3,483)	(333)
<b>Net cash used in financing activities</b>		<b>(3,237)</b>	<b>4,150</b>	<b>7,387</b>
<b>Net increase (decrease) in cash held</b>		<b>(8,022)</b>	<b>(13,985)</b>	<b>(5,963)</b>
Cash and cash equivalents at the beginning of the year		39,033	31,011	(8,022)
<b>Cash and cash equivalents at the end of the year</b>	5.1.4	<b>31,011</b>	<b>17,026</b>	<b>13,985</b>

## 2013/2014 Budget Analysis of Budgeted Cash Position

### 5.1.1 Operating activities (\$4.659 million increase)

The increase in cash inflows from operating activities is due mainly to a \$3.898 million increase in rates and charges, which is in line with the rate increase of 5.24%.

The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast Actual 2012/13 \$'000	Budget 2013/14 \$'000	Variance \$'000
<b>Surplus (deficit) for the year</b>	<b>(2,151)</b>	<b>11,510</b>	<b>13,660</b>
Depreciation	21,400	22,100	700
Finance Costs	1,087	1,337	250
Developer contributed assets	(2,000)	(2,000)	0
Loss (gain) on sale of assets	15	0	(15)
Net movement in current assets and liabilities	(550)	(10,488)	(9,938)
<b>Cash flows available from operating activities</b>	<b>17,801</b>	<b>22,460</b>	<b>4,658</b>

### 5.1.2 Investing activities (\$15.009 million decrease)

The increase in payments for investing activities represents the planned increase in capital works expenditure disclosed in section 10 of this budget report. This increase is largely due to an increase in government grants for the 2013/14 capital program. Proceeds from sale of assets are forecast to be \$0.015 million less than the previous year.

### 5.1.3 Financing activities (\$7.387 million increase)

For 2013/14 the total of loan principal repayments is \$0.333 million more than the 2012/13 year and interest payments are increasing by \$0.250 million. New borrowings of \$2.000 million are proposed in 2013/14 to assist in the next stage of the Moe Rail Precinct Revitalisation Project. Additional borrowings of \$6.970 million are proposed to be drawn down to meet council's unfunded defined benefits superannuation liability which is payable during the 2013/14 financial year.

### 5.1.4 Cash at end of the year (\$13.985 million decrease)

Total cash holdings are forecast to decrease by \$13.985 million primarily due to net capital works of \$6.321 million funded in 2012/13 but carried forward for completion in 2013/14, together with operating programs that received advance funding, but will be completed in 2013/14.

## 2013/2014 Budget Analysis of Budgeted Cash Position

### 5.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2014 it will have cash and investments of \$17.026 million, which has been restricted as shown in the following table.

	Ref	Forecast Actual 2013 \$'000	Budget 2014 \$'000	Variance \$'000
<b>Total cash and investments</b>		<b>31,011</b>	<b>17,026</b>	<b>(13,985)</b>
Restricted cash and investments				
- Statutory reserves	5.2.1	(2,448)	(1,878)	570
- Trust funds and deposits	5.2.2	(1,520)	(1,566)	(46)
<b>Unrestricted cash and investments</b>	5.2.3	<b>27,043</b>	<b>13,582</b>	<b>(13,461)</b>

Source: Appendix A

#### 5.2.1 Statutory reserves (\$1.878 million)

These funds must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds earn interest income for Council, they are not available for other purposes. Council has a number of Statutory reserves as identified in Appendix A.

#### 5.2.2 Trust funds and deposits (\$1.566 million)

These funds include security deposits, contract retention and other sundry deposits and bonds. These must be held and refunded in accordance with various legislative and contractual requirements. Whilst these funds earn interest income for Council, they are not available for other purposes.

#### 5.2.3 Unrestricted cash and investments (\$13.582 million)

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements and unexpected short term needs and any budget commitments which will be expended in the following year such as grants, contributions or carry forward capital works. Of the balance on hand at 30 June 2013, \$9.103 million is to be expended to complete capital works carried forward and funded from reserves in the 2013/14 financial year. Council regards these funds as the minimum necessary to ensure that it can meet its commitments including employee entitlements as and when they fall due without borrowing further funds. A high level of working capital is required as 60% of Council's rate income is not received until February and onwards each year.



## 2013/2014 Budget Analysis of Capital Budget

### 6. Analysis of capital budget

This section of the report analyses the planned capital expenditure budget for the 2013/14 year and the sources of funding for the budget.

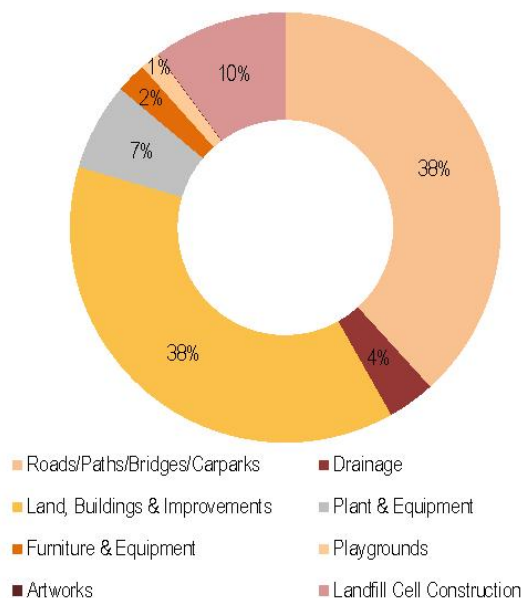
#### 6.1 Capital works

Capital Works Areas	Ref	Forecast Actual 2012/13 \$'000	Budget 2013/14 \$'000	Variance \$'000
<b>Works carried forward</b>				
Roads/Paths/Bridges/Carparks	6.1.1	7,893	5,979	(1,914)
Drainage	6.1.1	0	120	120
Land, Buildings & Improvements	6.1.1	2,972	88	(2,884)
Plant & Equipment	6.1.1	329	0	(329)
Furniture & Equipment	6.1.1	26	5	(21)
Playgrounds	6.1.1	293	248	(45)
Landfill Cell Construction	6.1.1	1,160	0	(1,160)
<b>Total works carried forward</b>		<b>12,673</b>	<b>6,441</b>	<b>(6,232)</b>
<b>New works</b>				
Roads/Paths/Bridges/Carparks	6.1.2	7,514	13,304	5,790
Drainage	6.1.3	75	1,241	1,166
Land, Buildings & Improvements	6.1.4	2,660	13,117	10,457
Plant & Equipment	6.1.5	2,214	2,291	77
Furniture & Equipment	6.1.6	1,068	795	(273)
Playgrounds	6.1.7	132	513	381
Artworks	6.1.8	24	15	(9)
Landfill Cell Construction	6.1.9	0	3,500	3,500
<b>Total new works</b>		<b>13,687</b>	<b>34,775</b>	<b>21,088</b>
<b>Total capital works</b>		<b>26,360</b>	<b>41,216</b>	<b>14,856</b>
<b>Represented by:</b>				
Asset renewal	6.1.10	16,825	18,762	1,937
New assets	6.1.10	3,820	17,655	13,835
Asset expansion/upgrade	6.1.10	5,715	4,799	(916)
<b>Total capital works</b>		<b>26,360</b>	<b>41,216</b>	<b>14,856</b>

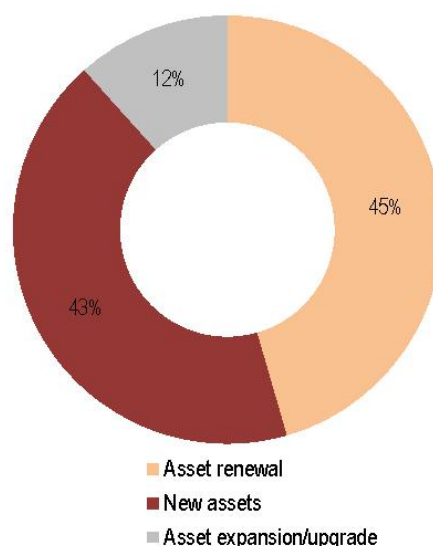
A more detailed listing of individual projects comprising the capital works is included in Appendix C.

## 2013/2014 Budget Analysis of Capital Budget

**Budgeted new capital works 2013/14**



**Budgeted total capital works 2013/14**



Source: Appendix A.

### 6.1.1 Carried forward works (\$6.441 million)

At the end of each financial year there are projects which are either incomplete or not commenced due to planning issues, weather delays, extended consultation etc. For the 2012/13 year it is forecast that \$6.441 million of capital works will be incomplete and be carried forward into the 2013/14 year. The more significant projects include Road Rehabilitation Program (\$2.186 million), Churchill Town Centre Plan implementation (\$0.987 million), Jumbuk Road from Junction Road to Jumbuk Hall - Timber Haulage (\$0.800 million), and the Footpath Replacement Program (\$0.570 million).

### 6.1.2 Roads/Paths/Bridges/Carparks (\$13.304 million)

Roads includes local roads, car parks, footpaths, bike paths and bridges & culverts.

For the 2013/14 year, \$13.304 million will be expended on road projects. The more significant projects include local roads reseals (\$4.500 million), road rehabilitation (\$3.515 million), Rural Gravel Road Sealing Program (\$1.270 million), Gravel Road Resheet Program (\$0.900 million) and Footpath replacements (\$0.850 million).

### 6.1.3 Drainage (\$1.241 million)

Drains includes drains in road reserves, retarding basins and waterways.

For the 2013/14 year, \$1.241 million will be expended on drainage projects. The more significant projects include Moe North West (\$0.600 million), Crinigan Road Morwell (\$0.330 million) and Milburn Court (\$0.200 million).



## 2013/2014 Budget Analysis of Capital Budget

### **6.1.4 Land, Buildings & Improvements (\$13.117 million)**

Land, Buildings & Improvements includes community facilities, municipal offices, sports facilities, pavilions.

For the 2013/14 year, \$13.117 million will be expended, the more significant projects include Moe Rail Precinct Revitalisation Project (\$7.000 million), Latrobe Regional Airport Upgrade Works (\$2.100 million), Moe Outdoor Pool: Urgent Upgrades & Maintenance (\$1.472 million), Hazelwood Pondage Caravan Park Wastewater Upgrade Project (\$1.100 million) and Latrobe Leisure Maintenance Program (\$0.550 million).

### **6.1.5 Plant & Equipment (\$2.291 million)**

Plant & equipment includes motor vehicles and plant.

For the 2013/14 year, \$2.291 million will be expended on the ongoing cyclical replacement of plant, equipment and fleet including replacement of the traxcavator at the Landfill (\$0.470 million).

### **6.1.6 Furniture & Equipment (\$0.795 million)**

Furniture & equipment includes information technology, office furniture & equipment and recreation & leisure equipment.

For the 2013/14 year, \$0.795 million will be expended on furniture & equipment. The most significant item being; replacement of information technology (\$0.685 million), other items include leisure and arts equipment and office furniture.

