



LATROBE CITY COUNCIL

**AGENDA FOR THE
ORDINARY COUNCIL MEETING**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL**

**AT 6.00 PM ON
03 APRIL 2018**

CM514

TABLE OF CONTENTS

1. OPENING PRAYER.....	5
2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND	5
3. APOLOGIES AND LEAVE OF ABSENCE.....	5
4. DECLARATION OF INTERESTS	5
5. ADOPTION OF MINUTES	5
6. ACKNOWLEDGEMENTS.....	5
7. PUBLIC QUESTION TIME.....	5
8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE	7
9. NOTICES OF MOTION	19
9.1 2018/04 - Black Tank Road and Railway Avenue Glengarry	19
9.2 2018/05 - MacPherson Road, Moe	20
9.3 2018/06 - Notices of Motions for the MAV State Council Meeting and the Australian Local Governance Association National General Assembly Meeting	21
10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION	24
11. CORRESPONDENCE	26
12. PRESENTATION OF PETITIONS	28
12.1 Petition For Change of Speed Limits on Latrobe Road and Old Melbourne Roads	28
13. CHIEF EXECUTIVE OFFICE	33
13.1 2018/19 Draft Budget (including fees & charges)	33
14. CITY DEVELOPMENT.....	178
14.1 Submission to Latrobe Valley Task Force	178
14.2 Amendment C106 - Traralgon Activity Centre Plan - Consideration of Submissions	196

14.3 Use and Development of land with an Office and Reduction of Car Parking Requirements	297
15. INFRASTRUCTURE AND RECREATION.....	335
15.1 Relocation of Traralgon Croquet Club	335
15.2 Removal of Trees at Morwell Recreation Reserve.....	349
15.3 Establishment of Project Reference Groups- Major Recreation Projects (Ted Summerton Reserve, Morwell Recreation Reserve and Latrobe City Sports and Entertainment Stadium).....	369
15.4 Draft Building Asset Management Plan 2018	413
15.5 Tyers Recreation Reserve AFL Oval Lighting project	493
15.6 Partial closure of Fowler Street Service Road between Vale Street and South Street, Moe	508
15.7 Monash Reserve Newborough - Pavilion & Court Construction	513
15.8 Landfill Biogas Renewable Energy Project	518
16. COMMUNITY SERVICES.....	560
16.1 Cultural Diversity Action Plan 2014 - 2018 Year Three Action Plan (2016-2017) Annual Report	560
16.2 Living Well Latrobe - Year One Action Plan.....	581
17. CORPORATE SERVICES	635
17.1 Procurement Policy Review	635
17.2 Update on sale of surplus properties resolution of 24 November 2014 ..	679
17.3 Proposed Public Highway Declarations - Laneways in the Moe Central Business District.....	692
17.4 Review of Council Delegations	708
17.5 Tabling of 'Assembly of Councillors' Records	717
17.6 Moe Racing Club request for a half-day public holiday for the 2018 Moe Cup	770
18. URGENT BUSINESS.....	777
19. MEETING CLOSED TO THE PUBLIC	779
19.1 Churchill Hub Advisory Committee Recruitment for Vacant Member Position.....	779
19.2 Presentation of the Audit and Risk Committee Minutes.....	779
19.3 Request to Extend an Independent Member Appointment to the Audit and Risk Committee	779
19.4 Future Use of the Visitor Information Centre Building.....	779

19.5 Endorsement of Latrobe Convention Centre Business Case Project
Reference Group Members779

1. OPENING PRAYER

Our Father who art in Heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation but 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

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

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

3. APOLOGIES AND LEAVE OF ABSENCE

4. DECLARATION OF INTERESTS

5. ADOPTION OF MINUTES

RECOMMENDATION

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

6. ACKNOWLEDGEMENTS

Councillors may raise any formal acknowledgements that need to be made at this time, including congratulatory or condolences.

7. PUBLIC QUESTION TIME

Members of the public who have registered before 12.00 Noon on the day of the Council meeting are invited to speak to an item on the agenda or to ask a question of the Council.

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

[Chief Executive Office](#)

[City Development](#)

[Infrastructure & Recreation](#)

[Community Services](#)

[Corporate Services](#)

Date of Council Meeting	Item	Date of Future Council Meeting Report
Chief Executive Office		
11 September 2017	2017/14 Morwell / Hazelwood Mine	<p>19 October 2017</p> <p>A further report will be scheduled in 2018</p>
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	<p>19 January 2018</p> <p>A report will be scheduled in 2018.</p>
21 August 2017	Proposal to establish a broad-based Economic Development Advisory Committee	<p>30 August 2017</p> <p>A report will be presented to a Councillor Briefing in October 2017.</p> <p>13 November 2017</p> <p>A report will be presented to Council in early 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
City Development		
06 November 2013	Latrobe Regional Motorsport Complex	<p>2015 A briefing report and Council report will be presented in April 2016.</p> <p>30 March 2016 A briefing report will be presented in May 2016.</p> <p>26 May 2016 A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p>30 May 2016 A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p>20 September 2016 A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017.</p> <p>26 April 2017 A report to Council is tentatively scheduled for June 2017.</p> <p>05 June 2017 The report to Council has been rescheduled while the Committee's Terms of Reference are drafted.</p> <p>04 October 2017 New Terms of Reference have been adopted at the 2 October 2017 Council Meeting. A further report as required by this resolution is not expected to occur until March 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
31 July 2017	International Relations Advisory Committee Recruitment of Community Members <i>Confidential under section 89(2)(a) personnel matters</i>	09 August 2017 A report will be prepared for Council by 30 September 2017. 19 October 2017 Report to be provided at Council Meeting 13 November 2017 06 December 2017 A further report will be presented to Council in 2018.
23 October 2017	Development Proposal - Expression of Interest <i>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i>	19 January 2018 A report will be scheduled as required. 08 February 2018 A report is anticipated at 05 March 2018 Council Meeting.
13 November 2017	Petition for the Provision of Fenced off Dog Parks	16 January 2018 A report will be presented by 30 June 2018.
13 November 2017	Visitor Information Centre Transition	19 January 2018 A report will be scheduled in 2018.
05 February 2018	Signage on Overhead Bridges on Freeway	08 February 2018 A report is anticipated at 05 March 2018 Council Meeting.

Date of Council Meeting	Item	Date of Future Council Meeting Report
05 February 2018	Latrobe City Council Economic Development Advisory Committee <i>Confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)</i>	21 February 2018 A report for a future meeting is being prepared.
05 March 2018	Latrobe Creative Precinct Construction Contractor and Options for the Macfarlane Burnet and Latrobe Rooms.	05 March 2018 A further report is scheduled in 2018.
Community Services		
18 February 2013	Affordable Housing Project – Our Future Our Place	09 March 2016 A report will be presented to a Councillor Briefing in May 2016 08 June 2016 The Briefing report has been rescheduled to 27 June 2016. 20 July 2016 A briefing report was prepared for the Councillor briefing on 27 June. 09 August 2016 A briefing report was presented to the Councillor briefing on 25 July. 28 October 2016 Report scheduled in for Councillor Briefing (2) on

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>Monday, 28 November 2016.</p> <p>07 November 2016</p> <p>Councillor Briefing Report to be presented in Feb 2017.</p> <p>15 March 2017</p> <p>A report will be presented to Council at the 18 April 2017 meeting.</p> <p>21 April 2017</p> <p>A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p>28 June 2017</p> <p>A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p>04 July 2017</p> <p>This report will now be scheduled for the briefing Monday 31 July, 2017.</p> <p>15 July 2017</p> <p>Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p>09 August 2017</p> <p>The report has been rescheduled to October 2017.</p> <p>01 November 2017</p> <p>Report deferred to the first Council Meeting in 2018.</p> <p>17 January 2018</p> <p>The report has been listed for the 05 February 2018 Council Meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>21 February 2018</p> <p>A report was tabled at Council Meeting 5 February 2018.</p>
<p>22 August 2016</p>	<p>2016/21 – Hinkler Street Reserve Site</p>	<p>07 November 2016</p> <p>Councillor Briefing Report to be presented in Feb 2017.</p> <p>15 March 2017</p> <p>A report will be presented to Council at the 18 April 2017 meeting.</p> <p>21 April 2017</p> <p>A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p>28 June 2017</p> <p>A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p>17 July 2017</p> <p>Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p>09 August 2017</p> <p>The report has been rescheduled to October 2017.</p> <p>01 November 2017</p> <p>Report deferred to the first Council Meeting in 2018.</p> <p>17 January 2018</p> <p>The report has been listed for the 05 February 2018 Council Meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
04 December 2017	Draft Positive Ageing Strategy and Plan-Release for Community Comment	17 January 2018 A future report is required in March 2018.
04 December 2017	Potential changes to Aged & Disability Services and their impact on Council	17 January 2018 A future report is required in March 2018.
05 February 2018	Our Future Our Place	08 February 2018 A report is anticipated at 05 March 2018 Council Meeting.
Corporate Services		
25 May 2015	MAV Workcare Self Insurance <i>Confidential under section 89(2)(d) contractual matters</i>	2015 A report will be presented to Council in the second half of 2019. 14 March 2017 A report to Council is scheduled for the end of the current financial year. 18 July 2017 A report will be presented to Council in 2020/2021 Financial Year.
14 September 2015	Long Term Lease Renewal Agreement – Moe Racing Club	19 January 2018 Still pending finalisation of negotiations with the Moe Racing Club before a final agreement is provided to Council for ratification.

Date of Council Meeting	Item	Date of Future Council Meeting Report
31 July 2017	Proposed Long Term Lease - Yinnar Bowling Club	<p>04 August 2017</p> <p>A public notice inviting community comment will be published on 10 August 2017. Submissions close 11 September 2017. A report will be prepared for Council following the consultation period if required.</p> <p>13 November 2017</p> <p>A future report is scheduled for Council in 2018</p>
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p>20 September 2017</p> <p>Pending further discussions before a report is rescheduled for decision.</p>
23 October 2017	<p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p>05 December 2017</p> <p>A report will be presented to Council in 2018.</p>
13 November 2017	Presentation of the Proposed Meeting Procedure Local Law and Associated documents for adoption	<p>01 December 2017</p> <p>The report has been listed for the 04 December 2018 meeting after being deferred by Council.</p> <p>19 January 2018</p> <p>The report has been listed for the 05 February 2018 Council Meeting and was deferred from the 04 December 2018 Council Meeting.</p>
04 December 2017	Potential Road Discontinuance-Keegan Street Morwell	<p>05 December 2017</p> <p>A report will be presented to Council in 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
05 March 2018	Council Committee Review	05 March 2018 A further report is scheduled for 2018.
Infrastructure & Recreation		
27 March 2017	Disposal of Illegally Dumped Rubbish on HVP Plantations Land	28 March 2017 A report will be presented to Council in 2018, at the conclusion of the one year period.
21 August 2017	Road Management Plan 2017-2021 - Consideration of Public Submission and Adoption	25 August 2017 A report will be presented to the 4 December 2017 Ordinary Council Meeting. 05 December 2017 Completed. The Road Management Plan was adopted at the 04 December 2017 Council Meeting and is now publicly available.
21 August 2017	2016/17 Outdoor Pool Season Report	23 August 2017 A report will be presented to Council by July 2018.
23 October 2017	Recreation Needs Assessment	19 January 2018 A report will be scheduled in 2018 in relation to building permit fees.
13 November 2017	Recreation Needs Assessment – Project Assessments	19 January 2018 A report will be scheduled in 2018.

Date of Council Meeting	Item	Date of Future Council Meeting Report
04 December 2017	Community & Stakeholder Engagement-Gippsland Regional Aquatic Centre & Traralgon Sports Stadium	<p>05 December 2017</p> <p>A report will be presented to Council in 2018.</p>
05 February 2018	Presentation to Council of the Save Hazelwood Caravan Park Petition	<p>08 February 2018</p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p> <p>07 March 2018</p> <p>A further report will be scheduled in 2018.</p>
05 February 2018	<p>Community Representative Appointment to the Gippsland Regional Aquatic Centre and Traralgon Sports Stadium Project Reference Groups</p> <p><i>Confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)</i></p>	<p>08 February 2018</p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p>
05 March 2018	Draft Carpark Asset Management Plan for Endorsement for Public Exhibition	<p>05 March 2018</p> <p>A further report will be scheduled in 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
05 March 2018	Draft Bridges and Major Culvert Asset Management Plan for Public Exhibition	05 March 2018 A further report will be scheduled in 2018.
05 March 2018	Moe Bus Routes and Parking review	05 March 2018 A further report will be scheduled in 2018.
05 March 2018	Suitable Street Tree Planting List 2018	05 March 2018 A further report will be scheduled in 2018.
05 March 2018	Former Budgeree Primary School No 2864, 36 Roys Road, Budgeree	05 March 2018 A further report will be scheduled in 2018.

Any proposed timings of reports listed above advised up to 06 March 2018 have been included in the table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

NOTICES OF MOTION

9. NOTICES OF MOTION

9.1 2018/04 - BLACK TANK ROAD AND RAILWAY AVENUE GLENGARRY

Cr Kellie O'Callaghan

I, Cr O'Callaghan, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Tuesday 3 April 2018:

That Council receives a report in relation to Black Tank Road and Railway Avenue Glengarry that provides the following information for Council's consideration;

- 1. A brief history of the roads, details regarding its condition, any relevant reports regarding the road and estimated expenditure utilised on the road in the past five years.**
- 2. Presentation of options to address the communities concerns regarding the condition of the road and reducing dust from the road.**

Signed
Cr O'Callaghan
19 March 2018

Attachments
Nil

9.2 2018/05 - MACPHERSON ROAD, MOE

Cr Sharon Gibson

I, Cr Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Tuesday 3 April 2018:

That Council receives a report in relation to MacPherson Road, Moe that provides the following information for Council's consideration;

- 1. A brief history of the road, details regarding its condition, any relevant reports regarding the road and estimated expenditure utilised on the road in the past five years.**
- 2. Presentation of options to address the communities concerns regarding the condition of the road and reducing dust from the road.**

Signed
Cr Gibson
26 March 2018

Attachments
Nil

9.3 2018/06 - NOTICES OF MOTIONS FOR THE MAV STATE COUNCIL MEETING AND THE AUSTRALIAN LOCAL GOVERNANCE ASSOCIATION NATIONAL GENERAL ASSEMBLY MEETING

Cr Sharon Gibson

I, Cr Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Tuesday, 3 April 2018:

That Council:

1. Endorses the following motions to be tabled at the Municipal Association of Victoria (MAV) State Council meeting in May 2018:

a. Derelict Housing

That the MAV advocate to the Victorian Government for appropriate legislation to provide Councils with adequate powers to resolve the issue of derelict buildings by:

- i. Amending the Building Act 1993 to modify the onerous requirements to achieve more timely and cost effective resolutions of dilapidated buildings; or***
- ii. Enacting any other specific legislation or regulatory instrument that will enable Councils to successfully resolve these matters.***

b. Relocation of Housing Clients with Complex and Challenging Needs

Latrobe City Council requests that the MAV calls upon the State Government, in particular the Minister for Housing, Disability and Ageing, Hon. Martin Foley MP requesting that he:

- i. Instructs the Department of Health and Human Services to cease relocating housing clients with complex and challenging needs (drug and alcohol addiction) from urban and metropolitan communities to rural and regional areas, in particular Latrobe City.***
- ii. Or immediately increases funding to rural and regional support sectors in the areas of family violence, mental health and drug and alcohol addiction services in recognition of the impact of ice on these communities.***
- iii. Coordinate a targeted community based approach to minimise the harmful effects of ice on rural and regional communities.***
- iv. Establish new initiatives to support and strengthen local communities at risk;***

and

2. **Endorses the following motion to be tabled at the Australian Local Governance Association (ALGA) National General Assembly in June 2018:**

Latrobe City Council requests that the ALGA calls upon all State Governments requesting relevant Ministers:

- ***Instructs the relevant Departments to cease relocating housing clients with complex and challenging needs (drug and alcohol addiction) from urban and metropolitan communities to rural and regional areas, in particular Latrobe City.***
- ***Or immediately increases funding to rural and regional support sectors in the areas of family violence, mental health and drug and alcohol addiction services in recognition of the impact of ice on these communities.***
- ***Coordinate a targeted community based approach to minimise the harmful effects of ice on rural and regional communities.***
- ***Establish new initiatives to support and strengthen local communities at risk.***

Signed
Cr Gibson
27 March 2018

Attachments
Nil

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

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

Nil reports

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Agenda Item: 12.1

Agenda Item: Petition For Change of Speed Limits on Latrobe Road and Old Melbourne Roads

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Lay on the table the petition “Petition to Latrobe City to request change of speed from 100 to 80 km/hr on:
 - a) Old Melbourne Road from Maryvale Road intersection to Latrobe Road; and**
 - b) Latrobe Road 500 metres north of old Melbourne Road and to the change of speed zone on Latrobe Road at town boundary of Morwell”;****
- 2. Receive a report regarding the petition at a future Council Meeting; and**
- 3. Advise the head petitioner of this decision.**

Executive Summary:

On 5 December 2017 Latrobe City Council received a petition signed by 28 signatories that states:

‘Latrobe City to consider changing the speed limit of the following roads from 100 kilometres per hour to 80 kilometres per hour – Old Melbourne Road (from turnoff from Maryvale Road) to Latrobe Road; and Latrobe Road for a further 500 metres in a northerly direction past the junction with Old Melbourne Road and southerly on Latrobe Road to the city limits.’

This report is presented to Council in accordance with Council’s Meetings Policy requesting that the petition lay on the table while a report to Council is prepared regarding the petition.

Declaration of Interests:

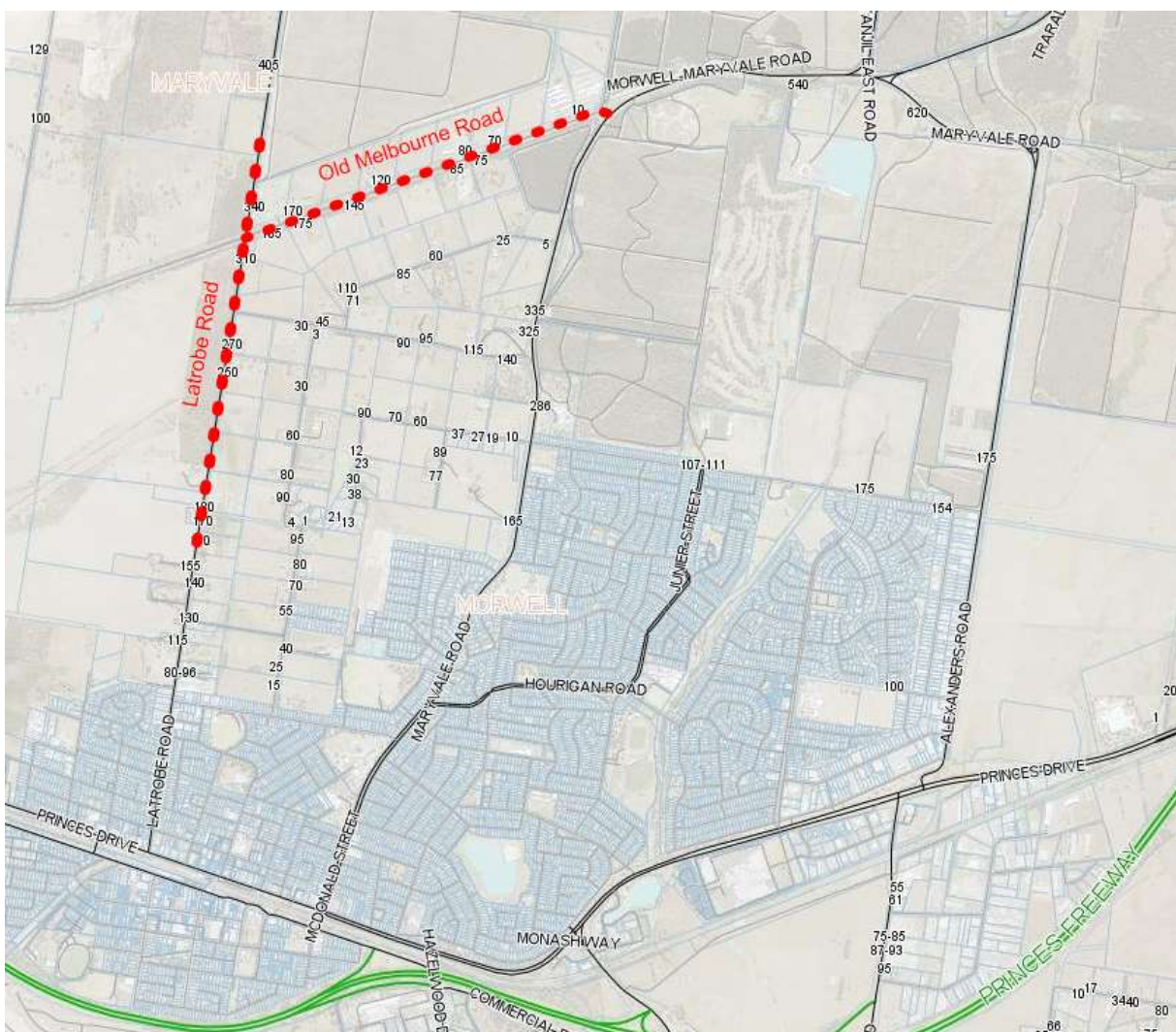
Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

Background:

The petition was received on 5 December 2017. Due to the timing of receiving the petition and the availability of staff over the holiday period, the deadline for the March Council meeting was missed. Measures are being taken to make the initial report to receive a petition less reliant on traffic officers availability.

The petition proposes to lower the speed limits from 100km/h to 80km/h on the sections of road as shown dashed in Figure 1.

Figure 1 – Proposed lower speed limit locations



Council Officers have however, contacted VicRoads to see if the matter could be resolved expeditiously due to the association with adjacent “80 for Safety” changes. Although the meeting with VicRoads was beneficial, there was no immediate agreement for the proposed speed limit change, and it was indicated that Council needed to consult with the broader community who would be affected by the change prior to submitting any request for the changes.

It has been agreed with VicRoads to undertake further research including formal contact with affected residents, and advertising of the proposal to seek the input of a broader range of road users. VicRoads are the authority to approve changes to speed limits.

There are several residents who have signed the petition who live on these roads and there is likely to be relatively strong support from the residents. Most traffic complaints arise from motorists who do not live on the street and the broader consultation will be designed to capture this.

Reasons for Proposed Resolution:

In accordance with Council’s Meetings Policy, it is recommended that the petition lay on the table until a report can be prepared addressing the petition.

Issues:

Strategy Implications

There are no strategic implications associated with this recommendation.

Communication

Council Officers have communicated the petition request to VicRoads for discussion purposes.

Head petitioner would be notified of the process and advised of the intention to lay the petition on the table at the 3 April 2018 Council Meeting. They will also be advised when a subsequent report is being presented to Council in time for them to organise a delegation should they wish to do so.

Financial Implications

There are no financial implications associated with this recommendation.

Risk Analysis

A risk analysis will be undertaken as part of a future Council report.

Legal and Compliance

The process currently being followed complies with Council Meetings Policy. Any legal or compliance issues in regards to the petition will be considered as part of a future Council report.

Community Implications

There are no community implications associated with this recommendation other than the additional travel time for road users if the proposed 80km/h speed limit is implemented.

Environmental Implications

There are no notable environmental implications associated with this recommendation.

Consultation

Consultation would commence upon adoption of the reports recommendation.

Consultation will consist of a questionnaire of the residents on the roads in question, and two notifications two weeks apart in the Latrobe Valley Express seeking feedback.

Other

Nil

Attachments

1. Petition for reduction in speed limits at Old Melbourne and Latrobe Roads
(Published Separately) (Confidential)

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Agenda Item: 13.1

Agenda Item: 2018/19 Draft Budget (including fees & charges)

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Confirms the proposed 2018/2019 Budget (including proposed fees and charges) annexed to this report as being the budget prepared by Council for the purposes of section 127 of the *Local Government Act 1989*;**
- 2. Authorises the Chief Executive Officer to:**
 - a. give public notice of the preparation of such budget in accordance with section 129 of the *Local Government Act 1989*;**
 - b. make such budget available for inspection at Council Headquarters, Service Centres and on Council's website;**
- 3. Exhibits the draft Rating Strategy alongside the draft budget;**
- 4. Hears any submissions in relation to such budget made in accordance with section 129 of the *Local Government Act 1989* at a Special Meeting of Council to be held on Monday 14 May 2018; and**
- 5. Gives notice of its intention to adopt such budget at the Ordinary Meeting of Council to be held on Monday 4 June 2018 at the Corporate Headquarters, Morwell.**

Executive Summary:

This report seeks Council's approval to release for community comment the draft 2018/2019 Budget (the draft budget) and to exhibit the draft Rating Strategy alongside the budget.

This enables Council to meet its obligations under the *Local Government Act 1989 (the Act)* and the objectives of Council's Community Engagement Plan.

The draft budget has been prepared on the basis of a 2.25% plus growth increase in overall rates & charges (excluding payments made in lieu of rates) which is in accordance with the State Government's cap on rates. The garbage charge is proposed to increase by \$27 (8.5%) to reflect the increased cost to Council of recycling resulting from the import ban imposed by China on Australian recycling materials.

The draft budget provides for the continued delivery of services at current levels, whilst incorporating the proposed capital works program of \$78.198 million. New borrowings of \$5.0 million are proposed for the 2018/2019 financial year to commence the construction of the Latrobe Creative Precinct.

No change to Council's rating strategy is proposed in 2018/19.

The draft budget has been developed in accordance with the Act, and it is recommended that the document be released for public submission, in line with the requirements of the Act.

Declaration of Interests:

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

Background:

In accordance with Section 127 of *the Act*, Council must prepare a budget for each financial year.

This report forms part of the statutory process for the adoption of the 2018/2019 Budget and complies with Section 129 of *the Act* which requires Council to give public notice that it has prepared a budget.

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

Section 129 of *the Act* also states that a person has a right to make a submission under section 223 on any proposal contained in the proposed budget. Section 223 further requires that the public notice must specify the date that submissions will be received until, and state that any person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission.

The Local Government (Planning and Reporting) Regulations 2014 further require the public notice to contain the date on which Council will meet to adopt its budget. Under *the Act* this must be no later than 30 June of each year.

The draft budget proposes a 2.25% plus growth increase in general rates & charges. This is in accordance with the State Government imposed rate cap. Council previously resolved at the Ordinary Council Meeting on 4 December 2017 not to apply for a rate cap variation for the 2018/19 financial year.

Council's Rating Strategy has been reviewed and no changes to the structure have been proposed.

The draft budget provides for the continued delivery of services at current levels, whilst incorporating a capital works program of \$78.798 million. This includes \$40.605 million of capital grants and contributions some of which are still pending approval.

The state government cap on rates, together with increasing utilities and other costs have presented some significant challenges for Council to maintain its current services and a robust capital works program into the future. Additionally the closure of a electricity generation facility in the 2016/17 financial year has added to the financial challenges to the community and the Council over the coming years.

It should be noted 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.

The draft budget proposes new borrowings of \$5.0 million to commence the construction of the Latrobe Creative Precinct with a further allowance in year two (\$2.65 million) of the Strategic Resource Plan 2018-2022 (SRP).

The proposed schedule of Fees and Charges has been prepared on the basis of estimated CPI increases (2.0%) and/or benchmark market rates and/or Victorian Government and statutory charges.

A significant number of Council's fees and charges require notice to be given to users. Undertaking community consultation over four weeks in April/May followed by adoption in early June, allows the required notice to be given for any changes to fees and charges in adequate time for implementation from 1 July 2018.

The full range of issues considered within the budget, are detailed in the attached budget document.

Reasons for Proposed Resolution:

The draft 2018/2019 Budget (including proposed fees and charges) has been developed in accordance with the requirements of the Act, and it is recommended that the document be released for public comment, as per these requirements.

Issues:

Strategy Implications

The draft budget supports the Council Plan objective 'Ensure Council operates openly, transparently and responsibly'.

Communication

Pre-budget community consultation sessions were undertaken in Traralgon, Morwell and Moe. 74 individuals participated in the face to face town consultation sessions and 44 individuals participated online. This consultation gave participants the opportunity to rank the priority area that they believed Council's budget should give focus to. The community will be provided with the opportunity to provide further feedback and make submissions to the budget at a Special Council meeting to be held on Monday 14 May 2018.

Financial Implications

Costs associated with this statutory process are officers' time and resources in the preparation of Council reports and the cost of public notices in the Latrobe Valley Express inviting submissions.

Risk Analysis

Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Act.

Legal and Compliance

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

Community Implications

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

Environmental Implications

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

Consultation

Upon adoption of the reports recommendation, public notice will be published in the Latrobe Valley Express on 5 April 2018 notifying the community that copies of the draft budget and rating strategy will be available for inspection at all Council Service Centres and via Council's website. In addition a community information session will be held in April 2018.

The community will be invited to make submissions to the budget up until Wednesday 2 May 2018. Anyone who makes a submission will be provided the opportunity to speak to their submission at the Special Council Meeting to be held on Monday 14 May 2018.



Other

Not applicable.

Supporting Documents:

Nil

Attachments

- 1 [↓](#).  2018/19 Draft Budget
- 2 [↓](#).  Draft Rating Strategy 2018/19

13.1

2018/19 Draft Budget (including fees & charges)

1	2018/19 Draft Budget	41
2	Draft Rating Strategy 2018/19	157

2018/19 Budget Contents

Contents	Page
Executive Summary	3
Budget Reports	
1. Link to the Council Plan	6
2. Services and service performance indicators	9
3. Financial statements	21
4. Notes to the Financial statements	28
5. Financial Performance indicators	52
Appendices	
A Fees and charges schedule	54

2018/19 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 30 June each year.

This year represents the third year of a State Government imposed rate cap. The Minister for Local Government confirmed that rates are to be capped to 2.25% for the 2018/19 financial year in accordance with the new Fair Go Rates System (FGRS). The budget has been formulated in accordance with the directive of the Minister, with the general rate increase restricted to the nominated 2.25%. The garbage charge has increased by 8.5% or \$27, \$20 of this increase is due to increased costs to Council in relation to the processing of recycleables impacted by the import ban implemented by the Chinese government.

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

The 2018/19 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2017-2021 Council Plan.

The 2018/19 Operating Budget predicts an operating surplus of \$42.1 million, after raising rates and charges of \$78.1 million and capital grants income of \$40.4 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$0.4 million is projected for 2018/19.

The budget maintains the differential rate for derelict properties introduced in 2017/18 with the objective to promote the responsible management of land and buildings through the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

It should be noted that the operating budget surplus shown is a result of non cash revenue (i.e. developer contributed assets) and income generated to fund expenditure items that are not recognised in the Income Statement (i.e. capital expenditure and the repayment of borrowings). On a cash basis Council budgets for a break even result therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

Council operations are expected to be impacted by unavoidable increases in employee costs, electricity and gas prices. In addition revenue sources will be constrained by the capping of municipal rates at 2.25% as declared by the State Government. It is necessary to achieve income growth whilst containing costs in order to maintain a positive underlying operating position in 2018/19.

2018/19 Budget *Executive Summary*

\$5.0M new borrowings are proposed in the 2018/19 budget year, whilst loan principal repayments for the year are expected to be \$1.6 million. As a result Council borrowings will increase from \$16.6 million to \$20.0 million at the end of the financial year.

The total capital expenditure program will be \$68.6 million, of which \$3.7 million relates to projects which will be carried forward from the 2017/18 year. Any further carried forward projects will be fully funded from the 2017/18 budget. Of the \$68.0 million of capital funding required, \$23.0 million will come from Council cash, \$5.0 million from borrowings and \$40.6 million from external grants and contributions.

The 2018/19 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.

2018/19 Budget Budget Reports

Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 8 to 15 of this report.

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

- 1 Links to Council Plan
- 2 Services, initiatives & service performance indicators
- 3 Financial statements
- 4 Financial performance indicators
- 5 Grants and borrowings
- 6 Detailed list of capital works
- 7 Rates and charges

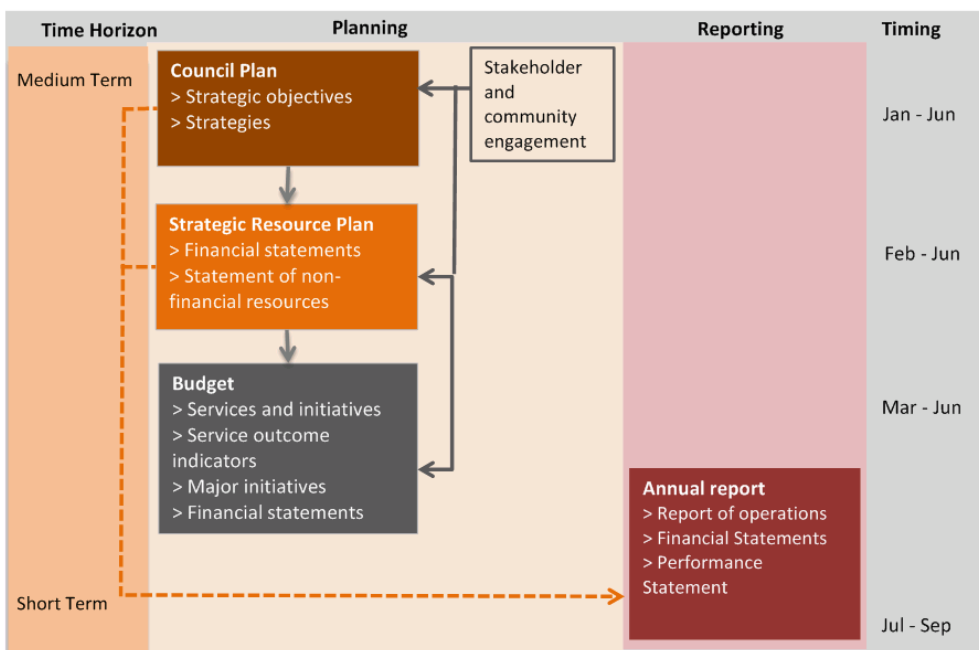
2018/19 Budget Link to the Council Plan

1. Link to the Council Plan

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

1.1 Planning and accountability framework

The Strategic Resource Plan part of and prepared in conjunction with the Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



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

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

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

2018/19 Budget Link to the Council Plan

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.

2018/19 Budget Link to the Council Plan

1.3 Strategic Objectives

Council delivers activities and initiatives under 48 major service categories. Each contributes to the achievement of one of the seven objectives as set out in the Council Plan for the 2017-21 years. The following table lists the seven themes as described in the Council Plan.

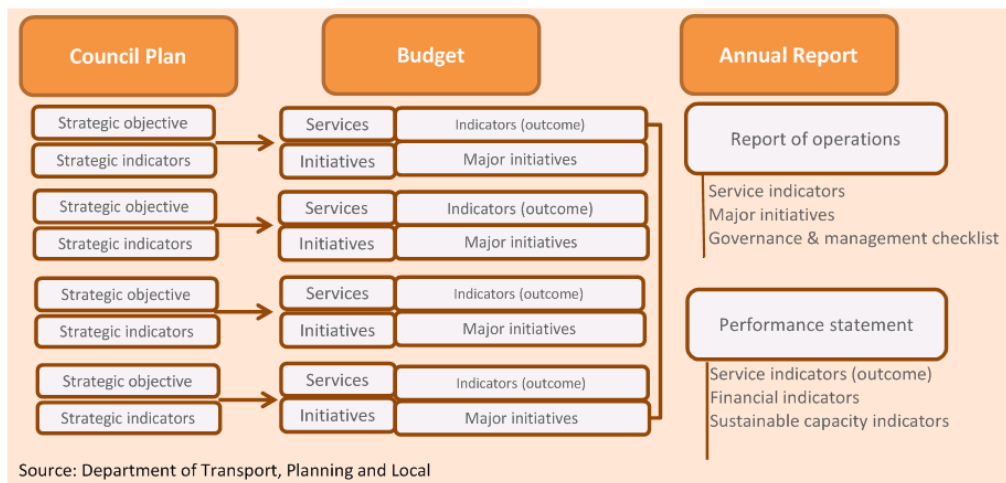
Strategic Objectives

1. Support job creation and industry diversification to enable economic growth in Latrobe City.
2. Encourage improved education & training outcomes in Latrobe City.
3. Improve the liveability and connectedness of Latrobe City.
4. Improve the amenity and accessibility of Council services.
5. Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.
6. Ensure Council operates openly, transparently and responsibly.
7. Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

2018/19 Budget Services & Service Performance Indicators

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2018/19 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



2018/19 Budget Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Business Development	Provide business development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy 2016-2020.	796 (15) 781
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	406 (404) 2
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	448 (472) (\$24)
Tourism	Implement recommendations from the Tourism Product Audit and Visitor Information Centre Review.	526 (10) 517
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	178 0 178
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	190 0 190

Major Initiative

- 1) Implement the Economic Development Strategy & Strength Led Transition Stage 2

Other Initiative

- 2) Undertake works in association with the Gippsland Logistics Precinct

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Economic Development	Economic Activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality)	[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100

2018/19 Budget Services & Service Performance Indicators

2.2 Objective 2: Encourage improved education & training outcomes in Latrobe City.

To achieve our objective to encourage improved education & training outcomes in Latrobe City, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Library services	Deliver Library services and programs.	1,666 <u>(541)</u> 1,126
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.	9,095 <u>(7,890)</u> 1,205

Major Initiative

- 1) Continue to progress the Latrobe Creative Precinct project
- 2) Deliver the Retail Strategy.

Other Initiative

- 3) Introduce Adult Library programs including digital literacy and adult learning classes

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100

2018/19 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
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.	2,327 (659) 1,668
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	2,135 0 2,135
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	729 0 729
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.	6,689 (5) 6,685
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	562 (160) 402
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	767 (49) 719
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	2,625 (1,959) 666
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,594 (303) 1,292
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	691 0 691
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	368 0 368

Major Initiatives

- 1) Continue to progress the Latrobe Creative Precinct project
- 2) Lobby and advocate for funding for the revitalisation of the Morwell CBD (Future Morwell).

Other Initiatives

- 3) Complete detailed design for Yinnar Hall redevelopment
- 4) Construct toilets at Traralgon Railway Reserve and Victory Park (Monomeith Senior Citizens Centre)
- 5) Construction of Tracks, Trails and Paths - Year 3 Actions from Implementation Plan
- 6) Upgrade Latrobe City owned & operated toilet facilities to ensure appropriate disability access

Service	Indicator	Performance Measure	Computation
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

2018/19 Budget Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	3,380 <u>(67)</u> 3,313
Aboriginal Liaison	Strengthen the relationship between the local Aboriginal Community and Latrobe City Council by delivering on the Statement of Commitment.	48 <u>0</u> 48
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	1,004 <u>0</u> 1,004
Community Engagement	Provide community engagement support services to Latrobe City Council.	213 <u>0</u> 213
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	438 <u>0</u> 438

Major Initiative

1) Implement Year 2 of the Customer Experience Strategy.

Other Initiative

2) Advance evaporative cooling at Latrobe Leisure Centres

2018/19 Budget Services & Service Performance Indicators

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

To achieve our objective to provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Aged and Disability Services	Deliver the Home and Community Care (HACC) program in accordance with Department of Health guidelines and Disability Service programs.	6,940 <u>(6,295)</u> 645
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	2,632 <u>(1,280)</u> 1,352
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	5,899 <u>(4,182)</u> 1,717
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.	4,244 <u>(67)</u> 4,177
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	2,942 <u>(2,292)</u> 650
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	787 <u>(72)</u> 715
Social support	Deliver the Planned Activity Group and Meals on Wheels Programs to eligible clients.	279 <u>(112)</u> 167
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.	938 <u>(530)</u> 408
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,419 <u>(310)</u> 1,109
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,418 <u>(1,426)</u> 992
Property and Statutory	Administer property management, advice and services of Latrobe City Council.	671 <u>(205)</u> 465
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.	1,860 <u>0</u> 1,860
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	449 <u>(150)</u> 299

2018/19 Budget

Services & Service Performance Indicators

Major Initiatives

- 1) Complete the Northern Reserve Newborough Drainage Upgrade & Oval Lighting project.
- 2) Complete Stage 1 of the Moe AAA/Apex/Lions Play Space Upgrade.
- 3) Complete the construction of the Churchill Synthetic Sports Field Pavilion.
- 4) Complete a service review of Council's Direct Care services.

Other initiatives

- 5) Complete design & construction of Pavilion at Apex Park
- 6) Complete the Traralgon South Pavilion upgrade
- 7) Construction of the new Moe Botanic Gardens Play Space
- 8) Improve pedestrian safety to access to Mid Valley Shopping Centre

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Home and community care	Participation	Participation in HACC service (Percentage of the municipal target population that receive a HACC service)	[Number of people that received a HACC service / Municipal target population for HACC services] x100
Home and community care	Participation	Participation in HACC service by CALD people (Percentage of the municipal target population in relation to CALD people that receive a HACC service)	[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100
Maternal and child health	Participation	Participation in MCH key ages and stages visits (Percentage of children attending the MCH key ages and stages visits)	Number of actual MCH visits / Number of expected MCH visits] x100
Maternal and child health	Participation	Participation in MCH key ages and stages visits by Aboriginal children (Percentage of Aboriginal children attending the MCH key ages and stages visits)	[Number of actual MCH visits for Aboriginal children / Number of expected MCH visits for Aboriginal children] x100
Animal management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population

2018/19 Budget
Services & Service Performance Indicators

Service Performance Outcome Indicators (cont.)

Service	Indicator	Performance Measure	Computation
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100

2018/19 Budget Services & Service Performance Indicators

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

To achieve our objective to ensure Council operates openly, transparently and responsibly, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Performance & Innovation	Administer corporate planning and reporting of Latrobe City Council and implement Council's innovation and continuous improvement programs.	860 0 860
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	655 0 655
Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	988 (41) 947
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council, administer payroll for Latrobe City Council staff and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,469 (385) 3,084
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	4,334 0 4,334
Office of the CEO	Actively participate in the Gippsland Local Government Network.	746 0 746
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.	1,407 0 1,407
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.	1,674 (2) 1,672

2018/19 Budget
Services & Service Performance Indicators

Major Initiative

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

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

2018/19 Budget

Services & Service Performance Indicators

2.7 Objectives 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

To achieve our objective to grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city., deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program.	1,074 <u>0</u> 1,074
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	1,982 <u>(1,123)</u> 859
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	5,134 <u>0</u> 5,134
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.	7,051 <u>(2,519)</u> 4,532

Major Initiatives

- 1) Complete the construction of a shared pathway between Morwell and Traralgon.
- 2) Complete the design and tender for the Gippsland Regional Aquatic Centre.
- 3) Complete the design and tender for the Traralgon Sports Stadium redevelopment.
- 4) Complete the construction of a Netball/Cricket pavilion at Morwell Recreation Reserve.

Other Initiatives

- 5) Complete the construction of the Haunted Hills Mountain Bike Park
- 6) Completion of Commercial Rd upgrade (part of Future Morwell plan)
- 7) Develop and deliver additional initiatives under the Future Morwell Plan
- 8) Latrobe City Sports & Entertainment Stadium upgrades

2018/19 Budget Services & Service Performance Indicators

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory Planning	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were upheld in favour of the Council)	[Number of VCAT decisions that upheld Council's decision in relation to a planning application / Number of decisions in relation to planning applications subject to review by VCAT] x100

2.10 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the year as required by section 132 of the Act and included in the 2018/19 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 4) and sustainable capacity, which are not included in this budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

2018/19 Budget

Services & Service Performance Indicators

2.11 Reconciliation with budgeted operating result

	(Net Cost)/ Revenue \$'000	Expenditure \$'000	Revenue \$'000
Support job creation and industry diversification to enable economic growth in Latrobe City.	(1,644)	2,545	901
Encourage improved education & training outcomes in Latrobe City.	(2,331)	10,761	8,431
Improve the liveability and connectedness of Latrobe City	(15,354)	18,488	3,133
Improve the amenity and accessibility of Council services	(5,015)	5,082	67
Provide a connected, engaged and safe community environment, which is improving the the well-being of all	(14,554)	31,477	16,923
Ensure Council operates openly, transparently and responsibly	(13,705)	14,132	428
Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.	(11,599)	15,241	3,642
Total	(\$64,202)	97,727	33,525
Expenses added in:			
Depreciation and amortisation	(26,197)		
Finance costs	(732)		
Deficit before funding sources	(91,131)		
Funding sources added in:			
Rates & charges revenue	65,382		
Waste charge revenue	12,718		
Capital Grants & Contributions	40,605		
Victoria Grants Commission General Purpose funding	9,363		
Developer contributions	3,090		
Interest income	2,094		
Total funding sources	133,252		
Operating surplus/(deficit) for the year	42,121		
Less			
Capital grants (Non-recurrent)	(\$39,209)		
Capital contributions	(\$215)		
Developer contributions	(\$90)		
Non monetary contributions	(\$3,000)		
Underlying surplus/(deficit) for the year	(\$393)		

2018/19 Budget Financial Statements

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2018/19 has been supplemented with projection to 2021/22 extracted from the Strategic Resource Plan.

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

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

2018/19 Budget Financial Statements

3.1 Comprehensive Income Statement For the four years ending 30 June 2022

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2017/18 \$'000	2018/19 \$'000	Projections		
				2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Income						
Rates and charges	4.1.1	75,433	78,100	79,907	81,750	83,630
Statutory fees & fines	4.1.2	2,232	2,207	2,251	2,296	2,342
User fees	4.1.3	13,404	12,848	13,105	13,367	13,634
Grants - Operating	4.1.4	19,875	26,170	24,201	24,443	24,688
Grants - Capital	4.1.4	16,362	40,390	50,846	17,878	1,282
Contributions - Monetary	4.1.5	699	305	90	92	94
Contributions - Non-Monetary	4.1.5	3,000	3,000	3,060	3,121	3,184
Net gain on disposal of property, infrastructure, plant & equipment		72	-	0	0	0
Other Income	4.1.6	4,021	3,757	3,798	3,646	3,689
Total income		135,098	166,777	177,258	146,593	132,543
Expenses						
Employee costs	4.1.7	56,701	58,126	60,083	61,586	63,125
Materials and services	4.1.8	41,013	36,731	33,942	34,529	35,115
Depreciation and amortisation	4.1.9	25,760	26,197	26,496	27,690	29,579
Bad and doubtful debts		3	9	14	18	15
Borrowing Costs		742	732	691	596	542
Other Expenditure	4.1.10	3,583	2,861	2,918	2,977	3,036
Total expenses		127,802	124,656	124,144	127,396	131,412
Surplus (deficit) for the year		7,296	42,121	53,114	19,197	1,131
Other comprehensive income						
Net Asset Revaluation movement		23,990	24,438	25,662	26,804	27,308
Total comprehensive result		31,286	66,559	78,776	46,001	28,439

2018/19 Budget Financial Statements

3.2 Balance Sheet

For the four years ending 30 June 2022

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2017/18 \$'000	2018/19 \$'000	Projections		
				2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Current assets						
Cash and cash equivalents		23,704	20,737	10,069	10,163	10,581
Trade and other receivables		7,676	7,830	10,918	9,021	8,116
Other financial assets		47,343	47,343	47,343	51,130	57,266
Other Assets		2,557	2,608	2,608	2,608	2,608
Total current assets	4.2.1	81,280	78,518	70,938	72,922	78,571
Non-current assets						
Trade and other receivables		16	16	16	16	16
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,221,929	1,292,197	1,366,217	1,408,360	1,430,636
Intangible assets		1,799	669	59	1,434	729
Total non-current assets	4.2.1	1,223,746	1,292,884	1,366,294	1,409,812	1,431,383
Total assets		1,305,026	1,371,402	1,437,232	1,482,734	1,509,954
Current liabilities						
Trade and other payables		9,384	9,572	6,353	6,488	6,606
Trust funds & deposits		2,339	2,386	2,434	2,482	2,532
Provisions		16,753	14,838	15,485	14,663	15,056
Interest bearing liabilities	4.2.3	1,559	9,640	1,110	994	1,045
Total current liabilities	4.2.2	30,035	36,436	25,382	24,627	25,239
Non-current liabilities						
Provisions		17,193	15,250	11,817	13,065	12,280
Interest bearing liabilities	4.2.3	15,072	10,432	11,972	10,978	9,932
Total non-current liabilities	4.2.2	32,265	25,682	23,789	24,043	22,212
Total liabilities		62,300	62,118	49,171	48,670	47,451
Net assets		1,242,726	1,309,284	1,388,061	1,434,064	1,462,503
Equity						
Accumulated surplus		708,754	750,784	803,804	822,907	823,940
Reserves		533,972	558,500	584,257	611,157	638,563
Total equity		1,242,726	1,309,284	1,388,061	1,434,064	1,462,503

2018/19 Budget
Financial Statements

3.3 Statement of Changes in Equity

For the four years ending 30 June 2022

	Notes	Total \$'000	Accumulate Surplus \$'000	Revaluatio n Reserve \$'000	Other Reserves \$'000
2018 Forecast Actual					
Balance at beginning of the financial year		1,211,440	701,603	506,536	3,301
Surplus for the year		7,296	7,296	0	0
Net asset revaluation increment		23,990	0	23,990	0
Transfer to other reserves		0	(165)	0	165
Transfer from other reserves		0	20	0	(20)
Balance at end of the financial year		1,242,726	708,754	530,526	3,446
2019					
Balance at beginning of the financial year		1,242,726	708,754	530,526	3,446
Surplus for the year		42,121	42,121	0	0
Net asset revaluation increment		24,438	0	24,438	0
Transfer to other reserves	4.3.1	0	(90)	0	90
Transfer from other reserves	4.3.1	0	0	0	0
Balance at end of the financial year	4.3.2	1,309,284	750,784	554,964	3,536
2020					
Balance at beginning of the financial year		1,309,284	750,784	554,964	3,536
Surplus for the year		53,114	53,114	0	0
Net asset revaluation increment		25,662	0	25,662	0
Transfer to other reserves		0	0	0	0
Transfer from other reserves		0	(94)	0	94
Balance at end of the financial year		1,388,060	803,804	580,626	3,630
2021					
Balance at beginning of the financial year		1,388,060	803,804	580,626	3,630
Surplus for the year		19,197	19,197	0	0
Net asset revaluation increment		26,804	0	26,804	0
Transfer to other reserves		0	0	0	0
Transfer from other reserves		0	(96)	0	96
Balance at end of the financial year		1,434,061	822,907	607,428	3,726
2022					
Balance at beginning of the financial year		1,434,061	822,907	607,428	3,726
Surplus for the year		1,131	1,131	0	0
Net asset revaluation increment		27,308	0	27,308	0
Transfer to other reserves		0	0	0	0
Transfer from other reserves		0	(97)	0	97
Balance at end of the financial year		1,462,500	823,940	634,737	3,823