### **6.1.7 Playgrounds (\$0.513 million)**

Playgrounds includes playground equipment and Skate & BMX parks.

For the 2013/14 year, \$0.513 million will be expended on the Playgrounds, including Town Common Morwell Carpark & AAA Playground (\$0.375 million) and the Playground Improvement Implementation Plan 2011-2016 (\$0.138 million).

### **6.1.8 Artworks (\$0.015 million)**

For the 2013/14 year \$0.015 million will be expended on artwork acquisitions.

### **6.1.9 Landfill cell construction (\$3.500 million)**

For the 2013/14 year \$3.500 million has been allocated for the construction of Landfill cell four.

## 2013/2014 Budget Analysis of Capital Budget

### 6.1.10 Asset renewal (\$18.802 million), new assets (\$17.615 million), expansion/upgrade (\$4.799 million)

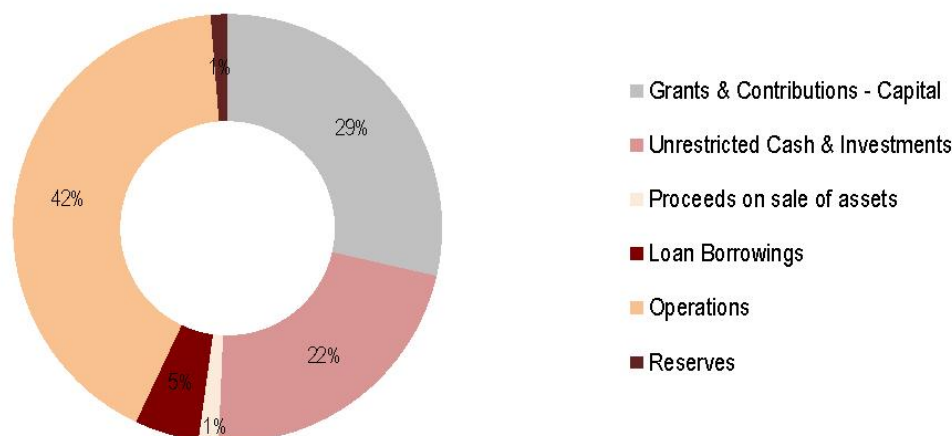
A distinction is made between expenditure on new assets, expenditure on asset renewal and expansion/upgrade. The expenditure on asset renewal is expenditure on an existing asset, which returns the service potential or the life of the asset back to its original life expectancy. Expenditure on new assets does not have any element of expansion/upgrade of existing assets but will result in future operation, maintenance and capital renewal. The major projects included in the above categories, which constitute expenditure on new assets are Moe Rail Precinct Revitalisation Project (\$7.000 million), Landfill Cell four construction (\$3.500 million), Latrobe Regional Airport Upgrade Works (\$2.100 million) and Hazelwood Pondage Caravan Park Wastewater project (\$1.100 million).

### 6.2 Funding sources

Sources of funding	Ref	Forecast Actual 2012/13 \$'000	Budget 2013/14 \$'000	Variance \$'000
<b>Works carried forward</b>				
<i>External</i>				
Grants & Contributions - Capital	6.2.1	2,899	0	(2,899)
<b>Sub Total</b>		<b>2,899</b>	<b>0</b>	<b>(2,899)</b>
<i>Internal</i>				
Unrestricted Cash & Investments	6.2.1	9,773	6,441	(3,332)
<b>Sub Total</b>		<b>9,773</b>	<b>6,441</b>	<b>(3,332)</b>
<b>Total works carried forward</b>	6.2.1	<b>12,672</b>	<b>6,441</b>	<b>(6,231)</b>
<b>New works</b>				
<i>External</i>				
Grants & Contributions - Capital	6.2.2	2,983	11,777	8,794
Proceeds on sale of assets	6.2.3	773	621	(152)
Loan Borrowings	6.2.4	0	2,000	2,000
<b>Sub Total</b>		<b>3,756</b>	<b>14,398</b>	<b>10,642</b>
<i>Internal</i>				
Unrestricted Cash & Investments	6.2.5	861	2,662	1,801
Operations	6.2.6	8,996	17,193	8,198
Reserves	6.2.7	75	522	447
<b>Sub Total</b>		<b>9,932</b>	<b>20,377</b>	<b>10,446</b>
<b>Total new works</b>		<b>13,688</b>	<b>34,775</b>	<b>21,087</b>
<b>Total funding sources</b>		<b>26,360</b>	<b>41,216</b>	<b>14,856</b>

## 2013/2014 Budget Analysis of Capital Budget

### Budgeted total funding sources 2013/14



Source: Appendix A

#### 6.2.1 Carried forward works (\$6.441 million)

At the end of each financial year there are projects which are either incomplete or not commenced due to planning issues, weather delays, extended consultation etc. For the 2012/13 year it is forecast that \$6.441 million of capital works will be incomplete and be carried forward into the 2013/14 year. The more significant projects include Road Rehabilitation Program (\$2.186 million), Churchill Town Centre Plan implementation (\$0.987 million), Jumbuk Road from Junction Road to Jumbuk Hall - Timber Haulage (\$0.800 million), and the Footpath Replacement Program (\$0.570 million).

#### 6.2.2 Grants and contributions (\$11.777 million)

Capital grants and contributions include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Significant grants and contributions are budgeted to be received for the Moe Rail Precinct Revitalisation Project (\$5.000 million), Latrobe Regional Airport Upgrade Works (\$2.100 million), Roads to Recovery program (\$1.175 million), Moe Outdoor Pool: Urgent Upgrades & Maintenance (\$1.247 million), Hazelwood Pondage Caravan Park Wastewater Upgrade Project (\$1.000 million), Energy Efficiency Upgrade for Street Lights and Major Community Building Lights (\$.609 million) and Wright Street Footbridge Construction (\$0.400 million).

#### 6.2.3 Proceeds from sale of assets (\$0.621 million)

Proceeds from sale of assets relate to motor vehicle and plant sales of \$0.621 million.

## 2013/2014 Budget Analysis of Capital Budget

### **6.2.4 Loan borrowings (\$2.000 million)**

New borrowings of \$2.000 million are proposed to assist in the next stage of the Moe Rail Precinct Revitalisation Project.

### **6.2.5 Unrestricted Cash & Investments (\$2.662 million)**

In addition to reserve investments, Council has uncommitted cash and investments which represent unrestricted cash and investments and funds preserved from the previous year mainly as a result of grants and contributions being received in advance. It is forecast that \$2.662 million will be available from the 2012/13 year to fund new capital works in the 2013/14 year.

### **6.2.6 Operations (\$17.193 million)**

During the year Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$17.193 million will be generated from operations to fund the 2013/14 capital works program. Refer section 5. "Budgeted Cash Position" for more information on funds from operations.

### **6.2.7 Reserves (\$0.522 million)**

The funding from reserves relates to drainage works which utilises previously received developer contributions.



## 2013/2014 Budget Analysis of Budgeted Financial Position

### 7. Analysis of budgeted financial position

This section of the budget report analyses the movements in assets, liabilities and equity between 2012/13 and 2013/14. It also considers a number of key performance indicators.

#### 7.1 Budgeted balance sheet

	Ref	Forecast Actual 2013 \$'000	Budget 2014 \$'000	Variance \$'000
<b>Current assets</b>	7.1.1			
Cash and cash equivalents		31,011	17,026	(13,985)
Trade and other receivables		8,081	9,087	1,006
Prepayments		354	354	0
Non-current assets held for sale		0	0	0
<b>Total current assets</b>		<b>39,446</b>	<b>26,467</b>	<b>(12,979)</b>
<b>Non-current assets</b>	7.1.2			
Trade and other receivables		19	10	(9)
Property, infrastructure, plant and equipment		956,447	996,071	39,624
Other financial assets		2	2	0
<b>Total non-current assets</b>		<b>956,468</b>	<b>996,083</b>	<b>39,615</b>
<b>Total assets</b>		<b>995,914</b>	<b>1,022,550</b>	<b>26,636</b>
<b>Current liabilities</b>	7.1.3			
Trade and other payables		14,494	7,267	(7,227)
Interest bearing liabilities		3,483	3,316	(167)
Employee Benefits		10,503	10,976	473
Provisions		2,850	1,500	(1,350)
Other current liabilities		1,520	1,566	46
<b>Total current liabilities</b>		<b>32,850</b>	<b>24,625</b>	<b>(8,225)</b>
<b>Non-current liabilities</b>	7.1.4			
Interest bearing liabilities		10,903	16,557	5,654
Employee Benefits		1,472	1,538	66
Provisions		13,080	11,580	(1,500)
<b>Total non-current liabilities</b>		<b>25,455</b>	<b>29,675</b>	<b>4,220</b>
<b>Total liabilities</b>		<b>58,305</b>	<b>54,300</b>	<b>(4,005)</b>
<b>Net assets</b>		<b>937,609</b>	<b>968,250</b>	<b>30,641</b>
<b>Equity</b>	7.1.5			
Accumulated surplus		608,858	620,939	12,081
Reserves		328,752	347,311	18,560
<b>Total equity</b>		<b>937,609</b>	<b>968,250</b>	<b>30,641</b>

Source: Appendix A

## 2013/2014 Budget Analysis of Budgeted Financial Position

### **7.1.1 Current assets (\$12.979 million decrease)**

The decrease in current assets is mainly due to a reduction in cash reserves associated with capital expenditure projects from 2012/13 that are expected to be completed in 2013/14. A more detailed analysis of this change is included in section 5. "Analysis of budgeted cash position".

### **7.1.2 Non current assets (\$39.615 million increase)**

The increase in non-current assets is the net result of the capital works program, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Long term debtors relating to loans to community organisations will reduce slightly in accordance with agreed repayment terms.

### **7.1.3 Current liabilities (\$8.225 million decrease)**

The decrease in current liabilities (that is, obligations council must pay within the next year) is mainly due to a reduction in \$7.227 million for trade and other payables mainly due to Council's obligation to pay its share of the unfunded defined liability superannuation scheme in 2013/14. The \$0.365 million increase for employee entitlements due to current wage rate increases being reflected in changes in Long Service Leave (LSL) provision balances being held. Loan principal repayable within one year at 30 June 2013 is \$3.483 million this will decrease by \$0.167 million to \$3.316 million at 30 June 2014 due to debt redemption completed for two loans during 2013/14 which is partially offset by new borrowings proposed in 2013/14. Provisions relate to landfill rehabilitation of \$1.500 million which reflects the rehabilitation work expected to be undertaken in the 2014/15 year down from \$2.850 million in 2013/14.

### **7.1.4 Non current liabilities (\$4.220 million increase)**

The increase in non current liabilities (that is, obligations council must pay beyond the next year) results from an increase in interest bearing liabilities of \$5.654 million due to Council's intention to borrow funds to repay its share of the unfunded defined liability superannuation scheme. The increase in Employee benefits relates to current wage rate increases. The decrease in the provision for landfill rehabilitation results from the rehabilitation works scheduled in 2013/14.