2018/19 Budget Financial Statements

3.4 Statement of Cash Flows

For the four years ending 30 June 2022

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual	2018/19	Projections		
		2017/18	2018/19	2019/20	2020/21	2021/22
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		75,805	77,946	79,629	83,705	85,301
Statutory fees & fines		2,232	2,207	2,243	2,351	2,389
User Fees		13,404	12,848	13,059	13,687	13,907
Grants - operating		19,875	26,170	24,117	25,028	25,181
Grants - capital		16,362	40,390	50,669	18,305	1,308
Contributions - monetary		699	305	90	92	94
Interest received		1,631	1,694	1,694	1,500	1,500
Trust funds and deposits taken		0	46	48	49	50
Other Receipts		2,390	2,063	2,097	2,200	2,235
Net GST refund/payment		0	0	8,303	6,151	4,216
Employee costs		(56,202)	(57,635)	(63,845)	(63,308)	(64,892)
Materials and services		(42,253)	(40,953)	(36,372)	(35,796)	(36,404)
Trust funds and deposits repaid		(10)		0	0	0
Other payments		(3,583)	(2,861)	(6,417)	(5,287)	(4,070)
Net cash provided by operating activities	4.4.1	30,350	62,220	75,315	48,677	30,815
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(40,442)	(68,614)	(79,091)	(43,879)	(23,514)
Proceeds from sale of property, infrastructure, plant and equipment		811	718	790	790	790
Payments for investments		(100,000)	(100,000)	(100,000)	(103,788)	(106,136)
Proceeds from sale of investments		124,175	100,000	100,000	100,000	100,000
Net cash used in investing activities	4.4.2	(15,456)	(67,896)	(78,301)	(46,877)	(28,860)
Cash flows from financing activities						
Finance costs		(742)	(732)	(691)	(596)	(542)
Proceeds from borrowings		2,350	5,000	2,650	0	0
Repayment of borrowings		(1,869)	(1,559)	(9,640)	(1,110)	(994)
Net cash used in financing activities	4.4.3	(261)	2,709	(7,681)	(1,706)	(1,536)
Net increase/(decrease) in cash & cash equivalents		14,633	(2,967)	(10,667)	94	419
Cash & cash equivalents at beginning of year		9,071	23,704	20,737	10,069	10,163
Cash & cash equivalents at end of year		23,704	20,737	10,069	10,163	10,581

2018/19 Budget Financial Statements

3.5 Statement of Capital Works

For the four years ending 30 June 2022

	Notes	Forecast	Strategic Resource Plan			
		Actual 2017/18 \$'000	Budget 2018/19 \$'000	Projections		
			2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	
Property						
Land		322	0	0	0	0
Buildings		8,437	31,527	51,780	19,122	3,826
Heritage Buildings		287	0	0	0	0
Total property		9,046	31,527	51,780	19,122	3,826
Plant and Equipment						
Plant, Machinery & Equipment		2,767	2,282	2,329	2,375	2,423
Fixtures, Fittings & Furniture		10	10	10	10	11
Computers & Telecommunications		352	700	612	624	637
Artworks		25	15	15	15	15
Total Plant and Equipment		3,154	3,007	2,966	3,024	3,086
Infrastructure						
Roads		13,997	9,716	9,963	11,113	10,408
Footpaths & Cycleways		3,547	4,537	1,351	1,379	1,406
Bridges & Culverts		765	150	663	739	472
Off Street Carparks		410	0	138	140	143
Drainage		306	895	933	937	1,327
Recreational, Leisure & Community Parks, Open Space & Streetscapes		6,325	6,917	2,927	0	0
		892	3,265	1,179	1,146	708
Waste Management		2,000	1,600	0	2,289	0
Other Infrastructure		0	7,000	0	0	0
Total Infrastructure		28,242	34,080	17,154	17,743	14,464
Total capital works expenditure	4.5.1	40,442	68,614	71,900	39,890	21,376
Represented by:						
New asset expenditure		10,726	36,739	49,342	16,620	0
Asset renewal expenditure		21,933	17,528	17,512	21,805	19,556
Asset expansion expenditure		769	20	0	0	0
Asset upgrade expenditure		7,014	14,327	5,046	1,465	1,820
Total capital works expenditure	4.5.1	40,442	68,614	71,900	39,890	21,376
Funding sources represented by:						
Grants		15,397	40,390	50,846	17,878	1,282
Contributions		524	215	0	0	0
Council cash		22,171	23,009	18,404	22,012	20,094
Borrowings		2,350	5,000	2,650	0	0
Total capital works expenditure	4.5.1	40,442	68,614	71,900	39,890	21,376

2018/19 Budget Financial Statements

3.6 Statement of Human Resources

For the four years ending 30 June 2022

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	56,701	58,126	60,083	61,586	63,125
Employee costs - capital	1,544	1,867	1,500	1,535	1,570
Total staff expenditure	58,245	59,993	61,583	63,121	64,695
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	586.9	595.5	592.5	592.5	592.5
Total staff numbers	586.9	595.5	592.5	592.5	592.5

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

Division	Comprises		
	Budget	Full Time	Part Time
	2018/19	Full Time	Part Time
	\$'000	\$'000	\$'000
Office of the CEO	762	762	0
City Development	8,288	6,494	1,795
Corporate Services	7,718	6,460	1,258
Infrastructure & Recreation	13,536	11,351	2,186
Community Services	20,260	8,706	11,554
Waste & Landfill	855	855	0
Regional Sporting Infrastructure Projects	1,101	1,101	0
Total	52,520	35,728	16,792
Casuals and other	5,606		
Total Operating Employee Costs	58,126		
Capitalised labour costs	1,867		
Total Employee Costs	59,993		

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

Division	Budget	Full Time	Part Time
	2018/19	FTE	FTE
	FTE		
Office of the CEO	5.0	5.0	0.0
City Development	82.1	59.9	22.2
Corporate Services	71.3	57.9	13.4
Infrastructure & Recreation	143.3	115.7	27.6
Community Services	231.9	85.7	146.2
Waste & Landfill	8.8	8.8	0.0
Regional Sporting Infrastructure Projects	10.0	10.0	0.0
Total	552.4	343.0	209.4
Casuals and other	25.4		
Total Operating FTE	577.8		
Capitalised FTE	17.7		
Total FTE	595.5		

2018/19 Budget Notes to the financial statements

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2018/19 the FGRS cap has been set at 2.25%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.25% in line with the rate cap.

The garbage charge has increased by 8.5% or \$27, \$20 of this increase is due to increased costs to Council in relation to the processing of recycleables resulting from the import ban implemented by the Chinese government.

This will raise total rates and charges for 2018/19 to \$78.1 million

2018/19 Budget Notes to the financial statements

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2017/18 Budget	Budget	Change	%
	\$'000	\$'000	\$'000	
General Rates*	50,395,195	52,210,506	1,815,311	3.6%
Municipal Charges*	5,085,836	5,249,566	163,730	3.2%
Garbage Charges	10,963,563	11,992,060	1,028,497	9.4%
Landfill Levy	705,758	724,339	18,581	2.6%
Payments in lieu of rates	9,485,617	7,676,662	(1,808,955)	-19.1%
				5.9%
Supplementary rates and charges	233,031	246,867	13,836	
Total rates and charges	76,869,000	78,100,000	1,231,000	1.6%

These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2017/18 cents/\$CIV	2018/19 cents/\$CIV	Change
General rate for rateable residential properties	0.00475557	0.00474899	-0.1%
General rate for rateable commercial properties	0.00475557	0.00474899	-0.1%
General rate for rateable industrial properties	0.00475557	0.00474899	-0.1%
General rate for rateable farm properties	0.00356668	0.00356174	-0.1%
General rate for rateable derelict properties	0.01426672	0.01424696	-0.1%
Rate concession for rateable recreational properties	0.00237778	0.00237450	-0.1%
Rate concession for rateable recreational properties with gaming facilities	0.00285334	0.00284939	-0.1%

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

Type or class of land	2017/18 \$'000	2018/19 \$'000	Change \$'000	%
General	47,740,952	49,405,052	1,664,100	3.5%
Farm	2,550,968	2,677,613	126,645	5.0%
Derelict properties	20,159	40,091	19,932	98.9%
Recreational 1*	26,563	31,275	4,712	17.7%
Recreational 2	56,553	56,475	-78	(0.1%)
Total amount to be raised by general rates	50,395,195	52,210,506	1,815,311	3.6%

*Includes additional rate rebates totalling \$23,654 to be applied to two Recreational 1 properties.

2018/19 Budget Notes to the financial statements

4.1.1(d) The number of assessments in relation to each type of class or land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2017/18	2018/19	Change	
	Number	Number	No.	%
General	37,117	37,488	371	1.0%
Farm	1,094	1,073	-21	(1.9%)
Derelict properties	2	9	7	350.0%
Recreational 1	11	11	0	0.0%
Recreational 2	4	4	0	0.0%
Total number of assessments	38,228	38,585	357	0.9%

4.1.1(e) The basis of valuation to be used is the*

(*use Capital Improved Value (CIV) or Net Assets Value (NAV) depending on which is applicable to Council).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2017/18	2018/19	Change	
	\$'000	\$'000	\$'000	%
General	10,038,961,000	10,403,273,000	364,312,000	3.6%
Farm	715,222,000	751,771,000	36,549,000	5.1%
Derelict properties	1,413,000	2,814,000	1,401,000	99.2%
Recreational 1	21,423,000	23,133,000	1,710,000	8.0%
Recreational 2	19,820,000	19,820,000	0	0.0%
Total value of land	10,796,839,000	11,200,811,000	403,972,000	3.7%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2017/18	2018/19	\$	%
Municipal	134.00	137.00	3.00	2.2%

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

Type of Charge	2017/18	2018/19	Change	
	\$	\$	\$	%
Municipal	5,085,836	5,249,566	163,730	3.2%

2018/19 Budget Notes to the financial statements

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable	Per Rateable	Change	
	Property 2017/18	Property 2018/19	\$	%
Garbage collection	317.00	344.00	27.00	8.5%
Landfill levy	20.40	20.80	0.40	2.0%
Total	337.40	364.80	27.40	8.1%

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

Type of Charge	2017/18	2018/19	Change	
	\$	\$	\$	%
Garbage collection	10,963,563	11,992,060	1,028,497	9.4%
Landfill levy	705,758	724,339	18,581	2.6%
Total	11,669,321	12,716,399	1,047,078	9.0%

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

Type of Charge	Per Rateable	Per Rateable	Change	
	Property 2017/18	Property 2018/19	\$	%
Garbage 120L Bin.	215.00	220.00	5.00	2.3%
Garbage 240L Bin	317.00	324.00	7.00	2.2%
Garbage 240L Bin - Special	245.00	250.00	5.00	2.0%
Recycling	54.00	75.00	21.00	38.9%
Organics/Green Waste	48.00	49.00	1.00	2.1%

2018/19 Budget Notes to the financial statements

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2017/18 \$'000	2018/19 \$'000	Change \$'000	%
General Rates	50,395,195	52,210,506	1,815,311	3.6%
Municipal Charges	5,085,836	5,249,566	163,730	3.2%
Garbage Charges	10,963,563	11,992,060	1,028,497	9.4%
Landfill Levy	705,758	724,339	18,581	2.6%
Payments in lieu of rates	9,485,617	7,676,662	-1,808,955	-19.1%
Supplementary rates and charges	233,031	246,867	13,836	5.9%
Total Rates and charges	76,869,000	78,100,000	1,231,000	1.6%

4.1.1(l) Fair Go Rates System Compliance

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

	2017/18	2018/19
Total Base Rates & Municipal Charge	\$ 54,393,164	\$ 56,195,892
Number of rateable properties	38,228	38,585
Base Average Rates	1,422.86	1,456.42
Maximum Rate Increase (set by the State Government)	2.00%	2.25%
Capped Average Rate	\$ 1,451.32	\$ 1,489.19
Maximum General Rates and Municipal Charges Revenue	\$ 55,481,061	\$ 57,460,396
Budgeted General Rates and Municipal Charges Revenue	\$ 55,481,031	\$ 57,460,072

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2018/19: estimated \$0.246 million and 2017/18:\$0.233 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

2018/19 Budget Notes to the financial statements

4.1.1(n) Differential rates

Rates to be levied

The rate and amount of rates payable in relation to land in each category of differential

- A farm rate of 0.00356174 for all rateable farm properties.
- A derelict properties rate of 0.01424696 for all rateable derelict properties.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

Farm Land

Farm land is as defined in Section 2 of the Valuation of Land Act 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

- grazing (including agistment)
- dairying
- pig farming
- poultry farming
- fish farming
- tree farming
- bee keeping
- viticulture
- horticulture
- fruit growing
- the growing of crops of any kind, and

that is used by a business:

- that has a significant and substantial commercial purpose or character; and
- that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- 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:

- the types and classes of land to which the rate applies can be easily identified;
- it is appropriate to have a farm rate so as to fairly rate farm land;
- 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;
- 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.

2018/19 Budget Notes to the financial statements

Derelict Properties

Latrobe City Council proposes the introduction in the 2018/19 Annual Budget of a differential rate relating to derelict properties across the municipality. The differential rate is proposed to be set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

Objective

The objective of the differential rate for derelict properties is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

1. The property, which includes both buildings and/or land, is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months.

The definition of "unfit for human habitation or other occupation" is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis.

and

2. The property meets one or more of the following criteria -

"(a) The property has become unsafe and poses a risk to public safety, including but not limited to:

- the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or
- the property is a partially built structure where there is no reasonable progress of the building permit"

(b) The property adversely affects public amenity;

"(c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;"

"(d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;"

"(e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish."

Types and Classes of land subject to the differential rate

Any land having the relevant characteristics described above.

Geographic Location

Wherever located within the boundaries of the municipality.

Use of Land

Any use permitted or described under the relevant planning scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land parcels within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

2018/19 Budget Notes to the financial statements

Types of Buildings

All buildings which are currently constructed on the land or which have been constructed during the current financial year.

"Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council.

The level of differential rate is the level which Council considers is necessary to achieve the objective specified above and is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.01424696 and will generate \$40,091, which represents 0.05% of total rates and charges revenue.

Recreational Land

Recreational land is defined in accordance with Section 4 of the Cultural & Recreational Lands Act 1963 (C&RL).

"The Cultural & Recreational Lands Act 1963 requires councils to take into consideration the services provided by the municipal council in relation to such lands and the benefit to the community derived from the land when determining the quantum of the amount payable in lieu of rates.

Latrobe City Council has a two concession rates in relation to recreational land. Type 1 eligible lands include land which meets the definition of C&RL that do not provide gaming facilities. The rate concession for Type 1 land is set at 50% of the general rate. In addition, there are two recreational assessments which receive an additional rebate. These rebates are applied as a result of significant changes in the CIV valuations resulting from the rezoning of land and changes in valuation methodologies. It was considered that without applying a rebate the levied amounts would fail to take into consideration the requirements under the C&RL Act. Type 2 eligible lands include land which meets the definition of C&RL that provide gaming facilities. The rate

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.

2018/19 Budget Notes to the financial statements

4.1.2 Statutory fees and fines

	Forecast Actual		Budget	Change	
	2017/18 \$'000		2018/19 \$'000	\$'000	%
Infringements and costs	679		720	41	6.0%
Town planning fees	12		16	4	33.3%
Land information certificates	54		49	(5)	(9.3%)
Permits	568		499	(69)	(12.1%)
Other	134		140	6	4.5%
Health Registrations	336		339	3	0.9%
Animal Registrations	449		444	(5)	(1.1%)
Total statutory fees and fines	2,232		2,207	(25)	(1.1%)

4.1.3 User fees

	Forecast Actual		Budget	Change	
	2017/18 \$'000		2018/19 \$'000	\$'000	%
Aged and health services	1,692		1,658	(34)	-2.0%
Leisure centre and recreation	2,512		2,634	122	4.9%
Child care/children's programs	5,124		5,473	349	6.8%
Waste management services	2,836		1,964	(872)	-30.7%
Other fees and charges	1,240		1,119	(121)	-9.8%
Total user fees	13,404		12,848	(556)	-4.1%

2018/19 Budget

Notes to the financial statements

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual	Budget	Change	
	2017/18 \$'000	2018/19 \$'000	\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	13,678	27,489	13,811	101%
State funded grants	20,553	39,071	18,518	90%
Total grants received	34,232	66,560	32,328	94%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grants	6,114	11,882	5,768	94%
Aged and Disability Programs	2,607	2,780	173	7%
Employment Facilitation Programs	489	404	(85)	-17%
Family & Childrens Programs	328	61	(268)	-81%
Recurrent - State Government				
Aged and Disability Programs	2,676	1,973	(703)	-26%
Arts Programs	155	155	-	0%
Family & Childrens Programs	4,728	4,003	(725)	-15%
Libraries	509	512	3	1%
Maternal & Child Health Program	785	565	(220)	-28%
Pre Schools	122	112	(9)	-8%
Recreation, Parks & Gardens	8	20	12	140%
Rural Access Program	126	-	(126)	-100%
School Crossings	122	123	1	0%
Other	29	29	(0)	0%
Total recurrent grants	18,798	22,619	3,821	20%
Non-recurrent - Commonwealth Government				
Recreation, Parks & Gardens	-	1,000	1,000	
Other Recreation Facilities	26	-	(26)	-100%
Public Lighting	131	-	(131)	-100%
Other	-	20	20	
Non-recurrent - State Government				
Aged and Disability Programs	2	-	(2)	-100%
Community Support & Development Programs	143	100	(43)	-30%
Economic Development	78	15	(63)	-81%
Events & International Relations	508	-	(508)	-100%
Other Recreation Facilities	46	84	39	84%
Recreation, Parks & Gardens	-	2,331	2,331	
Other	64	-	(64)	-100%
Total non-recurrent grants	997	3,551	2,553	256%
Total operating grants	19,796	26,170	6,374	32%

2018/19 Budget Notes to the financial statements

4.1.4 Grants (contd.)

	Forecast Actual	Budget	Change	
	2017/18 \$'000	2018/19 \$'000	\$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	2,384	1,181	(1,203)	-50%
Recurrent - State Government				
Total recurrent grants	2,384	1,181	(1,203)	-50%
Non-recurrent - Commonwealth Government				
Buildings	-	3,091	3,091	
Footpaths and Cycleways	1,600	204	(1,396)	-87%
Parks, Open Space and Streetscapes	-	2,000	2,000	
Recreational, Leisure & Community Facilities	-	2,866	2,866	
Other infrastructure	-	2,000	2,000	
Non-recurrent - State Government				
Buildings	985	17,083	16,098	1635%
Footpaths and Cycleways	2,950	2,689	(261)	-9%
Parks, Open Space and Streetscapes	-	435	435	
Recreational, Leisure & Community Facilities	4,532	3,841	(691)	-15%
Roads	1,689	-	(1,689)	-100%
Other Infrastructure	297	5,000	4,703	1581%
Total non-recurrent grants	12,052	39,209	27,157	225%
Total capital grants	14,436	40,390	25,954	180%
Total Grants	34,232	66,560	32,328	94%

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 32% (or \$6.374 million) compared to 2017/18. This increase primarily relates to an increase in grant funding for improvements to recreational facilities (\$2.208 million) and the expectation of not receiving any advance payments for Financial Assistant Grants in 2017/18 for 2018/19 (the expected funding of \$11.882 million reflects the usual annual allocation). There will be continuing decreases in disability services funding which is now administered under the National Disability Insurance Scheme (NDIS). Other grant funding is expected to decrease as generally only funding confirmed at the time of budget preparation is included in operating budgets.

2018/19 Budget

Notes to the financial statements

4.1.4 Grants (contd.)

Capital grants 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 94% (or \$32.328 million) compared to 2017/18 mainly associated with funding received from the State and Federal Governments in relation to various Recreational facilities which were announced during 2017/18. Major projects include the Latrobe Creative Precinct (\$3.282 million) Gippsland Logistics Precinct (\$7.0 million), Gippsland Regional Aquatic Centre (\$6.430 million), Traralgon Sports Stadium (\$5.395 million), Morwell Recreation Reserve (\$3.556 million) and Ted Summerton Reserve (\$2.842 million). "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2018/19 year.

4.1.5 Contributions

	Forecast Actual	Budget	Change	
	2017/18 \$'000	2018/19 \$'000	\$'000	%
Monetary	699	305	(394)	(56.4%)
Non-monetary	3,000	3,000	0	0.0%
Total contributions	3,699	3,305	(394)	(10.7%)

Monetary Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development together with non government contributions towards capital works projects. The 2018/19 budget is lower compared to 2017/18 due to reduced capital, open space and special charge scheme contributions.

Non-Monetary Contributions relate to expected infrastructure assets handed over to Council from developers of new subdivisions and occasionally may also include any other assets that are gifted to Council e.g. donated artworks. No change is anticipated in the 2018/19 budget.

4.1.6 Other income

	Forecast Actual	Budget	Change	
	2017/18 \$'000	2018/19 \$'000	\$'000	%
Interest	2,038	2,094	56	2.7%
Other rent	833	709	(124)	(14.9%)
Sales	672	708	36	5.4%
Contributions other	267	137	(130)	(48.7%)
Other	135	109	(26)	(19.3%)
Insurance	76	0	(76)	(100.0%)
Total other income	4,021	3,757	(264)	(6.6%)

2018/19 Budget

Notes to the financial statements

4.1.7 Employee costs

	Forecast Actual		Budget		Change	
	2017/18		2018/19			
	\$'000	\$'000	\$'000	\$'000	%	
Wages and salaries	48,308	50,135	1,827	3.8%		
WorkCover	1,108	1,325	217	19.6%		
Superannuation	4,424	4,600	176	4.0%		
Fringe Benefits Tax	495	495	0	0.0%		
Other	2,366	1,571	(795)	(33.6%)		
Total employee costs	56,701	58,126	1,425	2.5%		

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 2.5% or \$1.425 million compared to 2017/18 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff.

4.1.8 Materials and services

	Forecast Actual		Budget		Change	
	2017/18		2018/19			
	\$'000	\$'000	\$'000	\$'000	%	
Contract payments	23,037	22,004	(1,033)	(4.5%)		
Building maintenance	218	361	143	65.6%		
General maintenance	4,728	4,319	(409)	(8.7%)		
Utilities	2,840	3,379	539	19.0%		
Office administration	3,226	2,461	(765)	(23.7%)		
Information technology	2,574	2,371	(203)	(7.9%)		
Insurance	783	898	115	14.7%		
Consultants	3,414	784	(2,630)	(77.0%)		
Other	193	154	(39)	(20.2%)		
Total materials and services	41,013	36,731	(4,282)	(10.44%)		

Materials and Services are forecast to decrease by 10.4% or \$4.282 million compared to 2017/18. This is made up of reductions across a number areas as Council continues to strive to find efficiencies in such items of expenditure as contractors/contract staff, consultants and legal costs.

2018/19 Budget Notes to the financial statements

4.1.9 Depreciation and amortisation

	Forecast Actual	Budget	Change	
	2017/18 \$'000	2018/19 \$'000	\$'000	%
Property	4,126	4,208	82	2.0%
Plant & equipment	2,145	2,130	(15)	(0.7%)
Infrastructure	18,384	18,729	345	1.9%
Intangible Assets	1,105	1,130	25	2.3%
Total depreciation and amortisation	25,760	26,197	437	1.70%

Depreciation and amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The projected increase of \$0.437 million is mainly due to the completion of the 2017/18 capital works program and the full year effect of depreciation on the 2017/18 capital works program.

Refer to section 12. "Analysis of Capital Budget" for a more detailed analysis of Council's capital works program for the 2018/19 year.

4.1.10 Other expenses

	Forecast Actual	Budget	Change	
	2017/18 \$'000	2018/19 \$'000	\$'000	%
Auditors remuneration - VAGO	60	60	0	0.0%
Auditors remuneration - Internal	93	125	32	34.4%
Audit other	53	29	(24)	(45.3%)
Councillors' Allowances	304	310	6	2.0%
Operating lease rentals	132	113	(19)	(14.4%)
Grants	1,397	1,093	(304)	(21.8%)
Levies	1,544	1,131	(413)	(26.7%)
Total other expenses	3,583	2,861	- 722	(20.15%)

Other expenditure relates to a range of unclassified items including contributions to community groups, audit costs, levies, lease and rent payments and other miscellaneous expenditure items. Other expenditure is expected to decrease by \$0.722 million in 2018/19 predominantly due to decrease in landfill levy fees payable to the State Government as a result of decrease in the amount of commercial waste from another council being delivered to the landfill. In addition, there is a reduction in the level of grants due to a number of grants for specific projects provided in 2017/18.

2018/19 Budget

Notes to the financial statements

4.2 Balance Sheet

4.2.1 Assets

Current assets (\$2.762 million decrease) - mainly due to an increased investment in infrastructure. A more detailed analysis of this change is included in section 4.4. "Statement of Cash Flows".

Non current assets (\$69.138 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to increased amortisation of rehabilitation costs associated with a new cell to be completed before 30 June 2018.

4.2.2 Liabilities

Current liabilities (\$6.403 million increase) - the increase in current liabilities (that is, obligations council must pay within the next year) is mainly due to maturity of loan principal payable with an interest only loan falling due during 2019/20 moving into current liabilities (\$8.2 million), an increase in "Trade and other payables" of \$0.188 million based on the timing of planned payment schedule and an increase in accrued employee benefits of \$0.435 million. This is reduced by a decrease in landfill rehabilitation provision expenditure currently planned in 2019/20 of \$2.350

Non current liabilities (\$6.585 million decrease) - the decrease in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of borrowings being reclassified into current liabilities. Provisions decrease by a net of \$1.943 million due to landfill rehabilitation works to be carried out partially offset by a marginal increase in employee benefits.

4.2.3 Borrowings

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

	2017/18	2018/19
	\$	\$
Amount borrowed as at 30 June of the prior year	16,150	16,631
Amount proposed to be borrowed	2,350	5,000
Amount projected to be redeemed	(1,869)	(1,559)
Amount of borrowings as at 30 June	16,631	20,072

2018/19 Budget Notes to the financial statements

4.3 Statement of changes in Equity

4.3.1 Reserves

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset valuations are predicted to increase by 2.0% or \$24.438 million.

Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$42.030 million results directly from the surplus for the year together with the movement in statutory reserves.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Increase in cash flows from operating activities of \$31,870 million mainly due to increased capital grants \$24.028 million and operating grants \$6.295 million

4.4.2 Net cash flows provided by/used in investing activities

Increased outflows from investing activities of \$51.840 million due to increased outflows (\$27.572 million) for property, plant and equipment (Capital works) and decrease in inflows from proceeds of sales of investments (\$24.175 million) as term deposit funds are returned to cash for expenditure in the 2017/18 financial year.

4.4.3 Net cash flows provided by/used in financing activities

New borrowings of \$5 million (\$2.35 million in 2017/18) are budgeted for 2018/19 thus creating an increase in cash inflows from the 2017/18 financial period. Council's existing loan profile also results in decreased principal repayments (\$0.310 million) compared to 2017/18

2018/19 Budget Capital Works Program

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2018/19 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast	Budget 2018/19 \$'000	Change	
	Actual 2017/18 \$'000		\$'000	%
Property	9,046	31,527	22,481	248.5%
Plant and equipment	3,154	3,007	-147	(4.7%)
Infrastructure	28,242	34,080	5,838	20.7%
Total	40,442	68,614	28,172	69.7%

	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Property	31,527	21,402	3,485	6,640	0	20,174	215	6,138	5,000
Plant and equipment	3,007	15	2,992	0	0	0	0	3,007	0
Infrastructure	34,080	15,322	11,051	7,687	20	20,216	0	13,864	0
Total	68,614	36,739	17,528	14,327	20	40,390	215	23,009	5,000

2018/19 Budget Capital Works Program

Capital works program

For the year ending 30 June 2018

4.5.2 Current Budget

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Bus Shelter Removal & Replacement Program	30	0	30	0	0	0	0	30	0
Latrobe Creative Precinct project	10,600	10,600	0	0	0	3,282	0	2,318	5,000
Gippsland Regional Aquatic Facility	6,430	6,430	0	0	0	6,430	0	0	0
Traralgon Sports Stadium Redevelopment	5,395	0	0	5,395	0	5,395	0	0	0
Ted Summerton Reserve	2,842	2,842	0	0	0	2,842	0	0	0
Latrobe City Sports & Entertainment Stadium - Grandstand	850	0	850	0	0	850	0	0	0
Latrobe City Sports & Entertainment Stadium - Function Centre & Kitchen	500	0	500	0	0	500	0	0	0
Apex Park Pavillion	600	600	0	0	0	300	0	300	0
Traralgon South Reserve Pavillion Upgrade	500	0	0	500	0	100	0	400	0
Toilets at Victory Park (Monomeith Senior Citizens Centre)	100	100	0	0	0	0	0	100	0
Toilets at Traralgon Railway Reserve	140	140	0	0	0	0	0	140	0
Yinnar Hall redevelopment design	80	0	80	0	0	0	0	80	0
Building Renewal Program	1,515	0	1,515	0	0	0	0	1,515	0
Kitchen Renewal at Community Buildings	100	0	100	0	0	0	0	100	0
Roof Replacement Program	100	0	100	0	0	0	0	100	0
Utilities reduction program (e.g. solar panels, water efficiency measures)	250	0	0	250	0	0	0	250	0
Disability access to Latrobe City owned & operated facilities toilets	100	0	0	100	0	0	0	100	0
Latrobe Leisure Maintenance and Upgrade Program	310	0	310	0	0	0	0	310	0
Total Buildings	30,442	20,712	3,485	6,245	0	19,699	0	5,743	5,000
TOTAL PROPERTY	30,442	20,712	3,485	6,245	0	19,699	0	5,743	5,000

2018/19 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Plant Replacement Program	1,008	0	1,008	0	0	0	0	1,008	0
Fleet Replacement Program	1,200	0	1,200	0	0	0	0	1,200	0
Performing Arts & Venues - lighting and equipment	24	0	24	0	0	0	0	24	0
Latrobe Leisure Equipment Replacement Program	50	0	50	0	0	0	0	50	0
Total Plant, Machinery and Equipment	2,282	0	2,282	0	0	0	0	2,282	0
Fixtures, Fittings and Furniture									
Office Furniture & Equipment Replacement Program	10	0	10	0	0	0	0	10	0
Total Fixtures, Fittings and Furniture	10	0	10	0	0	0	0	10	0
Computers and Telecommunications									
IT Equipment Replacement Program	700	0	700	0	0	0	0	700	0
Total Computers and Telecommunications	700	0	700	0	0	0	0	700	0
Artworks									
Artwork Acquisitions	15	15	0	0	0	0	0	15	0
Total Artworks	15	15	0	0	0	0	0	15	0
TOTAL PLANT AND EQUIPMENT	3,007	15	2,992	0	0	0	0	3,007	0

2018/19 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	1,000	0	1,000	0	0	0	0	1,000	0
Local Road Reseal Program	5,426	0	5,426	0	0	0	0	5,426	0
Difficult to Maintain Pavements Program	25	0	0	25	0	0	0	25	0
Road Rehabilitation Program	3,170	0	3,170	0	0	1,181	0	1,989	0
Pedestrian safety improvement to access to Mid Valley Shopping Centre	45	0	0	45	0	0	0	45	0
Traffic & Pedestrian Safety Program	50	0	0	50	0	0	0	50	0
Total Roads	9,716	0	9,596	120	0	1,181	0	8,535	0
Bridges									
Bridge and Major Culvert works	150	0	150	0	0	0	0	150	0
Total Bridges	150	0	150	0	0	0	0	150	0
Footpaths and Cycleways									
Footpath Replacement Program	1,000	0	1,000	0	0	0	0	1,000	0
Gravel Path Renewal Project	25	0	25	0	0	0	0	25	0
Tracks, Trails and Paths Program	919	919	0	0	0	300	0	619	0
Total Footpaths and Cycleways	1,944	919	1,025	0	0	300	0	1,644	0

2018/19 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
Drainage									
Minor Drainage Renewal Program	150	0	150	0	0	0	0	150	0
Agnes Brereton Reserve stormwater outfall reconstruction	290	0	0	290	0	0	0	290	0
Drainage Augmentation - Furlonger St to Nixon Ct Precinct	315	0	0	315	0	0	0	315	0
Josie Place - drainage licence	10	10	0	0	0	0	0	10	0
Montane Estate - drainage upgrade	50	0	0	50	0	0	0	50	0
Open Drain Rehabilitation - Kernot Lake	30	0	30	0	0	0	0	30	0
Stormwater Management/Outfall Repair Program	50	0	50	0	0	0	0	50	0
Total Drainage	895	10	230	655	0	0	0	895	0
Recreational, Leisure and Community Facilities									
Haunted Hills Mountain Bike Park	1,200	1,200	0	0		1,200	0	0	0
Latrobe City Sports and Entertainment Stadium upgrades	2,161	0	0	2,161	0	1,951	0	210	0
Morwell Recreation Reserve masterplan actions	3,556	0	0	3,556	0	3,556	0	0	0
Total Rec, Leisure and Comm'y Facilities	6,917	1,200	0	5,717	0	6,707	0	210	0
Waste Management									
Landfill Biogas to Energy Project	1,600	1,600	0	0	0	0	0	1,600	0
Total Waste Management	1,600	1,600	0	0	0	0	0	1,600	0

2018/19 Budget Capital Works Program									
Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Parks, Open Space and Streetscapes									
Play Space Implementation Plan Program	468	0	0	468	0	0	0	468	0
Moe AAA/Apex/Lions Play Space Upgrade - Stage 1	327	0	0	327	0	218	0	109	0
Moe Botanic Gardens Play Space	325	0	0	325	0	217	0	108	0
Future Morwell Project	2,000	2,000	0	0	0	2,000	0	0	0
Retaining Wall Renewal Program	50	0	50	0	0	0	0	50	0
Kernot Lake fountain	20	0	0	0	20	0	0	20	0
Risk management and safety works for medians	75	0	0	75	0	0	0	75	0
Total Parks, Open Space and Streetscapes	3,265	2,000	50	1,195	20	2,435	0	830	0
Other Infrastructure									
Gippsland Logistics Precinct	7,000	7,000	0	0	0	7,000	0	0	0
Total Other Infrastructure	7,000	7,000	0	0	0	7,000	0	0	0
TOTAL INFRASTRUCTURE	31,487	12,729	11,051	7,687	20	17,623	0	13,864	0
TOTAL NEW CAPITAL WORKS FOR 2017/18	64,936	33,456	17,528	13,932	20	37,322	0	22,614	5,000

2018/19 Budget Capital Works Program

4.5.3 Works carried forward from the 2017/18 year

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Latrobe City Synthetic Sports field Pavilion	690	690	0	0	0	475	215	0	0
Latrobe Leisure Stadiums Evaporative Cooling	395	0	0	395	0	0	0	395	0
Total Buildings	1,085	690	0	395	0	475	215	395	0
TOTAL PROPERTY	1,085	690	0	395	0	475	215	395	0
INFRASTRUCTURE									
Footpaths and Cycleways									
Traralgon to Morwell Shared Pathway	2,593	2,593	0	0	0	2,593	0	0	0
Total Footpaths and Cycleways	2,593	2,593	0	0	0	2,593	0	0	0
TOTAL INFRASTRUCTURE	2,593	2,593	0	0	0	2,593	0	0	0
TOTAL CARRIED FWD WORKS FROM 2017/18	3,678	3,283	0	395	0	3,068	215	395	0
TOTAL CAPITAL WORKS	68,614	36,739	17,528	14,327	20	40,390	215	23,009	5,000

2018/19 Budget Capital Works Program

4.6 CAPITAL WORKS (OPERATING)

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

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

4.6.1 Current Budget

PROPERTY

Land Improvements									
Dunbar Road Traralgon Site Rehabilitation	300	0	0	0	0	0	0	300	0
Total Land Improvements	300	0	0	0	0	0	0	300	0
Buildings									
Demolition of Dilapidated Council Buildings	50	0	0	0	0	0	0	50	0
Total Buildings	50	0	0	0	0	0	0	50	0
TOTAL PROPERTY	350	0	0	0	0	0	0	350	0

2018/19 Budget Capital Works Program

	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Drainage									
Josie Place - open drain	30	0	0	0	0	0	0	30	0
Transfer to Drainage Reserve	53	0	0	0	0	0	0	53	0
Total Drainage	83	0	0	0	0	0	0	83	0
Recreational, Leisure & Community Facilities									
Latrobe City Sports & Entertainment Stadium - Sports lighting	1,000	0	0	0	0	1,000	0	0	0
Tennis/Netball courts for Traralgon South	700	0	0	0	0	350	0	350	0
Traralgon West Sporting Complex - Upgrade drainage and surface on Jack Canavan	600	0	0	0	0	300	0	300	0
Northern Reserve Oval Lighting project.	350	0	0	0	0	100	0	250	0
Tyers Recreation Reserve Oval Lighting project	350	0	0	0	0	233	0	117	0
Apex Park Traralgon - Upgrade sports lighting	300	0	0	0	0	225	0	75	0
Drainage improvement works at Northern Reserve Newborough	150	0	0	0	0	0	0	150	0
Drainage Replacement - Ronald Reserve Soccer Pitch	86	0	0	0	0	0	0	86	0
Total Recreational, Leisure & Community Facilities	3,536	0	0	0	0	2,208	0	1,328	0

**2018/19 Budget
Capital Works Program**

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
Public Lighting									
Public Lighting and Flag Pole Replacement Program	175	0	0	0	0	0	0	175	0
Total Public Lighting	175	0	0	0	0	0	0	175	0
Parks, Open Space and Streetscapes									
Unserviceable Street Furniture Replacement Program	50	0	0	0	0	0	0	50	0
Total Parks, Open Space and Streetscapes	50	0	0	0	0	0	0	50	0
Waste Management									
Transfer Station Upgrades	100	0	0	0	0	0	0	100	0
Landfill Rehabilitation	4,350	0	0	0	0	0	0	4,350	0
Transfer to Waste Reserve	1,045	0	0	0	0	0	0	1,045	0
Total Waste Management	5,495	0	0	0	0	0	0	5,495	0
Other Infrastructure									
Signage Improvement Project (Town Entry Stage 2)	50	0	0	0	0	0	0	50	0
Bollards at Yallourn North	5	0	0	0	0	0	0	5	0
Fire Hydrants	10	0	0	0	0	0	0	10	0
Total Other Infrastructure	65	0	0	0	0	0	0	65	0
Other									
Community grants program	360	0	0	0	0	0	0	360	0
Small Town Capital Works Program	70	0	0	0	0	0	0	70	0
Total Other	430	0	0	0	0	0	0	430	0
TOTAL INFRASTRUCTURE	9,834	0	0	0	0	2,208	0	7,626	0
TOTAL CAPITAL WORKS (OPERATING)	10,184	0	0	0	0	2,208	0	7,976	0
TOTAL CAPITAL WORKS PROGRAM FOR 2018/19	78,798	36,739	17,528	14,327	20	42,598	215	30,985	5,000

2018/19 Budget Financial Performance Indicators

5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Indicator	Measure	Notes	Actual 2016/17	Forecast Actual 2017/18	Budget 2018/19	Strategic Resource Plan Projections			Trend +/-
						2019/20	2020/21	2021/22	
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	13.2%	(7.1%)	(0.3%)	0.3%	(0.5%)	(1.7%)	-
Liquidity									
Working Capital	Current assets / current liabilities	2	302.1%	270.6%	215.5%	279.5%	296.1%	311.3%	+
Unrestricted Cash	Unrestricted cash / current liabilities	3	-55.1%	71.1%	50.4%	30.1%	31.2%	31.9%	-
Obligations									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	4	21.5%	22.0%	25.7%	16.4%	14.6%	13.1%	+
Loans & Borrowings	Interest and principal repayments / rate revenue		3.7%	3.5%	2.9%	12.9%	2.1%	1.8%	+
Indebtedness	Non-current liabilities / own source revenue		30.3%	33.9%	26.5%	24.0%	23.8%	21.5%	+
Asset renewal	Asset renewal expenditure / depreciation	5	71.6%	89.0%	69.9%	67.7%	80.9%	67.7%	o
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	56.3%	64.2%	62.9%	64.2%	64.5%	64.7%	o
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	o

2018/19 Budget Financial Performance Indicators

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend +/-
			2016/17	2017/18		2018/19	2019/20	2020/21	
Efficiency									
Expenditure level	Total expenditure / no. of assessments		\$3,038	\$3,343	\$3,231	\$3,195	\$3,256	\$3,335	-
Revenue level	Residential rate revenue / No. of residential assessments		\$1,582	\$1,608	\$1,692	\$1,726	\$1,760	\$1,796	+
Workforce turnover	No. of resignations & terminations / average no. of staff		10.2%	11.5%	11.5%	11.5%	11.5%	11.5%	o

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

Notes to indicators

1 Adjusted underlying result – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Underlying deficits are forecast over the period, indicating that Council needs to continue to find expenditure savings and efficiencies within the rate capping environment in order to remain financially sustainable.

2 Working Capital – The proportion of current liabilities represented by current assets. Working capital is forecast to decrease significantly in 2018/19 year due to an interest only loan moving in to current liabilities.

3 Debt compared to rates - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

4 Asset renewal - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

5 Rates concentration - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

DRAFT FEES AND CHARGES 2018/19**COMMENTARY**

The 2018/19 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 2018/19 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 2018/19 FEES AND CHARGES COMMENTARY BY DIVISION / SERVICE**COMMUNITY SERVICES (Pages 67-68)****Direct Care (Pages 67-68)**

Direct care services include home care, personal care, respite care, meals on wheels, home maintenance, planned activity groups 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.

DRAFT FEES AND CHARGES 2018/19**Public Libraries (Pages 69-70)**

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.

Facsimilie services are no longer able to be provided at libraries due to the upgrade to the NBN

Children Services (Pages 71-72)

Family Day Care fees are set in conjunction 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.

Family Health Service (Pages 73)

The proposed fees take into account the CPI increase, Vaccines prices are kept in line with purchase prices.

INFRASTRUCTURE & RECREATION (Pages 74-92)**Sports Stadiums, Grounds & Reserves (Pages 74)**

All fees have generally been reviewed in line with CPI.

Indoor Sports Centres (Pages 77-82)

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.

DRAFT FEES AND CHARGES 2018/19**Hazelwood Traffic School (Pages 84)**

All fees have generally been reviewed in line with CPI.

Hire of Portable Toilet (Pages 84)

All fees have generally been reviewed in line with CPI.

Caravan Parks (Pages 85)

All fees have generally been reviewed in line with CPI.

Asset Protection (Pages 86-89)

The overall average increase in fees is in line with the CPI.

Transfer Stations (Pages 90-91)

The majority of fees have generally been reviewed in line with CPI, with the exception of some cost increase to reflect full cost recovery.

Landfill Fees (Pages 92)

It is proposed that fees for 2018/19 increase to cover costs of operations, construction, rehabilitation and increased EPA landfill levy fees.

DRAFT FEES AND CHARGES 2018/19**CITY DEVELOPMENT (Pages 93-113)****Health Services (Pages 93-95)**

The proposed fees take into account the CPI increase. Additional fees have been added for septic tank reporting and food inspections in line with current requirements.

Local Laws (Pages 96-99)

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.

Building Services (Pages 100)

Statutory Fees can only be increased by the Minister for Planning. At the time of the budget preparation there was no indication of likely alteration to these statutory fees. Other fees set by Council have generally been reviewed in line with CPI.

Statutory Planning (Pages 101-104)

Statutory Fees can only be increased by the Minister for Planning. The majority of Planning Permit fees have changed to reflect the new fee structure introduced by the State Government

Latrobe Regional Gallery (Pages 105)

All fees have generally been reviewed in line with CPI.

Performing Arts and Community Halls (Pages 106)

Fees have generally remained pegged at 2017/18 levels while patrons adjust to the newly introduced fee structure from the previous year.

DRAFT FEES AND CHARGES 2018/19**Latrobe Regional Airport (Pages 112)**

Annual licence fees are proposed to remain consistent with 2017/18 levels.

Visitor Information Centre (Pages 113)

Fees associated with brochure rack fees have been removed due to the declining numbers of brochures being displayed and the cost to manage the fees surpassing the estimated likely revenue.

CORPORATE SERVICES (Page 114-115)**Contracts and Tendering (Page 114)**

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

Property and Legal (Pages 115)

Fees have been reviewed and adjusted in line with actual costs incurred to provide the service.

Off Street Car Parks (Page 115)

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

Freedom of Information (Pages 115)

All fees are in accordance with regulations

DRAFT FEES AND CHARGES**2018/19**

	Page		Page
COMMUNITY SERVICES	67-68		
Direct Care	67-68	Children Services	71-72
Home Care / Personal Care	67	Family Day Care	71
Emergency Home Care	67	Carinya Early Learning Centre	71
Respite Care	67	Moe PLACE	72
Overnight Respite	67	Churchill Hub	72
Meals on Wheels	67	Traralgon Early Learning Centre	72
Home Maintenance	67	Preschools	72
Planned Activity Group (PAG)	68	Family Health Services	73
Senior Citizens Centres Hire	68	Head Lice	73
Public Libraries	69-70	Vaccination Purchases	73
Facsimile	69	Immunisation	73
Consumables	69		
Research Fee	69		
Moe Library Meeting Room	69		
Overdue Fines	69		
Fees	69		
Damaged Items	69		
Lost Item	69		
Photocopying	70		
Laminating	70		
Calico Library Bags	70		

DRAFT FEES AND CHARGES**2018/19**

	Page		Page
INFRASTRUCTURE & RECREATION	74-92		
Sports Stadiums, Grounds & Reserves	74	Outdoor Pools	83
Latrobe City Sports & Entertainment Stadium	74	Entry Fees	83
Latrobe City Synthetic Sports Facility (Churchill)	75	Season Ticket (Multi-venue)	83
Ted Sommerton Reserve Pavilion	75	Competitions – School Swim Carnival Hire	83
Gaskin Park Stadium	75	Out of Advertised Operating Hours Hire	83
Rose Garden Wing	76	Learn to Swim	83
Ground Maintenance Charges	76		
Hard Court Surfaces	76	Hazelwood Power Traffic Safety School	84
Personal Trainers/Boot Camp	76	Education Group	84
		Mobile Bike Education Trailer	84
Indoor Sports Centres	77-82	Hire of Hand Cranked Tricycles	84
Indoor Pool - Swims	77	Private Groups	84
Visit Pass Card (Indoor Pools)	77	Hire of Portable Toilet Module	84
Indoor Pool – Swim Sauna Spa	77		
Indoor Pool – Swim Lessons	77	Caravan Parks	85
Private Learn to Swim Lessons	78	Hazelwood & Narracan – Caravan	85
Other - Indoor Pools	79	Hazelwood & Narracan – Camping	85
Fitness Program	79	Lake Narracan - Boat Launching	85
Visit Pass Cards (Group Fitness Classes)	79		
Visit Pass Cards (Gym)	80	Asset Protection	86-89
Stadium	80	Asset Protection Fees	86
Visit Pass Cards (Stadium)	81	Security Deposits	86
Athletic & Cycling Track	81	Parking Headwork	86
Squash Courts	81	Security Bonds	87
Membership	82	Legal Point of Discharge - Enquiries	87
Joining Fee	82	Restoration of Road Openings	88
Bronze Membership	82	Asset Protection Penalty for Infringement	88
Silver Membership	82	Fees for Utilities	88-89
Gold Membership	82		
Corporate	82	Waste Management	90-92
		Transfer Station Fees	90-91
		Landfill Fees	92

DRAFT FEES AND CHARGES			
2018/19			
	Page		Page
CITY DEVELOPMENT	93-113		
Health Services	93-95	Latrobe Regional Gallery	105
Septic Tanks	93	Community Access Gallery	105
Health Premises	93	Meeting Room	105
Commercial Accommodation	93	Studio Workshop	105
Caravan Parks & Moveable Homes	93		
Transfer of Registration	94		
Plan Approval Fee	94	Performing Arts Centre	106
Food & Water Sample (Admin Fee)	94	Standard Rate	106
Commercial Food Premises	94	Community Rate	106
Additional Inspection Fee	95		
		Community Halls	107-111
Local Laws	96-99	Kernot Hall	107
Parking	96	Moe Town Hall	108
Dog & Cat Registration Fees	96	Newborough Public Hall	108
Dog & Cat Infringements	96	Ronald Reserve Hall	108
Pound Release Fees – Domestic Animals	97	Churchill Community Hall	108
Animal Sales	97	Traralgon Court House	108
Livestock	97	Loy Yang Power Latrobe Community Sound Shell	108
Other Fees/Infringements	97-99	Traralgon East Community Centre (Cameron Street Hall)	109
		Kath Teychenne Centre Meeting Room	109
Building Services	100	Lighting	109
Permit Time Extensions	100	Piano	109
Preparation of Section 173 Agreements	100	Technician	109
Building File Search Fee	100	Front Of House	109
Report & Consent	100	Miscellaneous including Hall Hire Liability Insurance	110
		All Venues Ticketing Service	111
Statutory Planning	101-104	Merchandise Commission	111
Planning Permits	101		
Amendments to Planning Schemes	104	Other	112-113
		Latrobe Regional Airport	112
		Visitors Information Centre	113

DRAFT FEES AND CHARGES**2018/19**

	Page		Page
CORPORATE SERVICES	114-115		
Freedom of Information	114		
Contracts Tendering	115		
Property and Legal	115		
Off Street Car Parks	115		