### **7.1 5 Equity (\$30.641 million increase)**

The net increase in equity (or net assets) results directly from the total comprehensive income for the year of \$30.641 million.

A more detailed analysis of the net change in investment reserves is included in Appendix A "Investment Reserves".



## 2013/2014 Budget Analysis of Budgeted Financial Position

### 7.1 6 Working capital (\$4.754 million decrease)

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months, and are therefore not available for discretionary spending.

Council has also committed further current assets to specific and restricted purposes, represented by reserves, which may not yet be represented as current liabilities at 30 June.

Ref	Forecast Actual 2013 \$'000	Budget 2014 \$'000	Variance \$'000
<b>Current assets</b>	39,446	26,467	12,979
<b>Current liabilities</b>	32,850	24,625	8,225
<b>Working capital</b>	6,596	1,842	4,754
Restricted cash and investment current assets			
- Statutory reserves	(2,448)	(1,878)	(570)
- Discretionary reserves	27,043	13,582	13,461
<b>Unrestricted working capital*</b>	31,191	13,546	17,645

\* Unrestricted working capital may also be committed to completion of carry forward capital works. Refer to table 6.2 for internal funding of capital works carried forward out of unrestricted cash and investments.

### 7.2 Key assumptions

In preparing the Budgeted Balance Sheet for the year ended 30 June 2014 it was necessary to make a number of assumptions about key assets, liabilities and equity balances. The key assumptions are as follows:

- A total of 97% of total rates and charges raised will be collected in the 2013/14 year (2012/13: 97% forecast actual).
- Trade creditors to be based on total capital and operating expenditure less written down value of assets sold, depreciation and employee costs. Payment cycle is 14 days.
- Other debtors and creditors to remain consistent with 2012/13 levels.
- Employee entitlements to be increased by Enterprise Bargaining Agreement and general banding movements only. No increase in the average rate of leave taken is expected.
- Repayment of loan principal to be \$3.483 million.
- New borrowings to be \$8.970 million.
- Total capital expenditure to be \$41.216 million.
- Employee entitlements to be increased by the Collective Agreement outcome offset by the impact of more active management of leave entitlements of staff.

## 2013/2014 Budget Strategic Resource Plan

### 8. Strategic resource plan and key financial indicators

This section includes an extract of the adopted Strategic Resource Plan to provide information on the long term financial projections of the Council.

#### 8.1 Plan development

The Act requires a Strategic Resource Plan to be prepared covering both financial and non-financial resources, and including key financial indicators for at least the next four financial years to support the Council Plan.

A key component of the Strategic Resource Plan is the 10 Year Financial Plan. Council has prepared a 10 Year Financial Plan for the ten years 2012/13 to 2022/23 as part of Council's ongoing financial planning to assist Council in adopting a budget within a longer term framework. The Plan takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

The key objective, which underlines the development of the Plan, is financial sustainability in the medium to long term, whilst still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the Long Term Financial Plan, are:

- Maintain existing service levels
- Reduce the infrastructure gap
- Ensure borrowings are only used to fund new assets or lump sum funding calls by the Trustee of the Local Authorities Superannuation Fund (LASF).
- Achieve a balanced budget on a cash basis.

The Plan is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve these key financial objectives. The key components of the Plan are:

- Assessment of Council's current financial position
- Key objectives and assumptions
- Service delivery strategy
- Rating strategy
- Borrowing strategy
- Infrastructure strategy
- Key recommendations

#### 8.2 Financial resources

The following table summaries the key financial results for the next four years as set out in the SRP for years 2013/14 to 2016/17. Appendix A includes a more detailed analysis of the financial resources to be used over the four year period.

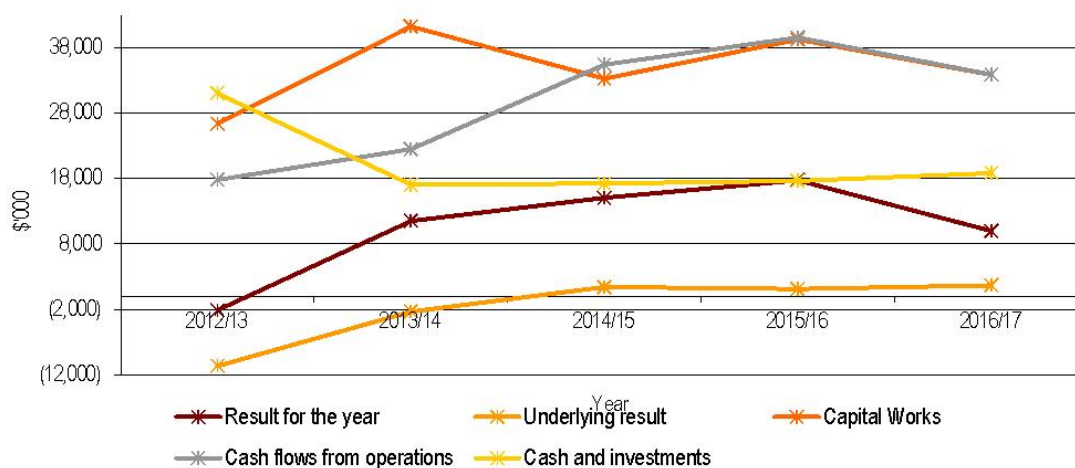
## 2013/2014 Budget Strategic Resource Plan

	Forecast	Budget	Strategic Resource Plan			Trend
	Actual 2012/13 \$'000	2013/14 \$'000	2014/15 \$'000	2015/16 \$'000	2016/17 \$'000	+/-
Result for the year	(2,151)	11,510	15,045	17,711	9,973	+
Underlying result	(10,658)	(2,339)	1,401	1,106	1,662	+
Cash and investments	31,011	17,026	17,222	17,627	18,814	-
Cash flows from operations	17,801	22,460	35,390	39,524	33,865	+
Capital works	26,360	41,216	33,234	39,258	33,856	+

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

The following graph shows the general financial indicators over the four year period.



The key outcomes of the Plan are as follows:

• **Financial sustainability (section 5)** - Cash and investments is forecast to increase marginally over the four year period from \$17.026 million to \$18.814 million, which indicates a balanced budget on a cash basis in each year.

• **Rating strategy (section 9)** – Rate increases are forecast over the four years at an average of 5.3% which incorporates increases in garbage charges to enable full cost recovery of landfill operations, which is required in order to maintain service levels and a robust capital expenditure program.

• **Service delivery strategy (section 10)** – Service levels have been maintained throughout the four year period. Despite this, operating surpluses are forecast over the four year period as a result of significant capital grant revenue being received to fund the annual capital works program. However, excluding the effects of non-operating items such as capital contributions, the underlying result sees the deficit reducing over the four year period. The underlying result is a measure of financial sustainability and is an important measure as once-off items can often mask the operating result.



## 2013/2014 Budget Strategic Resource Plan

• **Borrowing strategy (section 10)** – Borrowings are forecast to increase from \$19.873 million to \$21.153 million over the four year period. This includes new borrowings of \$8.970 million in 2013/14, \$2.000 million in 2014/15 and \$4.000 in 2015/16.

• **Infrastructure strategy (section 10)** - Capital expenditure over the four year period will total \$147.564 million at an average of \$36.891 million.

### 8.3 Key financial indicators

The following table summarises the key financial indicators for the next four years as set out in the Long Term Financial Plan for years 2012/13 to 2016/17. Appendix A “Budget Statements” includes a more detailed analysis of the financial resources to be used over the four year period.

Indicator	Notes	Forecast	Budget	Strategic Resource Plan			Trend +/-
		Actual 2012/13	2013/14	Projections			
				2014/15	2015/16	2016/17	
<b>Financial performance</b>							
Underlying result/Underlying rev	1	(7.6%)	<b>(4.1%)</b>	(1.4%)	(0.4%)	1.0%	+
Expenses/Assessment		\$3,018	<b>\$2,972</b>	\$3,011	\$3,148	\$3,259	+
Rate revenue/Underlying revenue	2	61.9%	<b>62.0%</b>	60.8%	63.8%	64.9%	o
Rate revenue/Assessment		\$1,700	<b>\$1,805</b>	\$1,920	\$2,029	\$2,145	+
Debt servicing/Total revenue		1.0%	<b>1.1%</b>	1.0%	0.9%	1.0%	o
Debt servicing & redemption/Rate revenue		6.8%	<b>7.2%</b>	6.4%	6.0%	5.6%	-
Grants/Total revenue		23.8%	<b>29.1%</b>	25.0%	29.0%	23.3%	o
Fees & charges/Total revenue		12.9%	<b>11.6%</b>	11.5%	11.2%	11.8%	o
<b>Financial position</b>							
Indebtedness/Rate revenue	3	23.0%	<b>29.9%</b>	26.2%	25.8%	26.8%	-
Underlying result/Total assets		(1.1%)	<b>(0.2%)</b>	0.1%	0.1%	0.1%	+
Current assets/Current liabilities	4	120.1%	<b>107.5%</b>	107.6%	108.5%	107.3%	o
Total liabilities/Assessment		\$1,582	<b>\$1,473</b>	\$1,415	\$1,419	\$1,453	o
<b>Capital expenditure</b>							
Capital works		\$26,360	<b>\$41,216</b>	\$33,234	\$39,258	\$33,856	o
- Asset renewal		\$16,825	<b>\$18,802</b>	\$15,781	\$18,551	\$21,175	+
- New assets		\$3,820	<b>\$17,615</b>	\$16,085	\$19,465	\$12,115	+
- Asset expansion/upgrade		\$5,715	<b>\$4,799</b>	\$1,368	\$1,242	\$566	-
Capital works/Rate revenue		42.1%	<b>62.0%</b>	47.0%	52.5%	42.8%	o
Infrastructure renewal/Infrastructure depreciation	5	89.0%	<b>104.0%</b>	80.7%	93.3%	104.0%	o

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

## 2013/2014 Budget Strategic Resource Plan

### Notes to indicators

**1 Underlying result** - Improvement in financial performance expected over the period although continued losses means reliance on Council's cash reserves.

**2 Rate revenue/Underlying revenue** - Reflects extent of reliance on rate revenues to fund all Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

**3 Indebtedness/Rate revenue** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

**4 Current assets/Current liabilities** – Working capital is forecast to decrease significantly in 2012/13 year due to a run down in cash reserves to fund the capital program. The trend in latter years is to remain steady at an acceptable level.

**5 Infrastructure renewal/Infrastructure depreciation** - This percentage indicates the extent of Council's infrastructure renewals against its infrastructure depreciation charge (an indication of the decline in value of its existing capital infrastructure assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

### 8.4 Non-financial resources

In addition to the financial resources to be consumed over the planning period, Council will also consume non-financial resources, in particular human resources. The following table summaries the non-financial resources for the next four years.