COMMUNITY SERVICES			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Home Care/Personal Care	Low Income	<i>Per hour</i>	6.80
	Couple Low Income	<i>Per hour</i>	9.20
	Medium Income	<i>Per hour</i>	N/A
	Linkages Program	<i>Per hour</i>	9.30
	Full Cost (Non Public Holiday)	<i>Per hour</i>	53.00
	Full Cost (Non Public Holiday)	<i>Per 1/2 hour</i>	N/A
	Full Cost (Public Holiday)	<i>Per hour</i>	99.10
	Full Cost (Overtime)	<i>Per hour</i>	79.55
	Full Cost (Overtime)	<i>Per 1/2 hour</i>	N/A
	Full Cost (Same Day Service)	<i>Per hour</i>	N/A
	Veterans Respite	<i>Fee as per agreement</i>	43.55
	Veterans HCPC	<i>Fee as per agreement</i>	48.70
Emergency Home Care	Single.	<i>Per hour</i>	12.10
	Couple.	<i>Per hour.</i>	17.20
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	53.00
	Full Cost	<i>Per hour (Public Holidays)</i>	99.10
Respite Care	Subsidised.	<i>Per hour</i>	4.40
	Linkages Program	<i>Per hour</i>	N/A
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	53.00
	Full Cost	<i>Per hour (Public Holidays)</i>	99.10
	Full Cost	<i>Overtime</i>	N/A
Overnight Respite	Full Cost	<i>Per hour</i>	197.70
	Full Cost	<i>24 hour care</i>	373.40
Meals on Wheels Service <i>(includes all costs of providing meals)</i>	Subsidised.	<i>Per meal</i>	9.10
	Full cost meals.	<i>Per meal.</i>	15.10
Home Maintenance	Single.	<i>Per hour</i>	10.60
	Couple.	<i>Per hour.</i>	12.60
	Full Cost	<i>Per hour (Mon - Fri)</i>	68.10
	Linkages Program	<i>Per hour</i>	20.30
	Landfill Fees.	<i>*refer waste disposal fees schedule.</i>	

COMMUNITY SERVICES				
<i>Direct Care</i>				
SERVICE TYPE DIRECT CARE	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)	
Social Support Group	Subsidised with Meal (Centre Based)	Per session	11.00	11.20
	Subsidised without Meal (Outing)	Per session	5.80	6.20
	Morning Melodies (plus cost of event paid at entry)	Per session	10.80	11.00
	Special Events (costs to be advertised with notification of the event)	Per session		
	Full Cost (Level 1 & 2 Funding)	Per session	27.90	28.50
	Full Cost (Level 3 & 4 Funding)	Per session	40.00	54.10
	Residing in Supported Accommodation	Per session	90.00	110.00
Cancellation Fees	Full Cost	Less than 24 hours notice	N/A	Full Service Fee
	CHSP/HACC PYP Clients	Less than 24 hours notice	N/A	Service Fee
Travel	Full Cost	Per Km	1.00	1.05
Senior Citizens Centres Hire	HACC eligible organisation/groups.		No Charge	No Charge
	Community organisations/groups:			
	Per hour.	8am – 5pm.	17.50	17.90
	Evening.	5pm – midnight.	142.80	145.70
	Full Day & Evening.	8am – midnight.	236.10	240.80
	Commercial organisations			
	Per hour	8am – 5pm.	29.70	30.30
	Evening	5pm – midnight.	232.90	237.60
	Full Day & Evening	8am – midnight.	384.50	392.20
	Security Deposit:			
Without alcohol.		291.10	300.00	
With alcohol.		527.20	550.00	

COMMUNITY SERVICES			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Facsimile – within Australia only	<i>First page</i>	3.20	N/A
	<i>Each additional page</i>	1.00	N/A
Consumables	USB Drive – 2GB	9.40	9.40
	Individual Head Sets	6.30	6.40
Research Fee	Public Request.	14.10	14.40
	Commercial/Community Group Request.	28.30	28.90
Moe Library Meeting Room	Community and Not For Profit Groups.	No Charge	No Charge
	Commercial.	29.30	30.00
	Commercial.	143.20	146.00
Fees	Replacement Cards.	3.50	3.60
	Inter Library Loan	No Charge POA POA	No Charge POA POA
Damaged or Lost Items	Processing	7.50	7.70
	Beyond Repair Magazine	3.80	3.90

COMMUNITY SERVICES				
<i>Public Libraries</i>				
SERVICE TYPE PUBLIC LIBRARIES		BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Photocopying	Black & White A4	<i>Per side</i>	0.20	0.20
	Black & White A3	<i>Per side</i>	0.40	0.40
	Colour Printing A4	<i>Per side</i>	0.70	0.70
	Colour Printing A3	<i>Per side</i>	0.90	0.90
Laminating	A4	<i>Per sheet.</i>	2.50	2.60
	A3	<i>Per sheet.</i>	3.50	3.60
Calico Library Bags	New Member		Free	Free
	Additional/Replacement	<i>Per bag</i>	2.50	2.60

COMMUNITY SERVICES			
<i>Children services</i>			
SERVICE TYPE CHILDRENS SERVICES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Family Day Care			
Fees During Core Hours	<i>(8am–6pm weekdays)</i>	7.80	8.00
Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	8.40	8.60
Fee for weekend care	<i>Per child/hour weekend</i>	9.40	9.60
Public Holidays	<i>Per child/hour.</i>	10.70	10.90
Administration Fee	<i>Per hour of care provided.</i>	1.00	1.15
Communication Fee		12.50	12.80
Induction Training	<i>New care providers pp.</i>	35.90	36.60
Travel Charges	<i>Per km</i>	1.20	1.20
Holding Fee	<i>% of fee per child per hour.</i>	100%	100%
Meal Charges Per Child (Carers' home)			
Breakfast	<i>Each</i>	3.00	3.00
Lunch	<i>Each</i>	3.50	3.50
Dinner	<i>Each</i>	4.00	4.00
Snacks	<i>Each</i>	2.00	2.00
Early Learning Centre <i>(includes Carinya, Moe Place and Traralgon)</i>			
Full Time Care	<i>5 full days/child/week.</i>	440.00	450.00
Full Day Care	<i>Per day</i>	93.00	95.00
Half Day Care	<i>Per half day</i>	58.00	60.00
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	15.00	15.50

COMMUNITY SERVICES			
<i>Children services</i>			
SERVICE TYPE CHILDRENS SERVICES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Moe PLACE			
Moe Early Learning Centre			
Moe Vacation Care	<i>Full Day Care</i>	70.00	72.00
	<i>Excursion Levy -Local</i>	15.00	15.00
	<i>Excursion Levy - Out of Gippsland</i>	20.00	20.00
Basketball Stadium			
Court Hire - General	<i>Per hour</i>	48.00	49.00
Half Court Hire - General	<i>Per hour</i>	25.00	25.50
Court Hire - Schools	<i>Per hour</i>	39.00	39.80
Half Court Hire - Schools	<i>Per hour</i>	20.00	20.40
Court Hire	<i>Per Day (9am - 6pm)</i>	210.00	214.20
Community Kitchen			
Kitchen Hire	<i>Per hour</i>	14.00	14.30
Kitchen Hire	<i>Per day</i>	50.00	51.00
Meeting Rooms <i>(Moe Place, Churchill Hub)</i>			
Meeting Rooms			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	25.50	26.00
	<i>Per Day</i>	153.00	156.10
Preschools			
Enrolment administration fee	<i>3 & 4 year old programs</i>	30.00	30.60
Preschool – 4 yr old program	<i>Per Term (effective Jan 2018)</i>	265.00	275.00
Prekinder – 3 yr old program	<i>Per Term (effective Jan 2018)</i>	230.00	235.00

COMMUNITY SERVICES			
<i>Family Health Services</i>			
SERVICE TYPE FAMILY HEALTH SERVICES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Vaccinations Purchases			
Hep B.	<i>Per dose.</i>	31.00	31.60
Twinrix.	<i>Per dose.</i>	105.10	107.20
Varilrix.	<i>Per dose.</i>	96.70	98.60
Flu.	<i>Per dose.</i>	30.00	30.60
Hep A.	<i>Per dose.</i>	94.60	96.50
Boostrix.	<i>Per dose.</i>	50.00	51.00
Immunisation			
History Application Fee		25.70	26.20
Nurse			
Attend Corporate Sessions	<i>Per nurse per hour</i>	60.00	61.20

INFRASTRUCTURE & RECREATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2017/18 \$ (GST Inc)		2018/19 \$ (GST Inc)	
		* Peak	* Off Peak	* Peak	* Off Peak
Latrobe City Sports & Entertainment Stadium					
Commercial Rate					
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>	296.00	192.00	301.90	195.80
	<i>Hourly Hire (5pm - midnight) per hour</i>	595.00	385.00	606.90	392.70
	<i>Day Hire (8am to 5pm)</i>	1,200.00	600.00	1,224.00	612.00
	<i>Night Hire (5pm to midnight)</i>	2,396.00	1,195.00	2,443.90	1,218.90
	<i>All Day (8am to midnight)</i>	3,590.00	1,795.00	3,661.80	1,830.90
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>	4.10	4.10	4.20	4.20
	<i>Per complimentary ticket issued</i>	0.70	1.10	0.70	1.10
Community Rate					
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>	148.00	93.00	151.00	94.90
	<i>Hourly Hire (5pm - midnight) per hour</i>	298.00	188.00	304.00	191.80
	<i>Day Hire (8am to 5pm)</i>	586.00	298.00	597.70	304.00
	<i>Night Hire (5pm to midnight)</i>	1,167.00	586.00	1,190.30	597.70
	<i>All Day (8am to midnight)</i>	1,747.10	879.20	1,782.00	896.80
Sporting Use					
(includes pitches, toilets & change rooms only)		# Night	# Day	# Night	# Day
Schools	<i>Per day or night session</i>	120.00	60.00	122.40	61.20
Latrobe City Clubs & Groups	<i>Per day or night session</i>	236.00	121.00	240.70	123.40
Non Latrobe City Clubs & Groups	<i>Per day or night session</i>	354.00	177.00	361.10	180.50

INFRASTRUCTURE & RECREATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2017/18		2018/19	
		\$ (GST Inc)		\$ (GST Inc)	
Sundry Charges		Commercial	Community	Commercial	Community
Kiosk Hire (2 available)	<i>Per kiosk per session</i>	176.00	88.00	179.50	89.80
External Public Address System Hire	<i>Per session</i>	121.00	59.00	123.40	60.20
^ Bar Hire (2 available)	<i>Per bar per session</i>	354.00	177.00	361.10	180.50
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.		-	-		
Latrobe City Synthetic Sports Facility (Churchill)					
Synthetic Field					
Whole Field	Hockey Association / Soccer Club	-	Seasonal Agreement		Seasonal Agreement
	Hockey Tournaments		301.00		307.00
	Primary Schools (1)		585.00		596.70
	Secondary Schools (2)		1,171.00		1,194.40
	Casual Users		64.00		65.30
	Lights		27.00		27.50
Half Field	Hockey Tournaments		150.00		153.00
	Casual Users		30.00		30.60
	Lights		21.40		21.80
Ted Summerton Reserve Pavilion Hire - Social and Community Activities					
	User Groups		No Charge		No Charge
	Not for Profit Groups		15.10		15.40
	Commercial Groups		27.70		28.30
Gaskin Park Stadium					
	Stadium Hire		21.90		22.30

INFRASTRUCTURE & RECREATION				
<i>Sports Stadiums, Grounds & Reserves</i>				
SERVICE TYPE		BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Rose Garden Wing - Social & Community Activities				
	User Groups	<i>Per hour</i>	N/A	No Charge
	Not for Profit Groups	<i>Per hour</i>	N/A	15.40
	Commercial	<i>Per hour</i>	N/A	28.30
Grounds				
Seasonal Facility Charge (3) (Refer to Council Policy)				
	Senior	Category A	<i>Per Six Month Allocation</i>	3,092.00
		Category B	<i>Per Six Month Allocation</i>	1,224.00
		Category C	<i>Per Six Month Allocation</i>	326.20
	Junior	Category A	<i>Per Six Month Allocation</i>	1,542.00
		Category B	<i>Per Six Month Allocation</i>	740.00
		Category C	<i>Per Six Month Allocation</i>	198.00
Casual Use				
	Latrobe City Schools	<i>Per day</i>	No Charge	No Charge
	Latrobe City Sporting Clubs and Recreation/Community Groups	<i>+ additional bins, cleaning & utility costs</i>	37.00	37.70
	Non Latrobe City Sporting Clubs and Recreation/Community Groups		132.00	134.60
	For Profit Groups Businesses and Sporting Groups		494.00	503.90
Hard Court Surfaces				
	Via seasonal allocation program for netball and tennis courts	<i>Per court, per annum</i>	102.00	104.00
Personal Trainers/Boot Camps				
	All trainers/boot camp	<i>per month</i>	53.00	54.10

*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.

INFRASTRUCTURE & RECREATION					
<i>Indoor Sports Centres</i>					
SERVICE TYPE INDOOR SPORTS CENTRES		BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)	
Indoor Pool – Swims	Adult	<i>16 years and over.</i>	6.40	6.50	
	Child	<i>Child 5–15 yrs & High School Student</i>	4.50	4.60	
	Concession	<i>Pension, Seniors & Health Care Card</i>	4.80	4.90	
	Family*	<i>*As listed on Medicare Card</i>	17.00	17.30	
	Schools	<i>Per child</i>	3.80	3.90	
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge	
Visit Pass Card – (Indoor pools) 12 Month expiry from date of issue	Adult	<i>Multipass x 10 – 10% discount</i>	57.60	58.80	
	Child	<i>Multipass x 10 – 10% discount</i>	40.50	41.30	
	Concession	<i>Multipass x 10 – 10% discount</i>	43.20	44.10	
	Family	<i>Multipass x 10 – 10% discount</i>	153.00	156.10	
Indoor Pool – Swim Sauna Spa	Adult	<i>Each</i>	10.50	10.70	
	Concession	<i>Each</i>	8.40	8.60	
	After Entry/Class	<i>Each</i>	5.30	5.40	
	Adult	<i>Multipass x 10 – 10% discount</i>	95.00	96.90	
	Concession	<i>Multipass x 10 – 10% discount</i>	75.30	76.80	
Indoor pool – swim sauna (CHURCHILL ONLY)	Adult	<i>Each</i>	9.10	9.30	
	Concession	<i>Each</i>	7.40	7.50	
	After Entry/class	<i>Each</i>	4.30	4.40	
Indoor Pool – Swim Lessons	Infants	<i>Per class - Supervision 1:8</i>	12.80	13.10	
	Preschool	<i>Supervision 1:5</i>	13.50	13.80	
	School Age	<i>Per class</i>	14.20	14.50	
	Adult	<i>Per class</i>	14.00	14.30	
	Transition/Lap It Up	<i>Per class</i>	8.60	8.80	
	Aust Swim Teacher	<i>Per instructor per hour</i>	56.60	57.70	
Indoor Pool – Swim Lessons - Concession (20% Discount)	Health Care Card	Infants	<i>Per class - Supervision 1:8</i>	10.20	10.40
	Health Care Card	Preschool	<i>Supervision 1:5</i>	10.80	11.00
	Health Care Card	School Age	<i>Per class</i>	11.40	11.60
	Health Care, Pension & Senior Card	Adult	<i>Per class</i>	11.20	11.40

INFRASTRUCTURE & RECREATION				
<i>Indoor Sports Centres</i>				
SERVICE TYPE		BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
INDOOR SPORTS CENTRES				
Private Learn to Swim Lessons	1:1	<i>Per half hour class per person</i>	37.60	38.40
	1:2	<i>Per half hour class per person</i>	28.30	28.90
	1:3	<i>Per half hour class per person</i>	23.00	23.50

INFRASTRUCTURE & RECREATION			
<i>Indoor Sports Centres</i>			
SERVICE TYPE			
INDOOR SPORTS CENTRES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Private Learn to Swim Lessons - Concession (20% Discount)			
Concession – Health Care Card	1:1	<i>Per half hour class per person</i>	30.10
Concession – Health Care Card	1:2	<i>Per half hour class per person</i>	22.60
Concession – Health Care Card	1:3	<i>Per half hour class per person</i>	18.40
Other - Indoor Pools			
Lane Hire		<i>Per hour.</i>	45.90
Carnival Hire		<i>Per day 9am – 5pm</i>	937.00
School Carnival Hire		<i>Per day 9am - 3pm</i>	882.00
Wet Out of Hours – incl 1 Life Guard plus 1 Duty Manager		<i>Per hour plus entry fee</i>	81.00
Locker Hire		<i>Per locker per person</i>	1.00
Carnival Fee – incl 1 Life Guard plus 1 Duty Manager		<i>Per hour.</i>	194.00
Fitness Program			
Group Fitness.		<i>Per class</i>	12.60
Concession		<i>Pension, Seniors & Health Care Card</i>	10.00
Personal Training.		<i>1 hour.</i>	58.50
Personal Training.		<i>½ hour.</i>	36.00
Casual Gym.		<i>Per person</i>	15.50
Casual Concession Gym.		<i>Pension, Seniors & Health Care Card</i>	12.40
Youth Fit 5-12		<i>Class for specific ages</i>	6.00
Youth Fit 13-15			8.40
Life Fit Gym			6.30
Visit Pass Cards – Group Fitness (12 Months Expiry from date of issue)			
Adult.		<i>Multipass x 10. – 10% discount</i>	113.40
Concession.		<i>Multipass x 10. – 10% discount</i>	90.00
Youth Fit 5-12		<i>Multipass x 10. – 10% discount</i>	54.00
Youth Fit 13-15		<i>Multipass x 10. – 10% discount</i>	75.60
Personal Training		<i>Multipass x 10. – discount – 1 Hour</i>	526.50
Personal Training		<i>Multipass x 10. – discount – ½ Hour</i>	324.00

INFRASTRUCTURE & RECREATION				
<i>Indoor Sports Centres</i>				
SERVICE TYPE		BASIS	2017/18	2018/19
INDOOR SPORTS CENTRES			\$ (GST Inc)	\$ (GST Inc)
Visit Pass Cards - Gym (12 Months Expiry from date of issue)	Adult	<i>Multipass x 10. – 10% discount</i>	139.50	142.30
	Concession	<i>Multipass x 10. – 10% discount</i>	111.60	113.80
Stadium (1)	Spectators – Regular competition.		No Charge	No Charge
	Adult Competition.	<i>Per player per game</i>	6.30	6.40
	Concession Competition.	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>	5.00	5.10
	Junior Competition (during competition times only)	<i>Per player per game</i>	4.50	4.60
	Adult Training	<i>Per player per session #</i>	4.30	4.40
	Concession Training	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>	3.60	3.70
	Junior Training (0-17 years)	<i>Per player per session #</i>	3.40	3.50
	Schools	<i>Per student</i>	3.40	3.50
	Court Hire - General	<i>Per court/hour.</i>	48.00	49.00
	Court Hire - Schools	<i>Per court/hour.</i>	39.00	39.80
	Tournament Fee*	<i>Per Court per Day (9am – 5pm)</i>	210.00	214.20
* Local associations are eligible for a 30% total invoice discount to host their association tournaments within any Latrobe Leisure Facility. Maximum 2 tournaments per year.				
	Dry Out of Hours Fee	<i>Per hour (plus entry fee)</i>	58.00	59.20
	Meeting Room Hire	<i>Per hour</i>	28.30	28.90
# 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)				

INFRASTRUCTURE & RECREATION						
<i>Indoor Sports Centres</i>						
SERVICE TYPE INDOOR SPORTS CENTRES	BASIS	2017/18 \$ (GST Inc)		2018/19 \$ (GST Inc)		
		x10 (10% discount)	X20 (15% discount)	x10 (10% discount)	X20 (15% discount)	
Visit Pass Cards - Stadium						
12 Month expiry from date of issue (One pass per hour or game)	Adult Stadium Competition Multipass.	<i>Multipass – discount</i>	56.70	107.10	57.80	109.20
	Concession Competition Multipass.	<i>Multipass – discount</i>	45.00	85.00	45.90	86.70
	Junior Competition Multipass.	<i>Multipass – discount</i>	40.50	76.50	41.30	78.00
	Junior Training Multipass	<i>Multipass – discount</i>	N/A	57.80	N/A	59.00
Athletic and Cycling Track						
	Adult.	<i>Per participant</i>		4.50		4.60
	Concession.	<i>Per participant</i>		4.00		4.10
	Junior.	<i>Per participant</i>		3.00		3.10
	Adult	<i>Multipass x 10 – 10% discount</i>		40.50		41.30
	Concession.	<i>Multipass x 10 – 10% discount</i>		36.00		36.70
	Junior.	<i>Multipass x 10 – 10% discount</i>		27.00		27.50
	School.	<i>Per student</i>		3.00		3.10
	Club Hire.	<i>Per hour.</i>		44.90		45.80
	Other/Athletic Carnival.	<i>Full day 9am – 3pm.</i>		554.00		565.10
	Cycling Club Hire of Bike Track.	<i>Per annum.</i>		957.00		976.10
Squash Courts	Hire.	<i>Per hour.</i>		14.70		15.00
Fitness Room Hire	Hire.	<i>Per hour.</i>		47.00		47.90

INFRASTRUCTURE & RECREATION				
<i>Indoor Sports Centres</i>				
SERVICE TYPE INDOOR SPORTS CENTRES		BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Membership				
Membership Service Areas				
<i>Gym Fitness - as per fitness timetable (including Aqua Aerobic Pool (including pool & sauna)</i>				
Membership Administration Fee (per membership)	Upon joining		68.00	69.40
Bronze Membership Any one (1) of the above Membership Service Areas	Non Concession	<i>Monthly</i>	47.00	47.90
	Concession *	<i>Monthly</i>	42.40	43.20
Silver Membership Any two (2) of the above Membership Service Areas	Non Concession	<i>Monthly</i>	57.50	58.70
	Concession *	<i>Monthly</i>	52.00	53.00
Gold Membership All three (3) of the above Membership Service Areas	Non Concession	<i>Monthly</i>	69.00	70.40
	Concession *	<i>Monthly</i>	62.00	63.20
Corporate (must have 4 new members to qualify)		<i>Discounts valid on full price memberships only. Not valid on concession memberships</i>		
	4-10 people	<i>Discounts off term memberships only</i>	10.00%	10.00%
	11-20 people	<i>Discounts off term memberships only</i>	12.50%	12.50%
	21+ people	<i>Discounts off term memberships only</i>	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 offered to valid health care card holders up to the expiry date of the health care card (must have minimum one month on card).