Indicator	Forecast		Strategic Resource Plan		
	Actual	Budget	Projections		
	2012/13 \$'000	2013/14 \$'000	2014/15 \$'000	2015/16 \$'000	2016/17 \$'000
Employee costs	46,674	49,696	51,955	54,529	57,226
Employee numbers	575	591	591	591	591

## 2013/2014 Budget Rating Information

### 9. Rating information

This section contains information on Council's past and foreshadowed rating levels along with Council's rating structure and the impact of changes in property valuation.

#### 9.1 Rating Context

In developing the Strategic Resource Plan (referred to in Section 8), rates and charges was identified as an important source of income, accounting for approximately 55% of the total income received by Council annually. Planning for future rate increases has therefore been an important component of the Long Term Financial Planning process.

However, it has also been necessary to balance the importance of rate income as a funding source with community sensitivity to increases, particularly given the change to bi-annual general revaluations. To ensure that deliberations about future rate increases have been made on an informed basis, comparisons were made of historical rate increases between the Council and other similar sized councils. The following table shows a comparison of the last five years and also the average rates per capita for the 2013/14 year.

Year	Latrobe City Council
2008/09	4.0%
2009/10	5.2%
2010/11	5.5%
2011/12	5.8%
2012/13	5.8%
<b>Average increase</b>	<b>5.2%</b>
<b>Average per capita 2013/14</b>	<b>\$770</b>

The table indicates that over the past five years Council's rate increases have averaged 5.2% and that the average per capita rates for 2013/14 (excluding rating Agreements) were \$770.

#### 9.2 Current year rate increase

The 2013/14 operating position is predicted to be significantly impacted by wages growth and reductions in government funding. It will therefore be necessary to achieve future income growth whilst containing costs in order to achieve an underlying breakeven operating position by 2016/17 as set out in the Long Term Financial Plan. The contribution from operations toward capital investment of \$17.193 million for the 2013/14 year continues to reduce the infrastructure gap.



## 2013/2014 Budget Rating Information

In order to achieve these objectives whilst maintaining service levels and a robust capital expenditure program, overall rates and charges will increase by 5.24% in 2013/14 raising total rates of \$66.530 million, including \$0.456 million generated from supplementary rates. General rates (including Electricity Act and Rating agreement payments) and municipal charge increase by 4.50% or \$2.411M while garbage charges increase by \$25 per service which equates to 9.55% or \$0.827 million. In addition the State Government imposed Landfill levy increases by 10% or \$0.053 million, Council will need to unfortunately pass these increases onto residents. In the interests of clarity the EPA levy component was separated from the Garbage Charge in 2011/12 and this will again occur in 2013/14. The following table sets out future projected rate increases and total rates to be raised, based on the forecast financial position of Council as at 30 June 2013 and the long term financial plan.

Year	Rate Increase %	Total Rates Raised \$'000
2012/13	5.8	62,632
2013/14	5.2	66,530
2014/15	5.6	70,748
2015/16	5.0	74,787
2016/17	5.0	79,053

### 9.3 Rating structure

Council has established a rating structure which is comprised of two key elements:

- Property values, form the central basis of rating under the Local Government Act 1989.
- A user pays component to reflect usage of certain services provided by Council.
- A fixed municipal charge per property to cover some of other administrative costs of the Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential, commercial, industrial or farm purposes.

Council has previously made a decision to apply a Capital Improved Value (CIV) basis to calculating individual property rates on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change this basis.

## 2013/2014 Budget Rating Information

The existing rating structure comprises two differential rates (general and farm) and a rate concession for recreational land. These rates are structured in accordance with the requirements of section 161 "Differential Rates" of the Act. Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Act. The farm rate is set at 75 % of the general rate and the rate concession for recreational land is set at 50% of the general rate. In addition, there are two recreational assessments which receive an additional rebate. These rebates are applied as a result of significant changes in the CIV valuations resulting from the rezoning of land and changes in valuation methodologies. It was considered that without applying a rebate the levied amounts would fail to take into consideration the requirement under the Cultural and Recreational Lands Act 1963 of the need for having regard to the services provided by Council in relation to such lands, and the benefit to the community derived from such recreational lands. Council re-affirmed its intention to maintain the existing rating relativities for farm rates in the 2013/14 Budget. Council also has a municipal charge, a garbage charge and the State Government Landfill Levy charges as allowed under the Act.

The following table summarises the rates to be determined for the 2013/14 year. A more detailed analysis of the rates to be raised is contained in Appendix B "Statutory Disclosures".

Rate type	How applied	2012/13	2013/14
General Rates	Cents/\$ CIV	0.00421418	0.00442245
Farm Rates	Cents/\$ CIV	0.00316063	0.00331684
Recreational Rates (Average)	Cents/\$ CIV	NA	NA
Municipal charge	\$/ property	\$115.00	\$120.00
Garbage charge	\$/ property	\$260.00	\$285.00
Landfill levy charge	\$/ property	\$16.00	\$17.60

### 9.4 General revaluation of properties

The next general revaluation of all properties within the municipality will be as at 1 January 2014 and will be first applied to the 2014/15 financial year.

Council will be maintaining the existing differential rate for the farming properties and a discount for cultural recreation land for the 2013/14 year. Therefore, in aggregate, total rates and charges will increase by 5.24% excluding supplementary rates compared to 2012/13.

## 2013/2014 Budget Other Strategies

### 10. Other strategies

This section sets out the strategies that have been developed and incorporated into the Strategic Resource Plan including borrowings, infrastructure and service delivery.

#### 10.1 Borrowing Strategy

This section of the report considers the Council's borrowing strategy including strategy development, current year borrowings and proposed levels for the future.

##### 10.1.1 Borrowing Strategy Development

In developing the 10 Year Financial Plan (see Section 9.1), borrowings were identified as an important funding source for the capital works programs. In the past, Council has borrowed to finance specific infrastructure projects and significant unfunded defined benefits superannuation liability calls.

The Long Term Financial Plan includes the results of an analysis of Council's debt position against the recommended ratios used by the Victorian State Government to assess the loan capacity of local governments. The outcome of the analysis highlighted that a debt of \$19.873 million could be comfortably accommodated. Council's future borrowing requirements may be influenced by external government funding opportunities that require some contribution from council in order to finance major capital projects. The following table shows a history of Council borrowings for the last five years and the recommended ratios applicable.

Year	Total Borrowings 30 June \$'000	Liquidity CA/CL Ratio	Debt Mgt Debt/Rates %	Debt Mgt Serv Costs/ %	Debt Exp Liabilities /
2007/08	16,529	2.11:1	36.2	0.97	14.11
2008/09	18,471	2.20:1	38.8	1.02	17.30
2009/10	20,357	2.24:1	40.1	1.14	14.29
2010/11	18,179	1.94:1	33.3	1.22	13.80
2011/12	16,537	1.59:1	28.1	1.08	15.08
2012/13	14,386	1.20:1	23.0	1.00	14.56
	<b>Threshold</b>	<b>&gt;1:1</b>	<b>&lt;80%</b>	<b>&lt;5%</b>	<b>&lt;150%</b>

The table shows that Council's borrowing level at 30 June 2013 is expected to be \$14.386 million. It also shows that Council has at all times been within the Victorian State Government's recommended ratio limits.



## 2013/2014 Budget Other Strategies

### Definitions:

- Liquidity- Current Assets/Current Liabilities is used to assess Council's ability to meet current commitments.
- Debt Management/Rates is used to assess Council's ability to meet outstanding loan liability from its own source income of rates.
- Debt management servicing costs/income is used to assess Council's ability to meet interest on loan payments from total income.
- Debt exposure-liabilities/Realisable assets is used to assess Council's financial ability to meet all its liabilities if they all came due.

### 10.1.2 Current year borrowings

For the 2013/14 year, Council has decided to take out new borrowings of \$2.000 million to assist in the next stage of the Moe Rail Precinct Revitalisation Project which forms part of the Capital Works budget. Additional borrowings of \$6.970 million are proposed to be drawn down to meet council's unfunded defined benefits superannuation liability which is payable on 1 July 2013. After making loan repayments of \$3.483 million, its total borrowings will increase to \$19.873 million as at 30 June 2014. The following table sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2013.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2012/13	1,000	3,150	1,087	14,386
2013/14	8,970	3,483	1,337	19,873
2014/15	2,000	3,316	1,243	18,557
2015/16	4,000	3,272	1,190	19,285
2016/17	5,000	3,132	1,289	21,153

New borrowings for 2014/15, 2015/16 and 2016/17 have been projected as per the Long Term Financial Plan as Council's required contribution towards the Moe Rail Precinct Revitalisation Project and Traralgon Aquatic Centre. Council's future borrowing requirements may be influenced by external government funding opportunities that require some contribution from council in order to finance major capital projects.

## 2013/2014 Budget Other Strategies

### 10.2 Infrastructure Strategy

This section of the report considers the Council's infrastructure strategy including strategy development, key influences on the current year and proposed capital works levels for the future.

#### 10.2.1 Infrastructure Strategy Development

The Council is developing an Infrastructure Strategy which sets out the capital expenditure requirements of the Council for the next 10 years by class of asset and project and is a key input to the long term financial plan. It predicts infrastructure consumption, renewal needs and considers infrastructure needs to meet future community service expectations. The Strategy development process includes a rigorous process of consultation and evaluation. The key aspects of the process are as follows:

- Long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes
- Listing of all known capital projects and adopted strategies and plans, prioritised within classes on the basis of evaluation criteria
- Transparent process for evaluating and prioritising capital projects
- Methodology for allocating annual funding to classes of capital projects
- Standard templates for officers to document capital project submissions

The capital planning process is undertaken annually and used to ensure that Infrastructure Strategy represents the current capital expenditure requirements of the Council.

A key objective of the Infrastructure Strategy is to maintain or preserve Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset preservation then Council's investment in those assets will reduce, along with the capacity to deliver services to the community. A measure of Council's performance in respect to infrastructure management is the sustainability index. This is the proportion of the total asset value consumed (equivalent to the annual depreciation charge), compared to the amount spent in preserving the asset (expenditure aimed at ensuring the asset reaches its intended useful life) on an annual basis. A value of 100% (or greater in the short term) is the desired target and the Long Term Financial Plan aims to maintain a sustainability index of 100%.

## 2013/2014 Budget Other Strategies

### 10.2.2 Key Influences for 2013/14

The following influence had a significant impact on the Infrastructure Strategy for the 2013/14 year:

- Continuation of significant Federal funding for upgrade of roads (Roads to Recovery funding of \$1.175 million has been assumed for 2013/14).

### 10.2.3 Future Capital Works

The following table summarises Council's forward outlook on capital expenditure including funding sources for the next four years.

Year	Total Capital Program \$'000	Grants and Contrib's \$'000	Borrowings \$'000	Asset Sales \$'000	Statutory Reserves \$'000	Unrestricted Cash & Inv \$'000	Council Operations \$'000
2012/13	26,360	5,882	0	773	75	10,634	8,996
<b>2013/14</b>	<b>41,216</b>	<b>11,777</b>	<b>2,000</b>	<b>621</b>	<b>522</b>	<b>9,103</b>	<b>17,193</b>
2014/15	33,234	11,570	2,000	600	120	0	18,944
2015/16	39,258	14,531	4,000	600	0	0	20,127
2016/17	33,856	6,235	5,000	600	0	0	22,021



## 2013/2014 Budget Other Strategies

### 10.3 Service delivery strategy

This section of the report considers the Council's service delivery strategy including strategy development, key influences and service delivery outcomes.