INFRASTRUCTURE & RECREATION			
<i>Outdoor Pools</i>			
SERVICE TYPE OUTDOOR POOLS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Entry Fees			
Adult.	<i>16 years and over.</i>	4.80	4.90
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	3.70	3.80
Concession.	<i>Pension, Seniors & Health Care Card</i>	3.90	4.00
Family.	<i>As listed on Medicare Card.</i>	14.00	14.30
Schools	<i>Per child</i>	3.70	3.80
Children.	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Season Tickets (Multi-venue)			
Single Adult Tickets.	<i>16 years and over.</i>	97.00	98.90
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	73.20	74.70
Concession.	<i>Pension, Seniors & Health Care Card</i>	75.80	77.30
Family.	<i>As listed on Medicare Card.</i>	236.00	240.70
Competitions – School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	<i>Includes 1 Duty Manager.</i>	452.90	462.00
Other Carnival Full Day (9am - 5pm)	<i>Weekends or Public Holidays</i>	769.10	784.50
School Carnival Half Day (9am-12pm / 12pm-3pm)	<i>Mon - Fri</i>	315.00	321.30
Supervision Required at 1:100 ratio.	<i>Per hour.</i>	55.60	56.70
Out Of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager.	<i>Per hour + entry fee per person</i>	81.00	82.60
Learn To Swim			
VIC Swim Programs.		<i>Normal Entry Fee</i>	<i>Normal Entry Fee</i>

INFRASTRUCTURE & RECREATION			
<i>Hazelwood Power Traffic Safety School</i>			
SERVICE TYPE HAZELWOOD POWER TRAFFIC SAFETY SCHOOL	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Education Group : Playgroups, kindergartens, special school & school groups No Educator (Bond \$70)	<i>Per hour.</i>	40.00	41.00
Education Group : Playgroups, kindergartens, special school & school groups With Educator (No Bond)	<i>Per hour.</i>	66.80	68.00
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>	34.50 31.40 34.50	35.00 32.00 35.00
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit	<i>Per bike/day.</i>	2.00	2.00
Private Groups No Educator (Deposit \$70) With Educator (No Deposit)	<i>Per hour.</i> <i>Per hour.</i>	64.00 126.00	65.00 130.00

INFRASTRUCTURE & RECREATION			
<i>Rental of Asset</i>			
SERVICE TYPE HIRE OF PORTABLE TOILET MODULE	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Hire of portable toilet module	<i>Per Weekend</i>	237.00	245.00

INFRASTRUCTURE & RECREATION				
<i>Caravan Parks</i>				
SERVICE TYPE CARAVAN PARKS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)	
Hazelwood & Narracan – Caravan & Camping				
Site Fee Schedule	Permanent On Site.	<i>Non powered per annum (includes 23 days/nights) prior to 2017/18 21 days/nights</i>	1,040.00	1,060.00
	Permanent On Site.	<i>Non powered per annum (includes 23 days/nights) prior to 2017/18 21 days/nights</i>	1,510.00	1,540.00
	Powered Site.	<i>Per night (Upto 4 people)</i>	39.00	40.00
	Powered Site.	<i>Weekly. (Upto 4 people)</i>	205.00	209.00
	Extra Person.	<i>Per night.</i>	15.50	16.00
	Unpowered Site.	<i>Per night - Family</i>	33.50	34.00
	Unpowered Site.	<i>Weekly - Family</i>	143.50	147.00
	Overnight. Children.	<i>Per person. Aged 7 – 17 yrs.</i>	12.60 7.50	13.00 7.50
	Aquatic Centre Hall Hire.	<i>6 hours.</i>	165.50	169.00
Lake Narracan - Boat Launching				
	Day Pass (8am - 6pm)	<i>Sat-Sun & Public Holidays*</i>	20.00	20.00
	Day Pass (8am - 6pm)	<i>Monday – Friday *</i>	18.00	18.00
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Sat-Sun & Public Holidays</i>	12.70	13.00
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Monday – Friday</i>	9.80	10.00

*Latrobe City residents no charge Monday to Friday, excluding public holidays. Full fees are applicable on Saturday and Sundays

INFRASTRUCTURE & RECREATION			
<i>Asset protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Asset Protection Fees			
Road Openings.	<i>Provision of traffic management.</i>	184.00	185.00
Road Openings.	<i>No traffic management required.</i>	92.00	95.00
Occupation of Parking Bays.	<i>Per bay per day</i>	46.00	47.50
Road Occupations.	<i>Provision of traffic management.</i>	184.00	187.50
Road Occupations.	<i>No traffic management required.</i>	92.00	92.50
Building Site Asset Inspections:			
Cost of Works < \$15,000	<i>Excluding all Reblocking, Urban Front Fencing & Demolitions</i>	-	
Cost of Works > \$15,000	<i>Including all Reblocking, Urban Front Fencing & Demolitions</i>	97.00	185.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents			
Road Length less than 100m.		184.00	187.50
Each Additional 100m of Road Length.		97.00	100.00
Asset Protection Fee for Vehicle Crossing Works		97.00	100.00
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information		97.00	100.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy		1,500.00	1,500.00
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy		3,500.00	3,500.00

INFRASTRUCTURE & RECREATION			
<i>Asset protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Security Bonds as Specified in Local Law No.3	Cost of Works < \$15,000:		
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record; Excluding all Reblocking, Front Fencing & Demolitions.</i>	500.00	510.00
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.</i>		
	Cost of Works > \$15,000:		
	<i>Including Reblocking, Residential Front Fences & Demolition Works</i>		
	Rural Building Site;	500.00	510.00
	Residential Building Site;	500.00	510.00
	Residential Building Site;	1,000.00	1,020.00
	Residential Building Site;	1,500.00	1,530.00
	Residential Building Site;	2,000.00	2,040.00
	Industrial Building Site;	2,500.00	2,550.00
	Commercial Building Site;	5,250.00	5,355.00
	Multiple Building Sites	10,500.00	10,710.00
	<i>Builders with a 12 month Satisfactory Performance Record</i>		
Enquiries - Legal Point of Discharge or Drainage Information			
	Urban Areas	32.75	33.50
	<i>Per enquiry</i>		

INFRASTRUCTURE & RECREATION			
<i>Asset protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Charge for Restoration of Road Openings in Urban and Rural Areas		Actual cost plus 10% of the actual cost to cover administration expenses	Actual cost plus 10% of the actual cost to cover administration expenses
Asset Protection Penalty for Infringement Notice as Specified in Section 19 of Local Law No.3	<i>Set by Statute (State Government)</i>	Penalty Units are defined by Section 5 of the Monetary Units Act 2004 147.61 2	Penalty Units are defined by Section 5 of the Monetary Units Act 2004 158.57 2
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	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004 (as at 1/7/2013) 1 Fee Unit = 13.24	Fee Units are defined by Section 5 of the Monetary Units Act 2004 (as at 1/7/2013) 1 Fee Unit = 14.22
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	45	45
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	25	25
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11	11
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	5

INFRASTRUCTURE & RECREATION			
<i>Asset protection</i>			
SERVICE TYPE	BASIS	2017/18	2018/19
ASSET PROTECTION FEES		\$ (GST Inc)	\$ (GST Inc)
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more</u> than 50kms per hour	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004	Fee Units are defined by Section 5 of the Monetary Units Act 2004
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	20	20
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	5
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11	11
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	5

INFRASTRUCTURE & RECREATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
		General Waste	General Waste
Sedan/Wagon	<i>Seat up.</i>	11.50	12.00
	<i>Seat down.</i>	15.50	16.00
Utilities	Water line up to 1.8m Long Tray.	17.00	18.00
	Water Line over 1.8m Long Tray.	27.00	28.00
	Heaped up to 1.8m Long Tray.	23.00	24.00
	Heaped over 1.8m Long Tray.	34.00	35.00
Single Axle Trailers	Water Line up to 1.8m Long.	22.00	23.00
	Water Line 1.8m to 2.75m Long.	30.00	31.00
	Heaped up to 1.8m Long.	30.00	31.00
	Heaped 1.8m to 2.75m Long.	45.00	46.00
	Boxed up to 1.8m Long.	45.00	46.00
	Boxed 1.8m to 2.75m Long.	70.00	72.00
Tandem Axle Trailers	Water Line up to 2.75m Long.	30.00	31.00
	Water Line 2.75m to 3.75m Long.	48.00	49.00
	Heaped up to 2.75m Long.	48.00	49.00
	Heaped 2.75m to 3.75m Long.	85.00	87.00
	Boxed up to 2.75m Long.	88.00	90.00
	Boxed 2.75m to 3.75m Long.	115.00	118.00
Small Items	Mobile Garbage Bin (wheelie bin).	5.60	5.70
	Kitchen / Dining Chairs.	6.00	6.50
	Stools.	6.00	6.50

INFRASTRUCTURE & RECREATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
E-Waste (Electrical Items) All e-waste including Computers, monitors, TVs and peripherals	<i>Per item</i>	5.50	5.60
Mattresses	<i>Per item</i>	17.00	18.00
Single	<i>Per item</i>	24.00	25.00
Double/Queen/King			
Medium Items	<i>Up to two</i>	14.00	14.50
Lounge Chairs.	<i>HDL – 1.3m x 0.6m x 1.2m.</i>	14.00	14.50
Small Cupboards.		14.00	14.50
2 Seat Sofa.		14.00	14.50
Large Items	<i>HDL – 2.5m x 0.7m x 1.6m.</i>	23.00	24.00
Large Cupboards.		23.00	24.00
3 Seat Sofa.			
Tyres		5.60	6.00
Car and Motor Cycle.		10.50	11.00
Light Truck & 4WD.			
Tyres on Rims		11.00	12.00
Car.		22.00	23.00
Light Truck and Fork Lifts.			
Recyclable Goods – Free of Charge (1)		No Charge	No Charge
Other Waste Management		190.00	195.00
Domestic Waste Card (2)	<i>Per annum.</i>	4.10	4.50
Synthetic Mineral Fibre (SMF) Plastic Bags	<i>Each</i>		

INFRASTRUCTURE & RECREATION			
<i>Waste Management - Landfill</i>			
SERVICE TYPE WASTE MANAGEMENT - LANDFILL (1)	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Clean Fill (1) Clean Fill – Only if required at Landfill.	<i>Per tonne – including landfill levy.</i>	43.00	44.00
Putrescible Waste & Inert Waste	<i>Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$51.30 per tonne)</i>	171.00	175.00
Dead Animals Less than 30kg. Ex Vets	<i>Per animal Per bag (max 30kg)</i>	13.50 13.50	13.80 13.80
Industrial Waste Synthetic Mineral Fibre Wrapped - Domestic Plastic Bags for Packaging	<i>Per cubic metre (m3) Per bag</i>	30.00 4.00	31.00 4.50
Hazardous Waste Asbestos – Domestic. Latrobe City Residents Non-Latrobe City Residents	<i>Per m3 Per 20kg package (2) must be removed and deposited by the resident, otherwise prescribed waste rate.</i>	50.00 50.00	55.00 55.00

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

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

CITY DEVELOPMENT				
<i>Health Services</i>				
SERVICE TYPE HEALTH SERVICES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)	
Septic Tanks – New Installations				
All System Types	<i>In excess of two.</i>	655.00		670.00
Inspections.		140.00		145.00
Alteration – Major.		405.00		415.00
Alteration – Minor.		180.00		185.00
Search Fee.	<i>Maximum.</i>	65.00		66.00
Conveyancing Enquiry.		220.00		225.00
Extension to Septic Tank Application.	<i>More than two years old.</i>	340.00		350.00
Septic Tank Report & Consent	<i>Each</i>	N/A		670.00
Additional Fixtures	<i>Each</i>	N/A		145.00
Health Premises				
New Premises Registration	<i>Commercial Hairdressing-Low</i>	520.00		530.00
New Premises Registration	<i>Beauty Treatments-Medium</i>	520.00		530.00
New Premises Registration	<i>Beauty Treatments - Home</i>	N/A		350.00
New Premises Registration	<i>Mobile Home Hair Dressing etc-Low</i>	235.00		240.00
New Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	530.00		540.00
New Premises Registration	<i>Ear-piercing Single Use-Medium</i>	290.00		296.00
New Premises Registration	<i>Combination or 2 or more services</i>	515.00		525.00
Renewal Premises Registration	<i>Commercial Hairdressing-Low</i>	390.00		N/A
Renewal Premises Registration	<i>Beauty Treatments-Medium</i>	440.00		450.00
Renewal Premises Registration	<i>Beauty Treatments - Home</i>	N/A		300.00
Renewal Premises Registration	<i>Mobile Home Hair Dressing etc-Low</i>	180.00		265.00
Renewal Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	520.00		530.00
Renewal Premises Registration	<i>Ear-piercing Single Use-Medium</i>	175.00		180.00
Renewal Premises Registration	<i>Combination or 2 or more services</i>	505.00		515.00
Commercial Accommodation				
New Registration.	<i>Includes motels and hostels.</i>	605.00		620.00
Annual Renewal.	<i>Includes motels and hostels.</i>	530.00		540.00
Caravan Parks and Movable Homes (Statutory Fee)				
Statutory fees are unable to be amended by Council. This fee is set under the Residential Tenancies Act (Caravan Parks and Movable Dwellings)	<i>Triennium Fees</i>			
	<i>1-25 sites</i>	TBA		TBA
	<i>26-50 sites</i>	TBA		TBA
	<i>51-100 sites</i>	TBA		TBA
	<i>101-150 sites</i>	TBA		TBA

CITY DEVELOPMENT				
<i>Health Services</i>				
SERVICE TYPE HEALTH SERVICES		BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Transfer of Registration				
	Food Process.	<i>Maximum.</i>	435.00	445.00
	Food Process within 10 Days.	<i>Maximum.</i>	380.00	N/A
	Health Process.	<i>Maximum.</i>	225.00	230.00
	Health Process within 10 Days.	<i>Maximum.</i>	170.00	N/A
Plan Approval Fee <i>(Non-compulsory establishment inspection fee)</i>				
	Food Premises.	<i>Per hour</i>	130.00	135.00
	Health Premises.	<i>Per hour</i>	105.00	110.00
Food & Water Sample Administration Fee				
	Sample administration fee	<i>2nd non compliant follow up.</i>	200.00	205.00
	Private water supply sample	<i>Per sample + Analyst Fee</i>	N/A	200.00
COMMERCIAL FOOD PREMISES				
Class 1 (Full Time)	New	<i>Hospitals / Nursing Homes</i>	730.00	745.00
	Renewal		665.00	680.00
Class 2A (Full Time)	New	<i>Restaurants, Fast Food, Deli's</i>	695.00	710.00
	Renewal		640.00	655.00
	New	<i>Supermarkets / Large Manufacturers</i>	1,365.00	1,395.00
	Renewal		1,100.00	1,125.00
Class 2B (Part Time)	New	<i>Minimal unpacked potential hazardous foods</i>	460.00	470.00
	Renewal		410.00	420.00
Class 3A (Full Time)	New	<i>Minimal unpacked potential hazardous foods</i>	400.00	410.00
	Renewal		350.00	360.00
	New	<i>Water Carters</i>	170.00	175.00
	Renewal		140.00	145.00

CITY DEVELOPMENT				
<i>Health Services</i>				
SERVICE TYPE HEALTH SERVICES		BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Class 3B (Part Time)	New	<i>Food is secondary activity (e.g. Movie Theatre)</i>	245.00	250.00
	Renewal		265.00	270.00
Class 3C (Full Time)	New	<i>Small scale B&B minor food</i>	N/A	200.00
	Renewal		N/A	200.00
Class 4 Low Risk Packaged	New	<i>Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.</i>	Exempt	Exempt
Once off Short term	New	<i>Temporary food stall - major events</i>	N/A	250.00
Additional Inspection Fee (non compliance after 2 visits)				
Class 1 (Full Time)		<i>Per Hour (Minimum)</i>	190.00	200.00
Class 2A (Full Time)		<i>Per Hour (Minimum)</i>	164.00	170.00
Class 2B (Part Time)		<i>Per Hour (Minimum)</i>	164.00	170.00
Class 3A (Full Time)		<i>Per Hour (Minimum)</i>	140.00	145.00
Class 3B (Part Time)		<i>Per Hour (Minimum)</i>	115.00	120.00

CITY DEVELOPMENT			
<i>Local Laws</i>			
SERVICE TYPE LOCAL LAWS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Parking (In accordance with Road Safety Act 1986)	Parking Infringements. <i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	TBC	TBC
Dog & Cat Registration Fees (In accordance with Domestic Animal Act 1994)	Full Registration Pensioner Concession Domestic Animal Business. Dangerous, Menacing or renewals only for Restricted Dog Breeds	<i>Per Animal</i> <i>Per Animal</i> <i>Per annum</i> <i>Full registration per animal</i>	40.00 20.00 215.00 125.00
	<i>Where</i> <i>Microchipped and Desexed</i> <i>or</i> <i>Microchipped and Registered with applicable organisations as defined by the Domestic Animal Act 1994</i>	41.00 20.00	219.00 127.50
Dog & Cat Infringements (In accordance with Domestic Animal Act 1994)	<i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	TBC	TBC

CITY DEVELOPMENT			
<i>Local Laws</i>			
SERVICE TYPE		2017/18	2018/19
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Pound Release Fees – Domestic Animals			
	Dog or cat release (where owner is identifiable by Council)	32.40	33.00
	Dog or cat release (where owner is unidentifiable by Council)	109.80	112.00
*In Addition to Release Fees – Where Applicable			
	Subsequent Releases	118.00	120.00
	Food and keep fees	16.00	16.50
(In accordance with Domestic Animal Act 1994)	Male dog desexing	195.00	199.00
	Female dog desexing	314.00	320.00
	Male cat desexing	105.00	107.00
	Female cat desexing	189.00	193.00
	Dog or cat microchipping	58.00	59.00
	Vaccination fee	70.00	71.00
	Vet Check fee	50.00	51.00
Animal Sales			
(In accordance with Domestic Animal Act 1994)	Cat sale (including desexing fee)	210.00	214.00
	Dog sale (including desexing fee)	367.00	375.00
	Dog or cat sale (already desexed)	162.00	165.00
Livestock			
	Pound Release Large (horse, cow, bull, etc).	173.00	175.00
	Pound Release Small (sheep, pig, goat etc)	94.00	95.00
	Food and Keep Fees.	26.00	27.00
	Livestock Infringements	TBC	TBC
	Livestock attendance for VicRoads	594.00	605.00
Other Fees/Infringements			
	Disabled Parking First Permit.	No Charge	No Charge
	Disabled Parking Additional Permits.	5.00	5.00
	Dog/Cat Replacements Tag.	3.20	3.50
	Shopping Trolley Release Fee.	170.00	175.00

CITY DEVELOPMENT			
<i>Local Laws</i>			
SERVICE TYPE		2017/18	2018/19
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
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>	645.00 N/A	660.00 N/A
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle Plus standard tow fee per vehicle Plus immediate tow fee per vehicle Plus daily storage fee</i>	340.00 157.00 274.00 15.00	350.00 160.00 280.00 15.00
School Crossing Flags.	<i>Per set.</i>	89.00	90.00
Fire Hazard Infringement.	<i>Set by Statute (State Government) Per penalty unit Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	TBA	80.00
Other Fees/Infringements			
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>	- TBC	- TBC
Local Laws Permit.	<i>All Clauses otherwise specified</i>	53.00	54.00
Local Law Infringements. (Local Law No 2)	<i>Per penalty unit</i>	N/A	N/A
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>	145.00	148.00
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>	295.00	300.00

CITY DEVELOPMENT			
<i>Local Laws</i>			
SERVICE TYPE		2017/18	2018/19
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2.</i>	420.00	430.00
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>	N/A	N/A
Administration Fee	<i>Administration Fee for the reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council.</i>	50.00	50.00

CITY DEVELOPMENT			
<i>Building Developments</i>			
SERVICE TYPE BUILDING PERMITS/FEEES	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Permit time extensions and inspections for lapsed permits	<i>Minimum.</i>	150.00	150.00
Preparation of Section 173 Agreements For building over easements.	<i>Per agreement</i>	420.00	420.00
Building File Search Fee	<i>Linked to statutory fee set by regulation 327</i>	52.50	53.30
Report and Consent	<i>Each</i>	260.00	260.00
First	<i>Each</i>	130.00	130.00
Additional	<i>Treated as a Report and Consent</i>	260.00	260.00
Temporary Structure Siting Approvals	<i>Treated as a Report and Consent</i>	260.00	260.00
Pope – Occupancy Permits			
Building Permits (Disbursements excluded)			
Value of works	<i>Each</i>	N/A	850.00
Up to \$10,000	<i>Each</i>	N/A	Value/100+ 750.00
\$10,001 to \$100,000	<i>Each</i>	N/A	Value/200+ 1,250.00
\$100,001 to \$1,000,000	<i>Each</i>	N/A	Value/300+ 3,000.00
Greater than \$1,000,000			

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

CITY DEVELOPMENT				
<i>Statutory Planning</i>				
SERVICE TYPE PLANNING PERMITS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)	
<p>Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2016 and the Subdivision (Permit and Certification Fees) Regulations 2016. Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt).</p> <p>* NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.</p>				
Use - To propose a new use of land or to change the use of land				
New use or change of use	<i>Statutory State Government Fees</i>	Fee for Permit Application 1,265.50 Fee to Amend Permit 1,265.50	Fee for Permit Application TBA Fee to Amend Permit TBA	
Single dwelling				
To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:				
Up to \$10,000	<i>Statutory State Government Fees</i>	Fee for Permit Application 192.00 Fee to Amend Permit 192.00	Fee for Permit Application TBA Fee to Amend Permit TBA	
\$10,001 to \$100,000.		Fee for Permit Application 604.40 Fee to Amend Permit 604.40	Fee for Permit Application TBA Fee to Amend Permit TBA	
\$100,001 to \$500,000		Fee for Permit Application 1,237.10 Fee to Amend Permit 1,237.10	Fee for Permit Application TBA Fee to Amend Permit TBA	
\$500,001 to \$1,000,000		Fee for Permit Application 1,336.70 Fee to Amend Permit 1,336.70	Fee for Permit Application TBA Fee to Amend Permit TBA	
\$1M to \$2M		Fee for Permit Application 1,436.20 Fee to Amend Permit 1,336.70	Fee for Permit Application TBA Fee to Amend Permit TBA	
VicSmart				
A permit that is subject of a VicSmart application if the estimated cost of the development is:				
\$0 to \$10,000		<i>Statutory State Government Fees</i>	Fee for Permit Application 192.00 Fee to Amend Permit 192.00	Fee for Permit Application TBA Fee to Amend Permit TBA
More than \$10,000	Fee for Permit Application 412.40 Fee to Amend Permit 412.40		Fee for Permit Application TBA Fee to Amend Permit TBA	
Subdivide or Consolidate land	Fee for Permit Application 192.00 Fee to Amend Permit 192.00		Fee for Permit Application TBA Fee to Amend Permit TBA	
All Other Development				

CITY DEVELOPMENT					
<i>Statutory Planning</i>					
SERVICE TYPE PLANNING PERMITS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)		
To develop land if the estimated cost of the development is: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Up to \$100,000 \$100,001 to \$1,000,000. \$1,000,001 to \$5,000,000 \$5,000,001 to \$15,000,000 \$15,000,001 to \$50,000,000 More than \$50,000,000 </div> <div style="width: 30%; text-align: center;"> <i>Statutory State Government Fees</i> </div> </div>		Fee for Permit Application	1,102.10	Fee for Permit Application	TBA
		Fee to Amend Permit	1,102.10	Fee to Amend Permit	TBA
		Fee for Permit Application	1,486.00	Fee for Permit Application	TBA
		Fee to Amend Permit	1,486.00	Fee to Amend Permit	TBA
		Fee for Permit Application	3,277.70	Fee for Permit Application	TBA
		Fee to Amend Permit	3,277.70	Fee to Amend Permit	TBA
		Fee for Permit Application	8,354.30	Fee for Permit Application	TBA
		Fee to Amend Permit	3,277.70	Fee to Amend Permit	TBA
		Fee for Permit Application	24,636.20	Fee for Permit Application	TBA
		Fee to Amend Permit	3,277.70	Fee to Amend Permit	TBA
		Fee for Permit Application	55,372.70	Fee for Permit Application	TBA
		Fee to Amend Permit	3,277.70	Fee to Amend Permit	TBA
Subdivision					
Subdivide an Existing Building Subdivide land into 2 lots Realignment of a common boundary between 2 lots or to consolidate 2 lots or more To subdivide land (\$1,265.60 for each 100 lots created) To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant.	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,265.60	Fee for Permit Application	TBA
		Fee to Amend Permit	1,265.60	Fee to Amend Permit	TBA
		Fee for Permit Application	1,265.60	Fee for Permit Application	TBA
		Fee to Amend Permit	1,265.60	Fee to Amend Permit	TBA
		Fee for Permit Application	1,265.60	Fee for Permit Application	TBA
		Fee to Amend Permit	1,265.60	Fee to Amend Permit	TBA
		Fee for Permit Application	1,265.60	Fee for Permit Application	TBA
		Fee to Amend Permit	1,265.60	Fee to Amend Permit	TBA
		Fee for Permit Application	1,265.60	Fee for Permit Application	TBA
		Fee to Amend Permit	1,265.60	Fee to Amend Permit	TBA
		Fee for Permit Application	1,265.60	Fee for Permit Application	TBA
		Fee to Amend Permit	1,265.60	Fee to Amend Permit	TBA
Other					

CITY DEVELOPMENT					
<i>Statutory Planning</i>					
SERVICE TYPE PLANNING PERMITS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)		
A permit not otherwise provided for by this Regulation	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,265.60	Fee for Permit Application	TBA
		Fee to Amend Permit	1,265.60	Fee to Amend Permit	TBA
Fees under Regulation					
For certification of a plan of subdivision Alteration of a plan under section 10(2) of the Act Amendment/re-certification of a certified plan under section 11(1) of the Act Checking of engineering plans Supervision of works	<i>Statutory State Government Fees</i>		167.80		TBA
			106.70		TBA
			135.10		TBA
			N/A		N/A
		N/A			N/A
Administrative Charges					
Written Planning Advice Requests Endorsed Plans: Plans to be endorsed under planning permit conditions	<i>Per response</i> <i>Statutory State Government Fees</i>		62.75		64.00
			312.80		TBA
Extend the Expiry Date of a Permit.	<i>Per permit</i>	1st Request	150.00	1st Request	153.00
		2nd Request	225.00	2nd Request	230.00
		3rd Request	300.00	3rd Request	305.00
Search for and Provide a copy of a permit Certificate of Compliance under Section 97N	<i>Per permit</i>		134.65		137.00
			312.80		319.00
Liquor Licence Applicant Information Requests	<i>Per application</i>		141.00		144.00
Written response to planning queries	<i>Per response</i>		62.75		64.00
Where the planning scheme specifies that a matter must be done to the satisfaction of the responsible authority or municipality	<i>Per Response</i>		312.80		319.00
Secondary Consent	<i>Per permit</i>		300.00	This fee should match the Endorsed Plans fee - \$312.80 2017/18	
Public Notification on behalf of Applicant.	<i>Standard administration fee</i>		35.10		36.00

CITY DEVELOPMENT			
<i>Strategic Planning</i>			
SERVICE TYPE AMENDMENTS TO PLANNING SCHEMES	BASIS	2017/18 Fee Units	2018/19 Fee Units
Stage One Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act 1987; and Considering any submissions which do not seek a change to the amendment; and If applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i>	206.00	206.00
Stage Two Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b); and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i> 1-10 submissions	1,021.00	1,021.00
	11-20 submissions	2,040.00	2,040.00
	21+ submissions	2,727.00	2,727.00
Stage Three Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	<i>Statutory State Government Fees</i>	32.50	32.50
Stage Four Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	<i>Statutory State Government Fees</i>	32.50	32.50
		2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Administration Charges General written advice of planning scheme amendment histories.		63.20	65.00
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 can only be increased by the Minister for Planning. Fees will be charged in accordance with the current statutory rate.

CITY DEVELOPMENT			
<i>Latrobe Regional Gallery</i>			
SERVICE TYPE LATROBE REGIONAL GALLERY	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Community Access Gallery	Rental.	<i>Per week.</i>	169.00
	Bond.		193.00
Meeting Room : Room with board table	Commercial Rental	<i>Half day.</i>	110.00
		<i>Full day.</i>	193.00
	Community Rental	<i>Half day.</i>	51.00
		<i>Full day.</i>	97.00
Meeting Room 2 - Friends Room: Room with kitchen table and lounge	Commercial Rental	<i>Half day.</i>	110.00
		<i>Full day.</i>	193.00
	Community Rental	<i>Half day.</i>	51.00
		<i>Full day.</i>	97.00
Studio Workshop - Commercial	Rental.	<i>Half day</i>	110.00
		<i>Full day.</i>	234.00
		<i>Evening.</i>	292.00
Studio Workshop - Community	Rental.	<i>Half day.</i>	51.00
		<i>Full day.</i>	108.00
		<i>Evening.</i>	148.00

CITY DEVELOPMENT			
<i>Performing Arts Centre</i>			
SERVICE TYPE PERFORMING ARTS CENTRE	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Performing Arts Centre - Standard Rate <i>(Performances and Rehearsals)</i>			
Town Hall	<i>Per performance</i>	1,000.00	1,000.00
	<i>2nd performance same day</i>	500.00	500.00
	<i>Rehearsal rate - per hour</i>	75.00	75.00
Little Theatre	<i>Per performance</i>	850.00	850.00
	<i>2nd performance same day</i>	425.00	425.00
	<i>Rehearsal rate - per hour</i>	60.00	60.00
Other Events Non Theatrical - Standard Rate <i>* Session extensions up to 3 hours charged pro rata at the session rate</i>			
Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm -</i>	334.00	334.00
Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm -</i>	200.00	200.00
Performing Arts Centre - Community Rate <i>(Performances and Rehearsals)</i>			
Town Hall	<i>Per performance</i>	400.00	400.00
	<i>2nd performance same day</i>	200.00	200.00
	<i>Rehearsal rate - per hour</i>	30.00	30.00
Little Theatre	<i>Per performance</i>	340.00	340.00
	<i>2nd performance same day</i>	170.00	170.00
	<i>Rehearsal rate - per hour</i>	24.00	24.00
Other Events - Community Rate <i>* Sesssion extensions up to 3 hours charged pro rata</i>			
Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	335.00	335.00
Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	285.00	285.00

CITY DEVELOPMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Kernot Hall – Standard Rate*			
<i>* Session extensions up to 3 hours charged pro rata at the session rate</i>			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	500.00	500.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	700.00	700.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	300.00	300.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	250.00	250.00
Kernot Hall – Community Rate			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	80.00	80.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	280.00	280.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	120.00	120.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	100.00	100.00

CITY DEVELOPMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Moe Town Hall - Standard	Standard Rate.	<i>Per Session (5 Hours)</i>	405.00
	Community Rate	<i>Per Session (5 Hours)</i>	162.00
Newborough Public Hall Standard Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings,</i>		<i>8am – 5pm – daytime – per hour.</i>	50.00
		<i>5pm –midnight –evening –per session.</i>	350.00
	Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings,</i>	<i>8am – 5pm – daytime – per hour.</i>	20.00
		<i>5pm –midnight –evening –per session.</i>	140.00
Ronald Reserve Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per hour.</i>	20.00	20.00
Churchill Community Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per hour.</i>	20.00	20.00
Traralgon Court House – Court Room	Commercial Rate	<i>Per day (8am - 5pm)</i>	90.00
	Community Rate	<i>Per day (8am - 5pm)</i>	36.00
Loy Yang Power Latrobe Community Sound Shell – Standard Rate Hire	<i>Plus clean up costs.</i>	330.00	330.00
Loy Yang Power Latrobe Community Sound Shell - Community Rate Daytime & Evening	<i>All Hours</i>	No Charge	No Charge

CITY DEVELOPMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Traralgon East Community Centre Hall Hire.	<i>Per hour.</i>	20.00	20.00
Kath Teychenne Centre – Meeting Room Community and Not For Profit Groups. Commercial.	<i>Per hour Per hour</i>	No Charge 30.00	No Charge 30.00
Lighting			
Standard			
Kernot Hall I (Standard Rig Open White)	<i>Per event/performance</i>	200.00	200.00
Moe Town Hall (Standard Rig Open White)	<i>Per event/performance</i>	150.00	150.00
Performing Arts Centre (Standard Rig White/Colour-2 specials)	<i>Per event/performance</i>	225.00	225.00
Loy Yang Power Latrobe Community Sound Shell (Standard Rig)	<i>Per session plus production equipment/resources</i>	800.00	800.00
Other			
Technician Fees	<i>2 x Technicians per hour (min 3 hours)</i>	90.00	90.00
Portable 6 x 400 watt lights	<i>Per Day (Including 3 hours of Technician)</i>	250.00	250.00
Piano			
Within hire period	<i>First day (includes tuning) subsequent per day</i>	275.00 100.00	275.00 100.00
Technician			
All Hirers	<i>All hirers, min 3 hrs - Per technician per hour (plus applicable penalties)</i>	45.00	45.00
Front Of House			
Usher/Merchandise Seller	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	40.00	40.00
Front of House Manager	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	45.00	45.00

CITY DEVELOPMENT				
<i>Community Halls</i>				
SERVICE TYPE COMMUNITY HALLS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)	
Audio	Kernot Hall PA System	<i>Per performance / event</i>	160.00	160.00
	LPAC PA System	<i>Per performance / event</i>	160.00	160.00
Audio & Lighting Package	Kernot Hall	<i>Per performance / event</i>	325.00	325.00
	LPAC	<i>Per performance / event</i>	350.00	350.00
Miscellaneous	Venue Hire Penalty Rate	<i>After 11pm– per hour</i>	140.00	140.00
	Kiosk	<i>Per hour</i>	26.00	26.00
	Replacement salto disc	<i>Per item</i>	25.00	25.00
	Excess rubbish removal (> 3m ² per hire)	<i>each additional 3m²</i>	105.00	105.00
Equipment	Test and tag electrical equipment	<i>Per item</i>	9.00	9.00
	Rostra	<i>Per unit per performance/event</i>	20.00	20.00
	Follow Spot or Smoke Machine or Mirror Ball	<i>Per unit per performance/event</i>	60.00	60.00
	Rope, glue, gaffer tape, batteries and other consumables	<i>Per item</i>	Based on Consumption	Based on Consumption
	Radio Microphones	<i>per unit/per performance/event</i>	70.00	70.00
	Folding tables – wooden	<i>Per item</i>	12.00	12.00
	Chairs – plastic	<i>Per item</i>	3.00	3.00

CITY DEVELOPMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Hall Hirers Public/Products Liability Insurance \$10m cover with \$250 excess (subject to policy terms & conditions)	Per hire up to 52 times per year	20.00	15.00
Performers/Stall holders/Artists/Street stallholders/Buskers/Tutors and Instructors – Available to uninsured, non-high risk applicants, involved in Council event/program/facility/permit holders.	Per hire	36.00	35.00
Ticketing All Hirers / All Venues <i>(Including Soundshell)</i>	Ticketing Fee per ticket <i>Ticket value less than \$25.00</i> <i>Ticket value between \$25 - \$49.99</i> <i>Ticket value greater than \$49.99</i> <i>Complimentary tickets issued</i> <i>Fee per ticketing transaction</i> <i>Tickets purchased via Telephone or Online</i> <i>Credit card transactions</i>	 2.00 3.00 4.00 0.75 2.00 Bank Fee	 2.00 3.00 4.00 0.80 2.00 Bank Fee
Merchandise Commission	Commercial - All Venues <i>Total Sales</i>	 12.50%	 12.50%

CITY DEVELOPMENT			
<i>Latrobe Regional Airport</i>			
SERVICE TYPE LATROBE REGIONAL AIRPORT	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Airport Annual Licence Fees <div style="text-align: right; padding-right: 20px;"> Recreational Light Commercial Commercial </div>		149.00 742.00 1,486.00	149.60 741.40 1,485.00

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2018/19 fees may be subject to amendment following that process.

CITY DEVELOPMENT			
<i>Visitor Information Centre</i>			
SERVICE TYPE VISITORS INFORMATION CENTRE	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Brochure Racking Fee <div style="text-align: right; padding-right: 20px;">Operators within Gippsland region wishing to display their brochure in the visitor centre</div>	<i>Annual</i>	89.00	N/A
Photocopying & Printing <div style="text-align: right; padding-right: 20px;">Black and White A4 Colour A4</div>	<div style="text-align: right; padding-right: 20px;"><i>Per sheet (single or double sided)</i></div> <div style="text-align: right; padding-right: 20px;"><i>Per sheet (single or double sided)</i></div>	<div style="text-align: right; padding-right: 20px;">0.50</div> <div style="text-align: right; padding-right: 20px;">1.50</div>	<div style="text-align: right; padding-right: 20px;">0.50</div> <div style="text-align: right; padding-right: 20px;">1.50</div>

CORPORATE SERVICES			
<i>Governance</i>			
SERVICE TYPE GOVERNANCE	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Freedom of Information	Application Fee <i>Set by Freedom of Information (Access Charges) Regulations 2004</i>	* As per regulations	* As per regulations
	Access Charges <i>Set by Freedom of Information (Access Charges) Regulations 2004</i>	* As per regulations	* As per regulations

CORPORATE SERVICES			
<i>Property & Legal</i>			
SERVICE TYPE PROPERTY AND LEGAL	BASIS	2017/18 \$ (GST Inc)	2018/19 \$ (GST Inc)
Property and Legal			
Road Discontinuance/Closure & Sale of Land Application Fee.	<i>Per application</i>	150.00	250.00
Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	80.00	85.00
Off Street Car Parks			
Seymour Street Car Park (Traralgon)			
Car park space leases After Hours Call out Fee – Seymour Street Car Park	<i>Per space per annum Per callout</i>	1,230.00 Charged directly by Security Firm	1,255.00 Charged directly by Security Firm
Commercial Road Car Park (Morwell)			
Car park space leases	<i>Per space per annum</i>	830.00	845.00
Replacement Permit Stickers			
Replacement Permit Sticker	<i>First replacement in the financial year Subsequent replacements in the same financial year</i>	No Charge 21.00	No Charge 22.00

Latrobe City Council



**RATING
STRATEGY**
2018-19

Adopted by Council: xx xxxx xxxx





LATROBE CITY COUNCIL

Rating Strategy 2018-2019

Contents

Introduction	4
Executive Summary and Recommendations	4
1. What is a Rating Strategy and why have one?	6
2. Rating – the Legislative Framework	7
2.1 Legislative Framework	7
2.2 Consideration of Equity	7
3. Understanding the Rating Framework at Latrobe City Council	9
4. Determining which valuation base to use	11
4.1 Capital Improved Value	11
4.2 Site Value	11
4.3 Net Annual Value	12
4.4 Summary	12
5. Determining the Rating System - Uniform or Differential?	13
5.1 Uniform Rate	13
5.2 Differential Rates	13
5.3 Advantages of a Differential Rating System	13
5.4 Disadvantages of Differential Rating	13
6. What Differential Rates should be applied?	14
6.1 General Rate	14
6.2 Farm Rate	14
6.3 Derelict Properties	15
6.3 Retirement Villages	15
7. Cultural & Recreational Land:	16
8. Special Rates & Charges	17
9. Municipal Charge	17
10. Service Rates and Charges	18
11. EPA Levy Charge	18
12. Rate Payment Options	19

LATROBE CITY

Introduction

Under the *Local Government Act 1989 (Act)*, a primary objective of all Victorian Local Governments is to ensure the equitable imposition of rates and charges (section 3C(f)). The purpose of this Rating Strategy is to consider Council's rating options under the Act, and how Council's choices in applying these options contribute towards meeting an equitable rating strategy.

It is important to note from the outset that the focus of this strategy is very different to that which is discussed in the Annual Budget. In the Annual Budget the key concern is the quantum of rates required to be raised for Council to deliver the services and capital expenditure required. In this Strategy, the focus instead is on how this **quantum** will be **equitably distributed** amongst Council's ratepayers.

The Rating Strategy will canvass the limited range of rating options available to Council under the Act, including the following:

- a. the choice of which valuation base to be utilised (of the three available choices under the Act);
- b. the consideration of uniform rating versus the application of differential rating for various classes of property;
- c. the most equitable level of differential rating across the property classes;
- d. the application of a municipal charge
- e. consideration of the application of fixed service charges for the areas of waste collection and municipal administration;
- f. the application of special rates and charges;
- g. the application of other levies under the *Planning & Environment Act 1987*; and
- h. a review of the rate payment dates and options available to Council.

Executive Summary and Recommendations

The selection of rating philosophies and the choice between the limited rating options available under the Act is a challenge for all councils to develop. It is most likely that a perfect approach is almost impossible to achieve in any Local Government environment.

Three key platforms currently form the basis of the current approach to rating at Latrobe City Council that is recommended for continuation. They are that:

- a. rates will continue to be based principally on an ad-valorem basis (i.e. based on the valuation of the various properties);
- b. Council will continue to apply a service charge to fully recover the cost of the collection and disposal of waste;
- c. Council will continue to apply differential rating to ensure all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council; and
- d. Council continues to levy a Municipal charge.

This proposed strategy recommends that Council adopts the following approach to rating for 2018/19.

4

SECTION	STRATEGY RECOMMENDATIONS
Valuation Base	Council uses the Capital Improved Value (CIV) method of valuation
Rating System (Uniform or Differential)	Council continues to apply differential rating as its rating system.
Differential rates	Council applies the following differential rates: General Rate Farm Rate Derelict Properties In addition, assessments eligible under the <i>Cultural and Recreational Lands Act 1963</i> receive concessional rates
Residential Land	The General Rate will be applied to all residential properties
Commercial Land	The General Rate will be applied to all Commercial properties
Industrial Land	The General Rate will be applied to all Industrial properties
Farm Land	Farm land that meets the definition of Farm Land as defined in this document will be eligible for the Farm Rate Differential which is set at 75% of the General Rate
Vacant Land	The General Rate will apply to all Vacant Land
Derelict Properties	Derelict properties are defined under Section 6 below. The differential is set at the maximum level of 4 times the lowest differential rate.
Retirement Villages	The General Rate will apply to all Retirement Village properties
Cultural and Recreational Land	There are two types of rebate offered <ul style="list-style-type: none"> • Non-Gaming Venues • Gaming Venues Assessments must meet the definition of cultural and recreational land in accordance with the <i>Cultural and Recreational Lands Act 1963</i> . Non Gaming Venues will be eligible for a rate rebate of 50% of the general rate, and Gaming Venues will be eligible for a rate rebate of 40% of the general rate. Each application is assessed on a case by case basis in accordance with the requirements of the Act. Additional rebate amounts are provided to two golf course assessments where land values have been impacted due to past changes in land zoning
Municipal Charge	Council applies a Municipal Charge in accordance with the Local Government Act.
Service Rates and Charges	A service charge is applied to Council's kerbside waste collection service. The service consists of collection areas and a mandatory three bin system within these collection areas. It includes the collection and disposal of household waste, recyclables and green waste
EPA Levy	The State Government EPA Levy on waste delivered to landfill is charged in addition to the waste charge and applies to each garbage bin service and will continue to be separately disclosed on the rates notice
Special Rates	Special Rates and Charges will continue to apply where special benefit can be shown to exist to a group of individual land owners for defined capital projects (e.g. gravel road sealing, footpaths etc.).
Rate Rebate for Land with a Deed of Covenant for Conservation Purposes	A Rates Rebate equating to a fixed amount of \$100 per property plus \$5 per hectare, will be available for land with a Deed of Covenant for Conservation purposes.
Payment of Rates and Charges	Council offers the option to pay rates by either the mandatory rate instalments option or the lump sum option in accordance with the Local Government Act.
Eligible Pension Rebate	Council continues to manage the State Government Pension Rebate scheme. Council does not provide any additional council rebate for eligible pensioners.

LATROBE CITY



1

What is a Rating Strategy and why have one?

The purpose of this strategy is to ensure that Council considers rate revenue and how the burden can be most equitably distributed among the community.

What is a Rating Strategy?

A Rating Strategy is the method by which Council systematically considers factors of importance that informs its decisions about the rating system. The rating system determines how Council will raise money from properties within the municipality. It does not influence the total amount of money to be raised. Rather, it concerns the share of rate revenue contributed by each property. The rating system comprises the valuation base for each property and the actual rating instruments allowed under the Act to calculate property owners' liability for rates.

The importance of a rating strategy

Latrobe City Council currently receives the majority of its Total Revenue by way of property-based rates and waste charges. The development of strategies in respect of the rating base is therefore of critical importance to both Council and the community.

The principles of good governance further require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. It is therefore essential for Council to evaluate on a regular basis, the legislative objectives to which it must have regard and those other objectives which Council believes are relevant.

Council's approach to the raising of rate revenue is in line with its goal of providing transparency and accountability in its decision-making.



Rating – the Legislative Framework

The purpose of this section is to outline the legislative framework within which Council operates its rating system and the various matters that Council must consider when making decisions on rating objectives.

2.1 LEGISLATIVE FRAMEWORK

The *Local Government Act 1989*, Part 1A, Section 3C stipulates that the primary objective of Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of its decision. In seeking to achieve its primary objective, Council must have regard to a number of facilitating, or supporting, objectives, set out in section 3C(2) of the Act, one of which is to ensure the equitable imposition of rates and charges.

The issue of equity must therefore be addressed in the rating strategy, and this strategy has paid careful attention to this aspect.

2.2 CONSIDERATION OF EQUITY

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, the difficulty becomes how to define and determine what is in fact equitable in the view of Council.

In considering what rating approaches are equitable, some concepts that Council may take into account are:

Horizontal equity, which refers to justice or fairness in the treatment of like properties, in other words, that similar rates are paid by similar properties. On the proviso that Council valuations fairly reflect the true valuation of like properties, horizontal equity will be achieved.

Vertical equity, which refers to justice or fairness in the treatment of properties in different circumstances. (e.g. different property types –

Residential/ Commercial/ Industrial / Farming/ Vacant / Developed).

In the case of property rates, it may be considered equitable for one type of property to have to bear more or less of the rates burden than another type of property. In achieving vertical equity in its rating strategy, Council must consider the valuation base it chooses to adopt to apply property rates and the application of the various rating tools available to it under the Act (e.g. differential rates).

Linkage of property wealth to capacity to pay, which recognises that the valuation of property is an imperfect system in which to assess a resident's ability to pay annual rates but one which Council is restricted to under the Act. A frequently raised example is pensioners who live in their family home which carries a high value, but live on a pension. The equity question for consideration however is whether Council should support residents in this situation with lower rates that will eventually be to the financial benefit of estate beneficiaries, or whether the ability to defer rates (in all or in a part) represents a more equitable outcome for all ratepayers.

The Benefit principle, which concerns one of the more misunderstood elements of the rating system, being that residents seek to equate the level of rates paid with the amount of benefit they individually achieve. The reality is however that rates are a system of taxation not dissimilar to PAYG tax.

In paying a tax on salaries, it is rarely questioned what benefit is received with it being acknowledged that tax payments are required to pay for critical services (Health, Education, etc) across the nation. Local Government is no different, with Rates being required to subsidise the delivery of services and capital works that would otherwise be unaffordable if charged on a case by case basis.

It is a choice of Council to what degree it pursues a 'user pays' philosophy in relation to charging for individual services on a fee-for-service basis. Similarly,

LATROBE CITY

RATING – THE LEGISLATIVE FRAMEWORK
2.2 CONSIDERATION OF EQUITY
(Continued)

Council must make a rating decision in terms of whether to use a fixed waste charge to reflect the cost of waste collection and a fixed municipal charge to defray the administrative costs of Council. Both of these choices are discussed later in this Rating Strategy.

The recommended approaches in this Rating Strategy in terms of equity are discussed further under each section.

What Rates and Charges may a Council declare?

Section 155 of the Act provides that a Council may declare the following rates and charges on rateable land-

General Rates under section 158;

Municipal Charges under section 159;

Service Rates and Charges under section 162; and

Special Rates and Charges under section 163.

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed in sections 8, 9 and 10 of this Rating Strategy.

Valuation Methodology available to Council

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates.

Section 157(1) of the Act provides Council with three choices in terms of which valuation base to utilise. They are Site Valuation, Capital Improved Valuation and Net Annual Value. The advantages and disadvantages of the respective valuation basis are discussed in section 5 of this Rating Strategy.

Declaring Rates and Charges

Section 158 of the Act provides that Council must, at least once in respect of each financial year, declare by 30 June the following for that year:

the amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges;

whether the general rates will be raised by application of –

a uniform rate; or

differential rates (if Council is permitted to do so under section 161(1) of the Act; or

urban farm rates, farm rates or residential use rates (if Council is permitted to do so under Section 161A of the Act).

Council's approach to the application of differential rates is discussed in section 6 of this Rating Strategy.





Understanding the rating framework at Latrobe City Council

Latrobe City Council currently applies the Capital Improved Valuation method of valuation in order to levy its rates. Council applied three differential rating categories for 2017/18.

Council rates are calculated as follows:

Rate in the dollar X Property Value = Council rates

As an example the "rate in the dollar" for a residential occupied property valued at \$300,000 in 2017/18 would be \$1,427.05

(\$300,000 X 0.00475557 = \$1,426.67) plus municipal charge, waste charges and State Government charges

RATING CATEGORIES 2018/19 YEAR

2018/19 RATING CATEGORY	NO. OF RATING UNITS	CAPITAL IMPROVED VALUE	RATES REVENUE
Residential	34,805	\$8,726,384,000	\$41,441,521
Commercial	1,760	\$1,193,213,000	\$5,666,558
Industrial	923	\$483,676,000	\$2,296,973
Farm	1,073	\$751,771,000	\$2,677,613
Derelict	9	\$2,814,000	\$40,091
Recreational – Non Gaming	11	\$23,133,000	\$31,275
Recreational - Gaming	4	\$19,820,000	\$56,475
Total Rateable Properties	38,585	\$11,200,811,000	\$52,210,506

In terms of the differential rates that Council applies, the below table sets out the existing differential rating structure.

RATING CATEGORY	2017/18 RATE IN \$	2017/18 RELATIVE TO GENERAL	2018/19 PROPOSED RATE IN \$	PROPOSED 2018/19 RELATIVE TO GENERAL
Residential	0.00475557	1.00	0.00474899	1.00
Commercial	0.00475557	1.00	0.00474899	1.00
Industrial	0.00475557	1.00	0.00474899	1.00
Farm	0.00356668	0.75	0.00356174	0.75
Derelict Properties	0.01426672	3.00	0.01424696	3.00
Recreational – Non Gaming	Various	Various	Various	Various
Recreational – Gaming	0.00285334	0.60	0.00284939	0.60

LATROBE CITY

UNDERSTANDING THE RATING FRAMEWORK AT LATROBE CITY COUNCIL
RATING CATEGORIES 2018/19 YEAR
(Continued)

Council currently utilises a service charge to fully recover the cost of fulfilling its waste collection and disposal function.

The following represents the waste charges. These charges are levied under section 162 of the Act.

CHARGE DESCRIPTION	NUMBER OF SERVICES	PROPOSED UNIT RATE 2018/19	ESTIMATED TOTAL INCOME 2018/19
Garbage Charge -120L	32,571	\$220.00	\$7,165,620
Garbage Charge -240L	1,142	\$324.00	\$370,008
Garbage Charge -240L Special	1,121	\$250.00	\$280,250
Recycle	34,911	\$75.00	\$2,618,325
Green Waste	31,793	\$49.00	\$1,557,857
Landfill Levy	34,824	\$20.80	\$724,339
TOTAL			\$12,716,399

Council currently applies a municipal charge for the purpose of defraying administration costs of Council.

CHARGE DESCRIPTION	NUMBER OF SERVICES	PROPOSED UNIT RATE 2018/19	ESTIMATED TOTAL INCOME 2018/19
Municipal Charge	38,318	\$137.00	\$5,249,566





Determining which valuation base to use

As outlined above, under the Act, Council has three options for the valuation base it elects to use.

They are:

- a. **Capital Improved Valuation (CIV)** – Value of land and improvements upon the land
- b. **Site Valuation (SV)** – Value of land only
- c. **Net Annual Value (NAV)** – Rental valuation based on CIV. For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

4.1 CAPITAL IMPROVED VALUE

CIV is the most commonly used valuation base by Victorian Local Government with over 70 Councils applying this methodology. Based on the value of both land and all improvements on the land, it is relatively easy to understand for ratepayers as it equates the market value of the property.

Section 161 of the Act provides that a Council may raise any general rates by the application of a differential rate if it –

- a. **uses the capital improved value system of valuing land; and**
- b. **considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.**

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using CIV

- CIV includes all improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV valuation method takes into account the full development value of the property and hence better meets the equity criteria than SV and NAV.
- With the increased frequency of valuations

(two year intervals), the market values are more predictable and this has reduced the level of objections resulting from valuations. The concept of the market value of property is far more easily understood with CIV rather than NAV or SV.

- Most councils in Victoria have now adopted CIV, which makes it easier to compare relative movements in rates and valuations across and between councils' municipal districts.
- The use of CIV allows councils to apply differential rates so as to equitably distribute the rating burden based on ability to afford rates. CIV allows Council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value, which may not necessarily reflect the income level of the property owner, as with pensioners and low income earners.

4.2 SITE VALUE

With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of SV would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector.

In many ways, it is difficult to see an equity argument being served by the implementation of SV.