#### 10.3.1 Service delivery strategy development

A number of service delivery strategies will be developed and/or reviewed during 2013/14 year. Latrobe 2026 and the Council Plan 2013/14 to 2016/17 identify key service area reviews and strategy development for service areas.

#### 10.3.2 Key Influences on service delivery

The general influences affecting all operating income and expenditure include the following:

	2013/14	2014/15	2015/16	2016/17
	%	%	%	%
Consumer Price Index	3.0	3.0	3.0	3.0
Rate increases	5.2	5.6	5.0	5.0
Property growth	0.7	0.7	0.7	0.7
Wages growth	4.7	5.0	5.0	5.0
Government funding	2.0	2.0	2.0	2.0
Statutory fees	3.0	3.0	3.0	3.0
Investment return	4.0	4.0	4.0	4.0

The service delivery outcomes measured in financial terms are shown in the following table.

Year	Surplus (Deficit) for the year \$'000	Underlying Surplus (Deficit) \$'000
2012/13	(2,151)	(10,658)
<b>2013/14</b>	<b>11,510</b>	<b>(2,339)</b>
2014/15	15,045	1,401
2015/16	17,711	1,106
2016/17	9,973	1,662

Service levels have been maintained throughout the four year period. The operating surplus forecast for 2012/13 year is primarily in line with the original budget forecast after taking into account the effect of capital income and funding that had been received in 2011/12 for programs/projects in 2012/13. Excluding the effects of non-operating income such as capital contributions, the underlying result predicts a deficit for 2013/14 and a surplus for 2016/17.

## 2013/2014 Budget Appendices

### Appendices

The following appendices include voluntary and statutory disclosures of information which provide support for the analysis contained in sections 1 to 10 of this report.

This information has not been included in the main body of the budget report in the interests of clarity and conciseness. Council has decided that whilst the budget report needs to focus on the important elements of the budget and provide appropriate analysis, the detail upon which the annual budget is based should be provided in the interests of open and transparent local government.

The contents of the appendices are summarised below:

Appendix	Nature of information	Page
A	Budgeted standard statements	65
B	Statutory disclosures	71
C	Capital works program	77
D	Key strategic activities	86
E	Fees and charges schedule	91

## 2013/2014 Budget Appendices

### Appendix A

#### Budgeted standard statements

This appendix presents information in regard to the Budgeted Standard Statements. The budget information for the years 2013/14 to 2016/17 has been extracted from the Strategic Resource Plan.

At the end of each financial year Council is required to report back to the community a comparison of actual financial results against these Budgeted Standard Statements and provide an explanation of significant variances. The Standard Statements together with the Performance Statement provide a clear, concise and understandable report of Council's activities for the year from both a financial and non-financial perspective particularly for those users who do not have a financial background.

The appendix includes the following budgeted information:

- Budgeted Standard Income Statement
- Budgeted Standard Balance Sheet
- Budgeted Standard Cash Flow Statement
- Budgeted Standard Capital Works Statement
- Budgeted Statement of Investment Reserves

## 2013/2014 Budget Appendices

### Budgeted Standard Income Statement

For the four years ending 30 June 2017

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2012/13	2013/14	2014/15	2015/16	2016/17
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates	62,632	<b>66,530</b>	70,748	74,787	79,053
Operating grants and contributions	20,121	<b>23,504</b>	23,998	24,222	24,084
Capital grants and contributions	5,882	<b>11,777</b>	7,570	14,531	6,235
Interest	1,480	<b>1,223</b>	1,223	1,223	1,223
User fees and charges	14,051	<b>14,060</b>	14,482	14,916	15,364
Other Income	2,281	<b>1,869</b>	1,925	1,983	2,042
Developer contributions	625	<b>72</b>	4,074	74	76
Developer contributed assets	2,000	<b>2,000</b>	2,000	2,000	2,000
<b>Total income</b>	<b>109,073</b>	<b>121,035</b>	<b>126,020</b>	<b>133,736</b>	<b>130,077</b>
<b>Expenses</b>					
Employee costs	46,674	<b>49,696</b>	51,955	54,529	57,226
Materials and services	37,629	<b>31,995</b>	30,873	31,829	31,774
Bad and doubtful debts	18	<b>18</b>	35	36	38
Finance costs	1,087	<b>1,337</b>	1,243	1,190	1,289
Net loss on disposal of property, infrastructure, plant and	15	<b>0</b>	0	0	0
Other Expenditure	4,402	<b>4,378</b>	4,510	4,645	4,784
Depreciation and amortisation	21,400	<b>22,100</b>	22,359	23,796	24,993
<b>Total expenses</b>	<b>111,223</b>	<b>109,525</b>	<b>110,975</b>	<b>116,025</b>	<b>120,104</b>
<b>Surplus (deficit) for the year</b>	<b>(2,151)</b>	<b>11,510</b>	<b>15,045</b>	<b>17,711</b>	<b>9,973</b>
<b>Other comprehensive income</b>					
Other	0	<b>19,130</b>	19,742	20,385	21,134
<b>Total comprehensive result</b>	<b>(2,151)</b>	<b>30,639</b>	<b>34,787</b>	<b>38,096</b>	<b>31,107</b>

## 2013/2014 Budget Appendices

### Budgeted Standard Balance Sheet

For the four years ending 30 June 2017

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2013	2014	2015	2016	2017
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Current assets</b>					
Cash and cash equivalents	31,011	<b>17,026</b>	17,222	17,627	18,814
Trade and other receivables	8,081	<b>9,087</b>	9,516	10,098	9,854
Prepayments	354	<b>354</b>	365	376	387
<b>Total current assets</b>	<b>39,446</b>	<b>26,467</b>	<b>27,103</b>	<b>28,101</b>	<b>29,055</b>
<b>Non-current assets</b>					
Trade and other receivables	19	<b>10</b>	0	0	0
Property, plant and equipment	956,447	<b>996,071</b>	1,028,088	1,065,335	1,096,732
Other financial assets	2	<b>2</b>	2	2	2
<b>Total non-current assets</b>	<b>956,468</b>	<b>996,083</b>	<b>1,028,090</b>	<b>1,065,337</b>	<b>1,096,734</b>
<b>Total assets</b>	<b>995,914</b>	<b>1,022,550</b>	<b>1,055,193</b>	<b>1,093,438</b>	<b>1,125,789</b>
<b>Current liabilities</b>					
Trade and other payables	14,494	<b>7,267</b>	7,329	7,613	7,825
Interest bearing liabilities	3,483	<b>3,316</b>	3,272	3,132	3,515
Employee Benefits	10,503	<b>10,976</b>	11,470	11,986	12,525
Provisions	2,850	<b>1,500</b>	1,500	1,500	1,500
Trust funds and deposits	1,520	<b>1,566</b>	1,613	1,661	1,711
<b>Total current liabilities</b>	<b>32,850</b>	<b>24,625</b>	<b>25,184</b>	<b>25,892</b>	<b>27,076</b>
<b>Non-current liabilities</b>					
Interest bearing liabilities	10,903	<b>16,557</b>	15,285	16,153	17,638
Employee Benefits	1,472	<b>1,538</b>	1,607	1,680	1,755
Provisions	13,080	<b>11,580</b>	10,080	8,580	7,080
<b>Total non-current liabilities</b>	<b>25,455</b>	<b>29,675</b>	<b>26,972</b>	<b>26,413</b>	<b>26,473</b>
<b>Total liabilities</b>	<b>58,305</b>	<b>54,300</b>	<b>52,156</b>	<b>52,305</b>	<b>53,549</b>
<b>Net assets</b>	<b>937,609</b>	<b>968,250</b>	<b>1,003,037</b>	<b>1,041,133</b>	<b>1,072,240</b>
<b>Equity</b>					
Accumulated surplus	608,858	<b>620,939</b>	636,029	653,664	663,558
Asset revaluation reserve	326,304	<b>345,433</b>	365,175	385,560	406,694
Other Reserves	2,448	<b>1,878</b>	1,833	1,910	1,989
<b>Total equity</b>	<b>937,609</b>	<b>968,250</b>	<b>1,003,037</b>	<b>1,041,133</b>	<b>1,072,240</b>



## 2013/2014 Budget Appendices

### Budgeted Standard Cash Flow Statement

For the four years ending 30 June 2017

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2012/13	2013/14	2014/15	2015/16	2016/17
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
<i>Receipts</i>					
Rates and charges	62,680	<b>65,534</b>	70,489	74,436	79,181
User fees and fines	14,051	<b>14,060</b>	14,429	14,846	15,388
Grants	25,981	<b>35,209</b>	30,591	37,962	30,366
Interest	1,480	<b>1,223</b>	1,219	1,217	1,225
Developer Contributions	625	<b>72</b>	4,074	76	78
Other Receipts	2,304	<b>1,941</b>	2,811	2,628	2,096
	107,121	<b>118,039</b>	123,613	131,165	128,334
<i>Payments</i>					
Employee costs	(46,159)	<b>(49,112)</b>	(51,362)	(53,780)	(56,491)
Other payments	(43,161)	<b>(46,467)</b>	(36,861)	(37,861)	(37,978)
	(89,320)	<b>(95,579)</b>	(88,223)	(91,641)	(94,469)
Net cash from operating activities	17,801	<b>22,460</b>	35,390	39,524	33,865
<b>Cash flows from investing activities</b>					
Proceeds from property, plant and equipment	773	<b>621</b>	600	600	600
	3,000	<b>0</b>	0	0	0
Proceeds from sale of investments					
Payments for property, plant and equipment	(26,359)	<b>(41,216)</b>	(33,234)	(39,258)	(33,856)
Net cash used in investing activities	(22,586)	<b>(40,595)</b>	(32,634)	(38,658)	(33,256)
<b>Cash flows from financing activities</b>					
Finance costs	(1,087)	<b>(1,337)</b>	(1,243)	(1,190)	(1,289)
Proceeds from borrowings	1,000	<b>8,970</b>	2,000	4,000	5,000
Repayment of borrowings	(3,150)	<b>(3,483)</b>	(3,316)	(3,272)	(3,132)
Net cash provided by (used in) financing activities	(3,237)	<b>4,150</b>	(2,559)	(462)	579
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	(8,022)	<b>(13,985)</b>	197	404	1,188
Cash & cash equivalents at beginning of year	39,033	<b>31,011</b>	17,026	17,222	17,627
<b>Cash &amp; cash equivalents at end of year</b>	31,011	<b>17,026</b>	17,223	17,626	18,815



## 2013/2014 Budget Appendices

### Budgeted Standard Capital Works Statement

For the four years ending 30 June 2017

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2012/13	2013/14	2014/15	2015/16	2016/17
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Capital works areas</b>					
Roads/Paths/Bridges & Carparks	15,407	<b>19,283</b>	12,788	13,112	13,666
Drainage	75	<b>1,361</b>	6,441	1,991	1,293
Land, Buildings & Improvements	5,632	<b>13,205</b>	9,710	19,380	14,722
Plant & Equipment	2,543	<b>2,291</b>	2,030	2,030	2,030
Furniture & Equipment	1,094	<b>800</b>	615	1,110	510
Playgrounds	425	<b>761</b>	135	120	120
Artworks	24	<b>15</b>	15	15	15
Landfill Cell Construction	1,160	<b>3,500</b>	1,500	1,500	1,500
<b>Total capital works</b>	<b>26,360</b>	<b>41,216</b>	<b>33,234</b>	<b>39,258</b>	<b>33,856</b>
<b>Represented by:</b>					
Asset renewal	16,825	<b>18,802</b>	15,781	18,551	21,175
New assets	3,820	<b>17,615</b>	16,085	19,465	12,115
Asset expansion/upgrade	5,715	<b>4,799</b>	1,368	1,242	566
<b>Total capital works</b>	<b>26,360</b>	<b>41,216</b>	<b>33,234</b>	<b>39,258</b>	<b>33,856</b>

### Reconciliation of net movement in property, plant and equipment

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2012/13	2013/14	2014/15	2015/16	2016/17
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Total capital works</b>	<b>26,360</b>	<b>41,216</b>	<b>33,234</b>	<b>39,258</b>	<b>33,856</b>
Depreciation & amortisation	(21,400)	<b>(22,100)</b>	(22,359)	(23,796)	(24,993)
Less Written down value of assets sold	(773)	<b>(621)</b>	(600)	(600)	(600)
Developer contributed assets	2,000	<b>2,000</b>	2,000	2,000	2,000
Asset revaluation reserve	0	<b>19,130</b>	19,742	20,385	21,134
<b>Net movement in property, plant &amp; equipment</b>	<b>6,187</b>	<b>39,625</b>	<b>32,017</b>	<b>37,247</b>	<b>31,397</b>

## 2013/2014 Budget Appendices

### Budgeted Statement of Investment Reserves

For the four years ending 30 June 2017

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual 2013 \$'000		2014 \$'000	Projections	
			2015 \$'000	2016 \$'000	2017 \$'000
<b>Statutory</b>					
Car parking	230	<b>230</b>	230	230	230
Drainage	740	<b>129</b>	41	74	108
Development Plan Contributions	298	<b>298</b>	298	298	298
Public open space	329	<b>339</b>	350	361	372
Street trees	255	<b>265</b>	276	287	298
Future roadworks	583	<b>604</b>	625	647	670
Street lighting	13	<b>13</b>	13	13	13
<b>Total statutory reserves</b>	<b>2,448</b>	<b>1,878</b>	<b>1,833</b>	<b>1,910</b>	<b>1,989</b>
<b>Discretionary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total discretionary reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total reserves</b>	<b>2,448</b>	<b>1,878</b>	<b>1,833</b>	<b>1,910</b>	<b>1,989</b>

## 2013/2014 Budget Appendices

### Appendix B

#### Statutory disclosures

This appendix presents information which the Act and the Regulations require to be disclosed in the Council's annual budget.

The appendix includes the following budgeted information:

- Borrowings
- Rates and charges
- Differential rates

## 2013/2014 Budget Appendices

### Statutory disclosures

#### 1. Borrowings

	2012/13 \$	2013/14 \$
New borrowings (other than refinancing)	1,000,000	8,970,000
Debt redemption	3,126,500	3,483,000

#### 2. Rates and charges

##### 2.1 The proposed rate in the dollar for each type of rate to be levied

Type of Property	2012/13 cents/\$CIV	2013/14 cents/\$CIV
General	0.00421418	0.00442245
Farm	0.00316063	0.00331684
Recreational	NA	NA

##### 2.2 The estimated amount to be raised by each type of rate to be levied

Type of Property	2012/13 \$	2013/14 \$
General	37,678,658	40,016,685
Farm	2,621,800	2,752,881
Recreational*	51,369	48,105

\*Includes additional rate rebates totalling \$20,000 to be applied to two Recreational properties.

##### 2.3 The estimated total amount to be raised by rates

	2012/13 \$	2013/14 \$
Total rates to be raised	40,351,827	42,817,671

##### 2.4 The proposed percentage change in the rate in the dollar for each type of rate to be levied, compared to that of the previous financial year

Type of Property	2012/13 Change %	2013/14 Change %
General	(2.25%)	4.94%
Farm	(2.25%)	4.94%
Recreational	NA	NA

## 2013/2014 Budget Appendices

**2.5 The number of assessments for each type of rate to be levied compared to the previous year**

Type of Property	2012/13	2013/14
General	35,618	35,829
Farm	1,308	1,310
Recreational	16	16
<b>Total number of assessments</b>	<b>36,942</b>	<b>37,155</b>

**2.6 The basis of valuation to be used is the Capital Improved Value (CIV)**

**2.7 The estimated total value of land in respect of which each type of rate is to be levied compared with the previous year**

Type of Property	2012/13 \$	2013/14 \$
General	8,940,926,000	9,048,533,000
Farm	829,517,000	829,971,000
Recreational	31,396,000	30,809,000
<b>Total</b>	<b>9,801,839,000</b>	<b>9,909,313,000</b>

**2.8 The proposed unit amount to be levied for each type of charge under section 162 of the Act**

Type of Charge	Per Rateable Property 2012/13 \$	Per Rateable Property 2013/14 \$
Municipal	115.00	120.00
Garbage collection	260.00	285.00
Landfill levy	16.00	17.60
<b>Total</b>	<b>391.00</b>	<b>422.60</b>

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

Type of Charge	Per Rateable Property 2012/13 \$	Per Rateable Property 2013/14 \$
Garbage 120L Bin	169.00	192.00
Garbage 240L Bin	260.00	285.00
Garbage 240L Bin - Special	211.00	220.00
Recycling	48.00	49.00
Organics/Green Waste	43.00	44.00

## 2013/2014 Budget Appendices

**2.9 The estimated amounts to be raised for each type of charge to be levied compared to the previous year**

Type of Charge	2012/13 \$	2013/14 \$
Municipal	4,194,970	4,413,960
Garbage collection	8,557,875	9,488,616
Landfill levy	529,453	588,453
<b>Total</b>	<b>13,282,298</b>	<b>14,491,029</b>

**2.10 The estimated total amount to be raised by rates and charges:**

	2012/13 \$	2013/14 \$
Rates and charges	62,183,543	66,073,978
Supplementary rates and charges	416,457	456,022
<b>Total</b>	<b>62,600,000</b>	<b>66,530,000</b>

**2.11 The estimated amount to be raised from the Power Generators and Australian Paper is \$8,765,279 compared to the previous year of \$8,549,418.**

**2.12 There are no known significant changes, which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:**

- The making of supplementary valuations;
  - The variation of returned levels of value (e.g. valuation appeals);
  - Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes business land and vice versa.

### 3. Differential rates

#### 3.1 Rates to be levied

The rate and amount of rates payable in relation to land in each category of differential are:

- A farm rate of .00331526 for all rateable farm properties.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.



## 2013/2014 Budget Appendices

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

### 3.2 Farm Land

Farm land is as defined in Section 2 of the Valuation of Land Act 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

- (i) grazing (including agistment)
- (ii) dairying
- (iii) pig farming
- (iv) poultry farming
- (v) fish farming
- (vi) tree farming
- (vii) bee keeping
- (viii) viticulture
- (ix) horticulture
- (x) fruit growing
- (xi) the growing of crops of any kind, and

that is used by a business:

- (i) that has a significant and substantial commercial purpose or character; and
- (ii) that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- (iii) that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

The reasons for the use of this rate are that:

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district;

which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.

## 2013/2014 Budget Appendices

### 3.3 Recreational Land

Recreational land is defined in accordance with Section 4 of the Cultural & Recreational Lands Act 1963.

The rate concession for recreational land is set at 50% of the general rate. In addition, there are two recreational assessments which receive an additional rebate. These rebates are applied as a result of significant changes in the CIV valuations resulting from the rezoning of land and changes in valuation methodologies. It was considered that without applying a rebate the levied amounts would fail to take into consideration the requirement under the Cultural and Recreational Lands Act 1963 of the need for having regard to the services provided by Council in relation to such lands, and the benefit to the community derived from such recreational lands.

### 3.4 General Rate

The General Rate is applied to any rateable land that is not defined as farm land or recreational land.

The reasons for the use of that rate are that:-

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a general rate so as to fairly rate lands other than recreational and farm lands;
- (iii) the level of this rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (v) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district.

which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.

## 2013/2014 Budget Appendices

### Appendix C

#### Capital works program

This appendix presents a listing of the capital works projects that will be undertaken for the 2013/14 year.

The capital works projects are grouped by class and include the following:

- New works for 2013/14
- Works carried forward from the 2012/13 year.

The capital works detailed report also includes a list of works that, although not classified as assets for accounting purposes, will be undertaken in conjunction with the capital works program. The funding for these works and associated expenditure forms part of the operating budget.

## 2013/2014 Budget Appendices

### Capital works program

For the year ending 30 June 2014

#### 1. New works

Capital Works Area	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
Roads/Paths/Bridges & Carparks	1,878	11,426	13,304
Drainage	40	1,201	1,241
Land, Buildings & improvements	11,609	1,508	13,117
Landfill Cell Construction	0	3,500	3,500
Plant & Equipment	621	1,670	2,291
Furniture & Equipment	0	795	795
Playgrounds	250	263	513
Artworks	0	15	15
<b>Total new capital works 2013/14</b>	<b>14,398</b>	<b>20,377</b>	<b>34,775</b>

#### 2. Works carried forward from 2012/13

Capital Works Area	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
Roads/Paths/Bridges & Carparks	0	5,979	5,979
Drainage	0	120	120
Land, Buildings & improvements	0	88	88
Plant & Equipment	0	0	0
Furniture & Equipment	0	5	5
Playgrounds	0	248	248
Artworks	0	0	0
<b>Total capital works carried forward 2012/13</b>	<b>0</b>	<b>6,441</b>	<b>6,441</b>

#### 3. Summary

Capital Works Area	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
New Assets	10,580	7,035	17,615
Asset Renewal	3,503	15,299	18,802
Asset expansion/upgrade	315	4,484	4,799
<b>Total 2013/14</b>	<b>14,398</b>	<b>26,818</b>	<b>41,216</b>

## 2013/2014 Budget Appendices

### 2013/14 Capital Works Program

Asset Category/Project Description	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
<b>NEW WORKS FOR 2013/14</b>			
<b>Roads/Paths/Bridges &amp; Carparks</b>			
<b><u>Bridges</u></b>			
<b>Renewal</b>			
Construction of Wright Street Footbridge	400	300	700
<b><u>Footpaths &amp; Cycleways</u></b>			
<b>New Works</b>			
Design of shared pathway between Traralgon and Morwell	0	40	40
Design path to link Old Sale Rd Newborough with Haigh St and Moore St	0	50	50
Hickox Street, Traralgon Construction of a footpath on the west side from Rose Avenue to Parkhaven Way	0	100	100
<b>Renewal</b>			
Footpath Replacement Program	0	850	850
<b><u>Off Street Carparks</u></b>			
<b>Renewal</b>			
Recreation Reserves Roads & Off Street Car Park Resealing Program - Cumberland Park Preschool Carpark, Traralgon	0	140	140
<b><u>Roads</u></b>			
<b>New Works</b>			
Churchill Town Centre Plan implementation	0	700	700
<b>Renewal</b>			
Austin Street, Boolarra	60	140	200
Gravel Road Resheet Program	0	900	900
Local Road Reseals Program 2012/13	0	4,500	4,500
Road Rehabilitation Program 2012/13	1,175	2,340	3,515
<b>Expansion/Upgrade</b>			
Moe Roundabout	0	125	125
Rural Gravel Road Sealing Program	243	1,027	1,270
Sealing of Unsealed Pavements Program	0	154	154
Yallourn North Intersection	0	60	60
<b>Roads/Paths/Bridges &amp; Carparks - Sub- Total</b>	<b>1,878</b>	<b>11,426</b>	<b>13,304</b>



## 2013/2014 Budget Appendices

### 2013/14 Capital Works Program

Asset Category/Project Description	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
<b>Drainage</b>			
<b>New Works</b>			
Harold Preston Reserve - Installation of drainage to the back pitch at Traralgon City Soccer Club	40	21	61
<b>Renewal</b>			
Drainage works - Crinigan Road, Morwell	0	330	330
Drainage works - Moe North West	0	600	600
Drainage works - Montane Estate, Newborough	0	50	50
Drainage works - Milburn Court, Traralgon	0	200	200
<b>Drainage - Sub- Total</b>	<b>40</b>	<b>1,201</b>	<b>1,241</b>
 <b>Land, Buildings &amp; Improvements</b>			
<b>New Works</b>			
Moe Rail Precinct Revitalisation Project	7,000		7,000
Hazelwood Pondage Caravan Park Wastewater Upgrade Project	1,000	100	1,100
Gaskin Park, Churchill Design Works	0	50	50
Latrobe Regional Airport Upgrade Works	2,100		2,100
Newman Park, Traralgon: Access track to Soundshell & Couches Lane carpark construction	190	105	295
<b>Renewal</b>			
Duncan Cameron Reserve, Traralgon - Replacement of retaining walls, concrete pathways and concrete steps.	0	70	70
Moe Early Learning Centre Redevelopment Design	0	30	30
Pax Hill Tennis Club, Traralgon - Replacement of retaining wall	0	20	20
Traralgon Recreation Reserve & Showgrounds - Main Oval Re-Surfacing	0	130	130
Heating Boiler Replacement - Traralgon Performing Arts Centre	0	30	30
Latrobe Leisure Maintenance & Upgrade Program	0	550	550
Moe Outdoor Pool: Urgent Upgrades & Maintenance	1,247	225	1,472
Roof Replacement Program - Traralgon Recreation Reserve	0	100	100
<b>Expansion/Upgrade</b>			
Agnes Brereton Reserve, Traralgon Pavilion Upgrade - Design Works	0	30	30
Latrobe Synthetic Sports Field Pavilion Design Works	0	50	50
Solar Hot Water Installations	72	18	90
<b>Land, Buildings &amp; Improvements - Sub- Total</b>	<b>11,609</b>	<b>1,508</b>	<b>13,117</b>



## 2013/2014 Budget Appendices

### 2013/14 Capital Works Program

Asset Category/Project Description	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
<b>Plant &amp; Equipment</b>			
<b>New</b>			
Hyland Highway Landfill Plant Replacement - Replace existing Traxcavator	0	470	470
<b>Renewal</b>			
Plant & Equipment Replacement Program	21	420	441
Fleet Replacement Program	600	780	1,380
<b>Plant &amp; Equipment - Sub- Total</b>	<b>621</b>	<b>1,670</b>	<b>2,291</b>
<b>Furniture &amp; Equipment</b>			
<b>New</b>			
Latrobe Leisure Equipment Replacement Program	0	50	50
<b>Renewal</b>			
Performing Arts Lighting & Sound Stage Equipment Replacement Program	0	40	40
IT Equipment Replacement Program	0	685	685
Office Furniture & Equipment Replacement Program	0	20	20
<b>Furniture &amp; Equipment - Sub- Total</b>	<b>0</b>	<b>795</b>	<b>795</b>
<b>Landfill</b>			
<b>New Works</b>			
Landfill Cell 4 Construction	0	3,500	3,500
<b>Landfill - Sub- Total</b>	<b>0</b>	<b>3,500</b>	<b>3,500</b>
<b>Playgrounds</b>			
<b>New</b>			
Town Common Morwell Carpark & AAA Playground	250	125	375
<b>Renewal</b>			
Playground Improvement Implementation Plan 2011-2016	0	138	138
<b>Playgrounds - Sub- Total</b>	<b>250</b>	<b>263</b>	<b>513</b>
<b>Artworks</b>			
<b>New Works</b>			
Latrobe Regional Gallery, Morwell - acquisition of artworks	0	15	15
<b>Artworks - Sub- Total</b>	<b>250</b>	<b>3,778</b>	<b>4,028</b>
<b>TOTAL 2013/14 NEW CAPITAL WORKS</b>	<b>14,398</b>	<b>20,377</b>	<b>34,775</b>
New Works	10,580	5,326	15,906
Renewal	3,503	13,587	17,090
Expansion / Upgrade	315	1,464	1,779

## 2013/2014 Budget Appendices

### 2013/14 Capital Works Program

Asset Category/Project Description	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
<b>WORKS CARRIED FORWARD FROM 2012/13</b>			
<b>Roads/Paths/Bridges &amp; Carparks</b>			
<b><u>Footpaths &amp; Cycleways</u></b>			
<b>New</b>			
Coalville Rd Moe, Moe-Moe South Pedestrian Link Stage 5	0	250	250
Bicycle Plan Stage 2 - Tramway Road Churchill	0	104	104
<b>Renewal</b>			
Footpath Replacement Program	0	570	570
<b><u>Off Street Carparks</u></b>			
<b>Renewal</b>			
Recreation Reserves Roads & Off Street Car Park Resealing Program	0	57	57
<b><u>Roads</u></b>			
<b>New Works</b>			
Churchill Town Centre Plan implementation	0	987	987
<b>Renewal</b>			
Road Rehabilitation Program	0	2,186	2,186
Upper Middle Creek Road - Road Widening	0	126	126
<b>Expansion/Upgrade</b>			
Jumbuk Rd from Junction Rd to Jumbuk Hall (Timber Haulage)	0	800	800
Timber Haulage Prog: Safety Improvement works Junction Road	0	460	460
Growing Aerospace Manufacturing at Latrobe Regional Airport	0	440	440
<b>Roads/Paths/Bridges &amp; Carparks - Sub- Total</b>	<b>0</b>	<b>5,979</b>	<b>5,979</b>
<b>Drainage</b>			
<b>New Works</b>			
Gross Pollutant Trap Installation Commercial Road Morwell	0	120	120
<b>Drainage - Sub- Total</b>	<b>0</b>	<b>120</b>	<b>120</b>
<b>Land, Buildings &amp; Improvements</b>			
<b>Renewal</b>			
Clifton Street Precinct Moe - Stage 4	0	88	88
<b>Land, Buildings &amp; Improvements - Sub- Total</b>	<b>0</b>	<b>88</b>	<b>88</b>

## 2013/2014 Budget Appendices

### 2013/14 Capital Works Program

Asset Category/Project Description	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
<b>Furniture &amp; Equipment</b>			
<b>Renewal</b>			
Morwell HQ Office Furniture & Equipment Replacement	0	5	5
<b>Furniture &amp; Equipment - Sub- Total</b>	<b>0</b>	<b>93</b>	<b>93</b>
<b>Playgrounds</b>			
<b>New Works</b>			
Skate & BMX Plan: Morwell construct district skate park	0	248	248
<b>Playgrounds - Sub- Total</b>	<b>0</b>	<b>248</b>	<b>248</b>
<b>TOTAL WORKS CARRIED FORWARD FROM 2012/13</b>	<b>0</b>	<b>6,441</b>	<b>6,441</b>
New Works	0	1,709	1,709
Renewal	0	3,032	3,032
Expansion / Upgrade	0	1,700	1,700
<b><u>SUMMARY</u></b>			
<b>TOTAL CAPITAL WORKS PROGRAM (ASSETS)</b>	<b>14,398</b>	<b>26,818</b>	<b>41,216</b>
New Works	10,580	7,035	17,615
Renewal	3,503	16,619	20,122
Expansion/Upgrade	315	3,164	3,479

## 2013/2014 Budget Appendices

### 2013/14 Capital Works Program

Asset Category/Project Description	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
<b>CAPITAL WORKS (OPERATING)</b>			
<i>(These projects are of a capital nature but do not meet the definition of capital expenditure due to them either not being on Council owned/or controlled assets or not relating to an asset class recognised by Council. Expenditure on these projects appears in the Budgeted Standard Income Statement).</i>			
<b>NEW WORKS FOR 2013/14</b>			
<b>Land, Buildings &amp; Improvements</b>			
<b>Recreation</b>			
Unserviceable Street Furniture Replacement Program	0	30	30
Gaskin Park, Churchill Lighting Upgrade	140	100	240
Hard Court Bitumen Resurfacing Program - Resurface and extend 10 Netball Courts at Agnes Brereton Reserve Traralgon	0	300	300
Morwell Tennis Court Lighting Upgrade - Design	60	40	100
<b>Other Land, Buildings &amp; Improvements</b>			
Small Town Works Program	0	70	70
Energy Efficiency Upgrade for Street Lights and Major Community Building Lights - Lighting Latrobe	609	197	806
Continue implementation of the Transfer Station Upgrade Infrastructure Program	0	500	500
<b>Land, Buildings &amp; Improvements - Sub- Total</b>	<b>809</b>	<b>1,237</b>	<b>2,046</b>
<b>Landfill</b>			
Rehabilitation of Latrobe City landfill sites including Moe, Morwell, Traralgon, Yallourn North & Yinnar	0	1,500	1,500
<b>Landfill - Sub- Total</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>
<b>Other</b>			
Community Minor Capital Grant Program - 2012/13	0	360	360
New Street Lighting Works	0	60	60
Public Lighting Replacement Program	0	145	145
<b>Other - Sub- Total</b>	<b>0</b>	<b>565</b>	<b>565</b>
<b>TOTAL 2013/14 NEW CAPITAL WORKS (OPERATING)</b>	<b>809</b>	<b>3,302</b>	<b>4,111</b>

## 2013/2014 Budget Appendices

### 2013/14 Capital Works Program

Asset Category/Project Description	Externally Funded \$'000	Internally Funded \$'000	Project Cost \$'000
<b>WORKS CARRIED FORWARD FROM 2012/13</b>			
<b>Land, Buildings &amp; Improvements</b>			
<b>Other Land, Buildings &amp; Improvements</b>			
Moe Rail Precinct Revitalisation Project - Underground Power Lines	0	100	100
Yalloum North Town Hall & Amenities Upgrade	0	130	130
<b>Recreation</b>			
Hard Court Bitumen Resurfacing Program	0	50	50
Warren Terrace Hazelwood North- Oval development	0	15	15
<b>Land, Buildings &amp; Improvements - Sub- Total</b>	<b>0</b>	<b>295</b>	<b>280</b>
<b>Landfill</b>			
Rehabilitation of Latrobe City landfill sites including Moe, Morwell, Traralgon, Yalloum North & Yinnar	0	1,350	1,350
<b>Landfill - Sub- Total</b>	<b>0</b>	<b>1,350</b>	<b>1,350</b>
<b>Other</b>			
Traralgon City Soccer - Lighting project	0	87	87
<b>Other - Sub- Total</b>	<b>0</b>	<b>87</b>	<b>87</b>
<b>TOTAL WORKS CARRIED FORWARD FROM 2012/13</b>	<b>0</b>	<b>1,731</b>	<b>1,731</b>
<b>TOTAL CAPITAL WORKS (OPERATIONAL)</b>	<b>809</b>	<b>5,033</b>	<b>5,842</b>
<b>TOTAL CAPITAL WORKS PROGRAM</b>	<b>15,207</b>	<b>31,851</b>	<b>47,058</b>

## 2013/2014 Budget Appendices

### Appendix D Key strategic activities

This appendix presents a number of strategic activities to be undertaken during the 2013/14 year and performance targets and measures in relation to these.



## 2013/2014 Budget Appendices

### Key strategic activities

For the year ending 30 June 2014

Key Strategic Activity	Performance Measure	Performance Target
<b>Job Creation &amp; Economic Sustainability</b>		
In accordance with the Economic Sustainability Strategy advocate for the creation of an industrial park and the Gippsland Logistics Precinct.	Cost: Latrobe City Council's financial contribution during the 2013/2014 financial year will be limited to resources allocated within Council's adopted budget.	
	Time: The Ordinary Council Meeting, at which a report detailing progress and activities during 2013/14 financial year will be presented to Council for consideration, will be no later than 30 June 2014.	30 Jun 2014
	Quantity: A report on the progress support of the creation of an industrial park and the Gippsland Logistics Precinct will be presented to Council for consideration.	
	Quality: The creation of an industrial park and Gippsland Logistics Precinct are prioritised within the Economic Sustainability Strategy 2011 as key Latrobe City Employment Zones.	
In accordance with the Economic Sustainability Strategy, present the outcomes of 2014 Gippsland Major Projects and Opportunities Summit to Council.	Cost: Latrobe City Council's financial contribution during the 2013/2014 financial year will be limited to resources allocated within Council's adopted budget.	
	Time: The Ordinary Council Meeting, at which a report detailing the outcomes of the Summit will be presented to Council for consideration, will be no later than 31 April 2014.	31 Apr 2014
	Quantity: At least 80 representatives of business and government will attend the 2014 Gippsland Major Projects and Opportunities Summit	> 80
	Quality: The 2014 Gippsland Major Projects and Opportunities Summit will present details of five or more identified major investment opportunities within Gippsland.	> 5

## 2013/2014 Budget Appendices

### Key strategic activities

For the year ending 30 June 2014

Key Strategic Activity	Performance Measure	Performance Target
<b>Appropriate, Affordable &amp; Sustainable Facilities, Services &amp; Recreation</b>		
Develop a Latrobe City Council 2013-2017 Arts Strategy and Action Plan for Council endorsement	<p>Cost: Latrobe City Council's financial contribution during the 2013/2014 financial year will be limited to resources allocated within Council's adopted budget.</p> <p>Time: The Ordinary Council Meeting, at which the 2013-2017 Arts Strategy and supporting action plan is presented to Council for consideration, will be no later than 30 June 2014.</p> <p>Quantity: An Arts Strategy which is adopted by Council.</p> <p>Quality: The creation of an Arts Strategy will guide Council in the future in respect to its provision of Arts based facilities and programs, with a view of increasing participation in the Arts.</p>	30 Jun 2014
Complete the development of master plans for Morwell and Traralgon Recreation Reserves.	<p>Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.</p> <p>Time: The Ordinary Council Meeting, at which the master plans for Morwell and Traralgon Recreation Reserves is presented to Council for consideration, will be no later than 30 June 2014.</p> <p>Quantity: The two master plans will be presented to Council following extensive engagement with the key users and stakeholders of the two reserves, as well as the wider community.</p> <p>Quality: Both of the master plans when completed will provide clear direction for the future development of the precincts and be supporting documents for the future pursuit of external funding.</p>	30 Jun 2014  2

## 2013/2014 Budget Appendices

### Key strategic activities

For the year ending 30 June 2014

Key Strategic Activity	Performance Measure	Performance Target
<b>Efficient, Effective &amp; Accountable Governance</b>		
Review Council's procurement policy to maximise the proportion of local goods and services purchased.	<p>Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.</p> <p>Time: The Ordinary Council Meeting, at which a revised procurement policy is presented to Council for consideration, will be no later than 30 June 2014.</p> <p>Quantity: A procurement policy which is adopted by Council.</p> <p>Quality: The adopted procurement policy will be compliant with the Local Government Act 1989 and consistent with the Victorian Local Government Procurement Best Practice Guidelines 2013</p>	30 Jun 2014
<b>Advocacy For &amp; Consultation With Our Community</b>		
Develop and conduct a program of Councillor meetings with peak industry and community bodies.	<p>Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.</p> <p>Time: The Ordinary Council Meeting at which a report outlining progress on the program of meetings will be presented to Council for consideration no later than 30 June 2014.</p> <p>Quantity: A minimum of three meetings will be scheduled.</p> <p>Quality: Meetings will be consistent with Council's new innovative and holistic approach to job creation, economic development, investment attraction and the transformation of Latrobe City.</p>	30 Jun 2014

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## 2013/2014 Budget Appendices

### Key strategic activities

For the year ending 30 June 2014

Key Strategic Activity	Performance Measure	Performance Target
<b>Planning For The Future</b>		
Undertake improvements to Council's Statutory Planning procedures and delegations to improve timely processing of planning applications	Cost: Latrobe City Council's financial contribution during the 2013/14 financial year will be limited to resources allocated within Council's adopted budget.	
	Time: A service improvement plan will be developed and presented to Councillors and implementation commenced by 30 June 2014.	30 Jun 2014
	Quantity: A service improvement plan will be developed and presented to Councillors and implementation commenced.	
	Quality: The service improvement plan will be consistent with strategic directions provided in the Council Plan 2013/2017 and the Planning and Environment Act 1987	

## 2013/2014 Budget Appendices

### Appendix E

#### Fees and charges schedule

The Fees and Charges adopted as part of the 2013/14 budget process are set out in the attached document, entitled "Latrobe City Fees and Charges 2013/14".

**ORDINARY COUNCIL MEETING AGENDA  
24 JUNE 2013 (CM412)**

**16.5 DOCUMENTS PRESENTED FOR SIGNING AND SEALING.**

**General Manager**

**Governance**

**For Decision**

**DECLARATION OF INTEREST**

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

**DOCUMENTS**

PP 2011/343/A	<p>Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Latrobe Valley Pty Ltd and Pandos Properties Pty Ltd as the Owners of the Land more particularly described in Certificate of Title Volume 8422 Folio 070 and Volume 9715 Folio 750 being Lot 2 on PS519258 situated at 183-185 &amp; 187-189 Argyle Street, Traralgon pursuant to Condition 7 on PP 2011/343/A issued on 15 June 2012 providing that prior to the issue of the Statement of Compliance under the Subdivision Act 1988, the buildings and works approved must be completed to the satisfaction of the Responsible Authority; or</p> <p>The operator of this permit must enter into an agreement with the Responsible Authority, to the effect that, without written consent of the Responsible Authority:</p> <p style="padding-left: 40px;">a) The land must be developed in accordance with Planning Permit 2011/343 issued by Latrobe City Council (or subsequent approval) to the satisfaction of the Responsible Authority.</p>
Lease # 547/COMMER	<p>Section 17D Crown Land (Reserves) Act 1978 Lease (Retail) between Latrobe City Council and Mr Luke Mullen trading as The Star Café for the operation of a café and tea rooms at the Star Hotel situated at 17 Peterkin Street, Traralgon, for a term of five years commencing on 1<sup>st</sup> January 2013.</p>

**Attachments**  
Nil



**RECOMMENDATION**

- 1. That Council authorises the Chief Executive Officer to sign and seal the Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Latrobe Valley Pty Ltd and Pandos Properties Pty Ltd as the Owners of the Land more particularly described in Certificate of Title Volume 8422 Folio 070 and Volume 9715 Folio 750 being Lot 2 on PS519258 situated at 183-185 & 187-189 Argyle Street, Traralgon pursuant to Condition 7 on PP 2011/343/A issued on 15 June 2012.**
- 2. That Council authorises the Chief Executive Officer to sign and seal the Section 17D Crown Land (Reserves) Act 1978 Lease (Retail) between Latrobe City Council and Mr Luke Mullen trading as The Star Café for the operation of a café and tea rooms at the Star Hotel situated at 17 Peterkin Street, Traralgon, for a term of five years commencing on 1<sup>st</sup> January 2013.**

# ORGANISATIONAL EXCELLENCE

**17. ORGANISATIONAL EXCELLENCE**

Nil reports

# MEETING CLOSED TO THE PUBLIC

## 18. MEETING CLOSED TO THE PUBLIC

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

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

### RECOMMENDATION

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

#### 18.1 ADOPTION OF MINUTES

Agenda item *Adoption of Minutes* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

#### 18.2 CONFIDENTIAL ITEMS

Agenda item *Confidential Items* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

#### 18.3 CONTRACT 1606/0607: RETAIL ELECTRICITY AND ASSOCIATED SERVICES

This matter is considered to be confidential under Section 89(2) (d) of the Local Government Act 1989, as it deals with contractual matters.

#### 18.4 LCC- 69 PROVISION OF STUMP GRINDING

This matter is considered to be confidential under Section 89(2) (d) of the Local Government Act 1989, as it deals with contractual matters

#### 18.5 LCC- 70 – PROVISION OF URBAN TREE PRUNING

This matter is considered to be confidential under Section 89(2) (d) of the Local Government Act 1989, as it deals with contractual matters.

#### 18.6 ITT 13040 – TRARALGON NORTH DEVELOPMENT PLAN AND DEVELOPMENT CONTRIBUTION PLAN

This matter is considered to be confidential under Section 89(2) (d) of the Local Government Act 1989, as it deals with contractual matters.