Advantages of Site Value

- There is a perception that, under SV, a uniform rate would promote development of land, particularly commercial and industrial developments. There is however little evidence to prove that this is the case.

Disadvantages in using Site Value

- Under SV, there would be a significant shift from the Industrial/Commercial sector onto the residential and farming sector of Council.

LATROBE CITY

DETERMINING WHICH VALUATION BASE TO USE
4.2 SITE VALUE
DISADVANTAGES IN USING SITE VALUE
(Continued)

- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units and townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land, urban farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of SV.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The rate-paying community has greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by Council's Customer Service and Property Revenue staff each year.

4.3 NET ANNUAL VALUE

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is closely linked to CIV for Residential Land and Farm Land. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of Residential Land and Farm Land, NAV for Commercial and Industrial Land is assessed with regard to actual market rental. This differing treatment of has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not supported. For ratepayers in respect of Residential Land and Farm Land, actual rental values poses some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

In choosing a valuation base, councils must decide on whether they want to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the Act, it must adopt either of the CIV or NAV methods of rating.

4.4 SUMMARY

It is recommended that Council continues to apply CIV as the valuation base for the following reasons:

- CIV is considered to be the closest approximation to an equitable basis for distribution of the rating burden.
- CIV provides Council with the ability to levy a full range of differential rates. Only limited differential rating is available under the other valuation bases.
- It should be noted that an overwhelming majority of Victorian councils apply CIV as their valuation base and, as such, it has a wider community acceptance and understanding than the other rating bases.





Determining the Rating System - Uniform or Differential?

Council may apply a uniform rate or differential rates as a means of raising revenue. They are quite different in application and have different administrative and appeal mechanisms that need to be taken into account.

5.1 UNIFORM RATE

Section 160 of the Act stipulates that, if a council declares that general rates will be raised by the application of a uniform rate, the council must specify a percentage as the uniform rate. Rates will be determined by multiplying that percentage by the value of the relevant land.

Council has not adopted uniform rates. Since amalgamation, it has instead chosen to adopt a differential rating system.

5.2 DIFFERENTIAL RATES

Under the Act, Council is entitled to apply differential rates provided that it uses CIV as its basis for rating.

Council has since its inception adopted the differential rating system as it considers that this provides a greater ability to achieve equitable distribution of the rating burden, particularly considering the farming sector.

Differential rates in the dollar of CIV can be applied to different classes of property, which must be clearly differentiated and the setting of differentials must be used to improve equity and efficiency. There is no legislative limit on the number of differential rates that can be levied, however, the highest differential rate can be no more than four times the lowest differential rate.

Council, in striking the rate through the annual budget process sets the differential rate for set classes of properties at higher or lower amounts than the general rate. Currently there are only two different levels of rates being General and Farm rates.

Advantages of a differential rating system

The perceived advantages of utilising a differential rating system are:

- Greater flexibility to distribute the rate burden between all classes of property
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create inequitable outcomes (eg Farming enterprises)
- Allows Council discretion in the imposition of rates to 'facilitate and encourage appropriate development of its municipal district in the best interest of the community.

Disadvantages of Differential Rating

The perceived disadvantages in applying differential rating are that:

- Justification of the differential rate can at times be difficult for the various rating groups to accept, giving rise to queries, objections and complaints where the differentials may seem excessive or unjustified.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (eg residential to farm, vacant to improved) requiring Council to update its records. Maintaining the accuracy/integrity of Council's database is critical in ensuring that properties are correctly classified into their differential categories.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on vacant land, hoping to encourage development, however, it is uncertain whether a differential rate would achieve such objectives.

LATROBE CITY



What Differential Rates should be applied?

6.1 GENERAL RATE

The general rate is the particular rate in the dollar that applies to all land which is not defined within a differential rate and includes residential, commercial and industrial properties, both vacant and improved.

The actual rating burden applying to general properties is an outcome determined by decisions to apply either higher or lower rates in the dollar to other classes of property, such as farm, commercial/ industrial or recreational land.

In the setting of differential rates, Council consciously considers their relativity to the general rate.

6.2 FARM RATE

Council currently has 1,073 farm assessments.

Historically a lower rate has been applied to farms, the basis for this decision being that, in general, farmers require larger landholdings in order to run efficiently, and this would effectively result in disproportionately high rates in relation to the income or surplus able to be generated from these properties.

Farm properties represent 2.8% of Council's assessments, contributing 5.1% of rate revenue. Council recognises their responsibility to ensure that the farm rate is enjoyed by deserving ratepayers. The problem arises in identifying "genuine" farms, as opposed to "hobby farms".

The *Valuation of Land Act 1960* sets out the definition of Farm Land for valuation purposes, and defines "farm land" as any rateable land:

- that is not less than 2 hectares in area and;
- that is used primarily for grazing (including agistment), dairying, pig farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and

- that is used by a business
 - that has a significant and substantial commercial purpose or character; and
 - that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - 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 that it is operating.

This definition of farm land is also used for rating purposes.

In summary, it is Council's opinion that:

- due to the large tracts of land required to meet the definition of Farm Land it is recognized that if a differential rate was not in place then farmers would be required to contribute a disproportional amount of Council's rates revenue.
- evidence shows that returns able to be realised by farming from the assets employed (including land) are lower than for other forms of land, so that its capacity to pay is lower;
- rate relief should continue to be provided to farming/agriculture because of its importance to the local economy

6.3 DERELICT PROPERTIES

Latrobe City Council introduced in 2017/2018 a differential rate relating to derelict properties across the municipality. The differential rate is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

The objective of the differential rate is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

For the purposes of applying the differential rate, properties, which include both buildings and/or land, will be considered derelict where 1 and 2 apply –

1. The property is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months.
 - The definition of “unfit for human habitation or other occupation” is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis.
- and
2. The property meets one or more of the following criteria –
 - a. The property has become unsafe and poses a risk to public safety, including but not limited to:
 - the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or
 - the property is a partially built structure where there is no reasonable progress of the building permit;
 - b. The property adversely affects public amenity;

- c. The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;
- d. The condition of the property has a potential to adversely impact the value of other properties in the vicinity;
- e. The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish.

The assessment of properties will be determined by Council's authorised officers.

6.4 RETIREMENT VILLAGES

Retirement village property is any property, which is defined as a Retirement Village under the *Retirement Villages Act 1986*. In accordance with the Ministerial Guidelines on Differential Rating, a Council must give consideration to reducing the rates burden through the use of a reduced differential rate for Retirement Village Land.

The determination of where a differential rate should apply should reflect the level of service provided and ensures that reasonable rate relativity is maintained between retirement village property and other classes of property.

Latrobe City Council has 9 registered retirement villages within the municipality.

The villages located within the municipality are largely non self-sufficient and residents continue to rely heavily on Council services. Therefore they are not seen to provide sufficient internal services to warrant the application of a differential rate. The introduction of a differential rate would result in a greater portion of the rates burden being shifted to other low income households and pensioners.

LATROBE CITY



Cultural & Recreational Land:

The *Cultural and Recreational Lands Act 1963 (CRL Act)* provides for a council to grant a rating concession in respect of any "recreational lands" which are rateable land under the Act.

The definition of "recreational lands" under section 2 of the CRL Act is lands which are:

- vested in or occupied by any body corporate or unincorporated body which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives and which applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its members; and
- used for outdoor sporting recreational or cultural purposes or similar outdoor activities; or
- used primarily as agricultural showgrounds.

Section 169 of the Act, provides an opportunity for Council to grant a concession for properties described by definition as a sporting club under the CRL Act.

There are currently two levels of rebate provided based on the type of premises and include;

1. *Non-Gaming Premises (Rebate of 50% of the General Rate)*
Eligible assessments that do not have gaming/ gambling facilities at the premises
2. *Gaming Premises (Rebate of 40% of the General Rate)*
Eligible assessments that provide gaming/ gambling facilities on the premises

The division in rebates recognises that assessments with gaming facilities have a greater capacity to earn income, and therefore have a greater capacity to pay.

In addition to the standard rebate amounts there is also recognition that in 2010 the land associated with the Yallourn Golf Club was rezoned as part of a greater area rezoning initiated by an adjoining landowner. This resulted in a substantial increase in land valuation that would have ultimately resulted in a substantial increase in rates payable. It was recognised that the Golf Club would be unable to afford to continue operating should Council enforce the above calculation method so it was agreed to maintain the rates at the existing level prior to the rezoning plus annual indexation in line with the annual rate increase.

Similarly, an error in valuation at the Traralgon Golf Course associated with zoning was uncovered in 2012 which also resulted in a substantial increase in land valuation. The same methodology as Yallourn Golf Club was applied to the calculation of rates.

Both Traralgon and Yallourn Golf Clubs therefore received a rebate in excess of the 50% outlined above.

The rebate system is reassessed annually as part of the budget process.





Special Rates & Charges

Special rates and charges are covered under Section 163 of the Act, which enables Council to declare a special rate or charge or combination of both for the purposes of:

- Defraying any expenses, or
- Repaying with interest any advance made or debt incurred or loan raised by Council

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.

Section 185 of the Act provides appeal rights to the Victorian Civil and Administrative Tribunal (VCAT) in relation to the imposition of a special rate or charge. VCAT has wide powers, which could affect the viability of the special rate or special charge.

Council currently utilises Special Charges to recover the costs of sealing urban residential streets, where the benefit can be attributed to the residents of those streets. Council is mindful of the issue of proving that special benefit exists to those that are levied the rate or charge.



Municipal Charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the Act, Council may declare a municipal charge to cover some of its administrative costs. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge. A Council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates.

The arguments in favour of a municipal charge are similar to waste charges. They apply equally to all properties and are based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs.

The argument against a municipal charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges than they do at present. The equity objective in levying rates against property values is lost in a municipal charge as it is levied uniformly across all assessments.

Council's current position is that all assessments should equally contribute to the administrative costs of running Council and therefore a Municipal Charge is currently applied.



LATROBE CITY

10

Service Rates and Charges

Section 162 of the Act provides Council with the opportunity to raise service rates and charges for any of the following services:

- a. the provision of a water supply;
- b. the collection and disposal of refuse;
- c. the provision of sewerage services;
- d. any other prescribed service.

Council currently applies a Service Charge for the collection and disposal of refuse on properties that fall within the collection area. Council's waste collection service consists of a three bin system which includes Garbage collected on a weekly basis and Recycle and Green Waste which is collected fortnightly on alternative weeks. Council retains the objective of setting the Waste Service Charge for waste at a level that fully recovers the cost of fulfilling the waste collection and disposal function.

The advantage of the Waste Service Charge is that it is readily understood and accepted by residents as a fee for a direct service that they receive. It further provides equity in the rating system as those residents who do not live in a collection area are not required to contribute to the cost of the service through general rates.

11

EPA Levy Charge

The Victorian Government through the Environment Protection Authority (EPA) levies all landfill sites with a landfill levy which is based on the amount of waste entering landfills on an annual basis.

In 2010/11, Council decided to separately disclose the EPA Levy on the rates notice after the State Government substantially increased the annual charge.

This separate cost is shown on Rates Notices in the interests of greater transparency. The cost of the levy is influenced by two drivers – one is the volume of waste going into landfill, and the second is the price per tonne levied by the EPA.

Council estimates the average annual garbage waste to landfill per property at 0.65 tonnes.



18



Rate Payment Options

There are only two options available under the Act for Council to set due dates for payment of rates. The first is an option of a lump sum payment on a fixed date (which is set as 15 February of each year) and the second is a mandatory instalment approach where quarterly payments are required at the end of September, November, February and May. Under this second approach, residents can elect to pay instalments in advance at any point.

Council has elected to maintain the options offered within the Act of both instalments and an annual payment option.

The current profile of rate payments shows a reasonably steady history over the last four years of approximately 60% of councils 39,522 ratepayers paying by the traditional means of instalments or annual payments with the balance being either agreed payment arrangements or other non-agreed payment arrangements.

39% (15,604) of ratepayers currently utilise the instalment program as their preferred method while 21% (8,109) pay in full by the 15 February under the lump sum option.

A future consideration of Council will need to be whether the full payment option should be retained. Council has experience a significant increase in the number of ratepayers seeking payment assistance through alternative payment arrangements and ratepayers defaulting on payments. The current annual payment option effectively restricts council from engaging ratepayers until after the full payment due date.

There are a number of advantages to consider regarding the removal of the option to pay by lump sum in February each year. These include;

Council has the ability to identify struggling payers much earlier in the process, which provides the ratepayer with additional time to implement payment arrangements than would be the case if Council does not become aware of the issue until February.

It provides improved cash flow. Council operates under a 1 July to 30 June financial year, and issues annual rates notices in August of each year. Under the lump sum payment arrangement Council needs to self-fund all expenditure through to February. During this time, Council is required to continue to provide operational services and capital works which will place considerable strain on council's cash flow as the impact of rate capping is realised.

It brings Council into closer alignment with virtually every other utility service provider.

Finally, it is the experience of Council that ratepayers are better able to manage and plan their household finances for four instalments, rather than the single, significant payment required under the lump sum payment option, which, falling mid-February, follows on the heels of the expense of Christmas.

Council considers its options annually as part of the budget process, any change to the current arrangement will require community consultation and a reasonable lead time to enable ratepayers to adjust.

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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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.



CITY DEVELOPMENT

14. CITY DEVELOPMENT

Agenda Item: 14.1

Agenda Item: Submission to Latrobe Valley Task Force

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorse the attached submission to Latrobe Valley Task Force; and**
- 2. Request that the Mayor sign and submit the attached submission to the Chair of Latrobe Valley Task Force and request a meeting to discuss the matters outlined by the submission.**

Executive Summary:

The attached submission highlights that a key impediment to the establishment of new business and industry (in particular large scale and heavy industry investment) in Latrobe City is the absence of available, developable, serviced and suitably located industry zoned land – a matter that is not broadly recognised or understood by State Government Departments.

This is due to location-specific issues including buffers, land tenure, coal related planning overlays, conflicting and preferred land use and absence of critical infrastructure.

This issue is evidenced by the experiences of Regional Development Victoria (RDV), Latrobe Valley Authority (LVA) and Council's Economic Development officers; who have consistently been unable to source suitable land for new industries which has inhibiting creation of an estimated 466 jobs.

Latrobe City Council has been advised that the State Government remains largely unaware of the lack of suitable industrial zoned land availability limiting industry diversification. It is for this reason a draft submission has been prepared and is now proposed to be provided to the Chair of the Latrobe Valley Task Force (the Premier of Victoria) and request a meeting to discuss the matters outlined.

Secondly, it is proposed that, following discussion and response from the Latrobe Valley Task Force that the attached submission is provided to the Hon. Mathew Guy, Leader of the Opposition.

It is timely that current impediments to new industry locating in Latrobe City be raised directly with Government as we approach the forthcoming State Government election period.

Declaration of Interests:

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

Background:

There is presently a lack of available, developed Industry Zoned land suited to large format or heavy industry.

The attached submission highlights that despite there being over 800 hectares of vacant industry zoned land to north and south of Morwell, the majority of this land is not presently available for development, with an estimated 60% of this industry zoned land being held within coal related planning overlays. This matter is also highlighted in Council's draft Industrial and Employment Strategy, which is currently on public exhibition.

Table 1 within the attached submission identifies range of industries seeking either large industry zoned land parcels, or parcels with significant buffers from sensitive uses. These industries represent an opportunity for the creation of an estimated 466 jobs and an estimated \$121 million of private investment. Without urgent intervention this investment and opportunity for job creation will be lost for Latrobe City and region.

To redress this situation, Latrobe City has previously sought action and support from Government in the following areas:

- Submissions to the Red Tape Commissioner, appointed to provide recommendations to the Treasurer (now Minister for Resources) to remove regulatory barriers to economic development in the Latrobe Valley (report completed March 2017).
- Written to Secretary of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) (May 2017) outlining concerns in relation to the coal overlays and a specific request in relation to their removal from Industry Zoned land south of Morwell.
- Sought and obtained funding for the Victorian Planning Authority to investigate and provide recommendations for the removal of infrastructure funding barriers, including the development of Industry Zoned land east of Morwell (draft report completed December 2017).

- Meetings with Department of Environment, Land, Water and Planning (DELWP), LVA and RDV have been held regarding this issue.

Despite previous efforts, no tangible change has been made to enable the establishment of large format or heavy industries in Latrobe City. Latrobe City Council has also been advised that the State Government remains largely unaware of land availability limiting industry diversification. It is for this reason a draft submission has been prepared and is now proposed to be provided to the Chair of the Latrobe Valley Task Force (the Premier of Victoria). It is also timely that this matter be raised directly with Government as we approach the forthcoming State Government election period.

Reasons for Proposed Resolution:

As a matter of urgency, the draft submission requests that:

- That a written direction from the Minister is provided to guide the immediate consideration of large scale industry investment opportunities within the State Resource Overlay (SRO) in order to provide clear direction and confidence for non-coal or energy related industries wishing to establish in the area.
- The State Government promptly revise current state planning coal policy provisions, including the removal of the State Resource Overlay from Industry Zoned land south of Morwell in order to establish a home for heavy industry within the Gippsland region.
- Fast track the establishment of an infrastructure funding mechanism in order to facilitate development, in particular within the Alexanders Road Industrial area.

Should actions proposed by the draft submission be taken, it is believed that significant and immediate investment and job creation opportunities may be secured in accordance with the Premiers intent of the Economic Growth Zone.

Issues:

Strategy Implications

The attached submission directly aligns with the Council Plan 2017 – 2021 objective:

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

Financial Implications

There are no immediate or direct financial implications of the attached submission and recommendation to Council.

The matters outlined by the submission however highlight significant financial disadvantage to the Latrobe City and Regional economy.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Negative perception of Council not acting to support development and enable job creation.	3 - Possible	<p>Keeping landowners and industry informed of the efforts of Council to redress current impediments to locate in Latrobe City.</p> <p>Continue to advocate with State Government around funding opportunities for infrastructure provision to service zoned industry land (focusing on Alexanders Road).</p> <p>Continue to advocate for the removal of the State Resource Overlay from Industry Zoned land.</p>
Attraction of large scale / heavy industry not possible without available, developable industry land.	3 - Possible	<p>Continue to advocate with State Government around funding opportunities to provide infrastructure to Alexanders Road precinct.</p> <p>Continue to advocate for the removal of the State Resource Overlay from Industry Zoned land.</p>

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

Legal and Compliance

There are no legal or compliance implications to be considered.

Community Implications

It is considered that the community would respond positively to Council taking immediate action on matters that presently hinder new investment and job creation in Latrobe City.

Environmental Implications

There are no environmental implications directly relevant to this report.

Consultation

Extensive consultation was undertaken with key stakeholders during the preparation of the draft Industrial and Employment Strategy, which has informed the background to the submission.

Consultation with key agencies including LVA, RDV and DELWP has been undertaken during the preparation of the report. Each of these agencies have confirmed their support to the submission and are in agreement with the significance of the matters raised.

Supporting Documents:

Nil

Attachments

1 [↓](#).  Submission to the Latrobe Valley Task Force - March 2018

14.1

Submission to Latrobe Valley Task Force

- 1 **Submission to the Latrobe Valley Task Force - March 2018..... 185**



Land constraints preventing the establishment of Large Format / Heavy Industry in Latrobe City

Submission to Latrobe Valley Task Force

March 2018

LEADING
OUR COMMUNITY,
ADVANCING
OUR REGION



Acknowledgments

This document has been prepared by Latrobe City Council and in consultation with Regional Development Victoria, Latrobe Valley Authority and the Department of Environment, Land, Water and Planning (Gippsland Office).

DRAFT



Executive Summary

The Victorian Government has released a comprehensive package of initiatives as part of the announcement of Latrobe Valley Economic Growth Zone, including the work of the Red Tape Commissioner and the establishment of the Latrobe Valley Authority (LVA), all of which aim to assist in the diversification of the regional economy.

However, a key impediment to the establishment of new business and industry (in particular large format or heavy industry) in Latrobe City are the significant constraints affecting vast areas (over 800 hectares) of industry zoned land – a matter that is not broadly recognised or understood amidst efforts to attract new industry and create jobs. This is due to a range of impediments including land tenure, historical coal overlays, conflicting land use or the absence of critical infrastructure.

This matter is evidenced by the experiences of Regional Development Victoria (RDV), LVA and Latrobe City Council who have consistently been unable to source suitable land for new industry in-turn preventing the creation of a possible 466 jobs.

To redress this situation, Latrobe City has sought action and support from Government in the following areas:

- Submissions to the Red Tape Commissioner, appointed to provide recommendations to the Treasurer (now Minister for Resources) to remove regulatory barriers to economic development in the Latrobe Valley (report completed March 2017).
- Written to Secretary of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) (May 2017) outlining concerns in relation to the coal overlays and a specific request in relation to their removal from Industry Zoned land south of Morwell.
- Sought and obtained funding for the Victorian Planning Authority to investigate and provide recommendations for the removal of infrastructure funding barriers, including the development of Industry Zoned land east of Morwell (draft report completed December 2017).
- Meetings with Department of Environment, Land, Water and Planning (DELWP), LVA and RDV have been held regarding this issue.

Latrobe City Council has however been advised that the State Government remains largely unaware of the constraints affecting large areas of vacant industry zoned land.

It is for this reason Latrobe City Council provides this submission focusing on opportunities and barriers affecting the establishment of large scale and heavy industry investment north and south of Morwell. As a matter of urgency, this submission requests that:

- That a written direction from the Minister is provided to guide the immediate consideration of large scale industry investment opportunities within the State Resource Overlay (SRO) in order to provide clear direction and confidence for non-coal or energy related industries wishing to establish in the area.
- The State Government promptly revise current state planning coal policy provisions, including the removal of the State Resource Overlay from Industry Zoned land south of Morwell in order to establish a home for heavy industry within the Gippsland region;
- Fast track the establishment of an infrastructure funding mechanism in order to facilitate development, in particular within the Alexanders Road Industrial area.

Should actions proposed by this submission be taken, it is believed that significant and immediate investment and job creation opportunities may be secured in accordance with the Premiers intent of the *Economic Growth Zone*.

GARY VAN DRIEL
Chief Executive Officer - Latrobe City Council



Impediments to Economic Diversification in Latrobe

Due to constraints affecting existing industrial land, prospective businesses and industries have failed to locate land and therefore have been prevented from establishing or expanding in Latrobe City. The current situation is also believed to be cause for the inflated land prices for smaller developable lots, resulting in a further disincentive to industry establishing.

Table 1 shows businesses known to have interest in establishing within Latrobe City and which have contacted Latrobe City Council and / or Regional Development Victoria/LVA expressing such interest. The table shows the potential job and investment loss for Latrobe City is significant, with **466 job creation opportunities suspended and an estimated \$121 million of private investment lost**. Economic modelling) suggests the flow on effect totals 967 ongoing jobs with an increase output of \$450m per annum (REMPLAN™ software).

Despite efforts of RDV, LVA and Council, in all cases listed below the lack of suitable land remains the primary impediment to proceeding. This is a significant source of frustration and disillusionment for both investor/businesses and Government agencies alike. Removing limitations to the existing industrial zoned precincts listed in Table 1 would satisfy most if not all, of the land requirements. Action must now be taken as a matter of urgency.

Table 1 – Industries seeking available serviced industry zoned land in Latrobe City

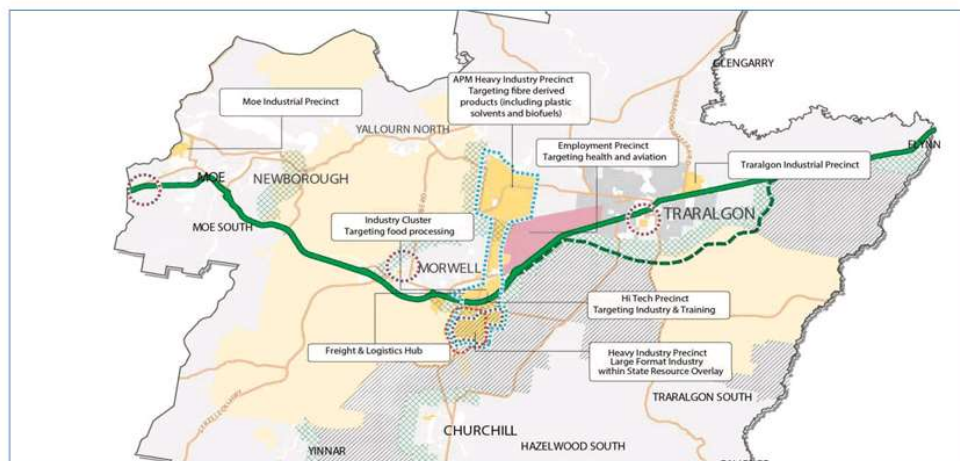
Proposal	Site requirements	Direct Jobs	Capital Investment
Establish soil conditioning & distribution centre.	3 – 6 ha of hardstand requiring buffers from sensitive uses.	15	\$3M
Establish manufacturing facility. (Asia Pacific Headquarters)	Land Area: 3 - 4 Acres Warehouse area: 3,000 – 10,000m2	TBD	TBD
Relocate steel foundry business to Morwell	4,000m2 shed on land with significant buffers	50	\$2.2M
Torrefication of biomass for energy generation	TBD - Large site with appropriate buffers	20	\$20M
Cabling manufacturing facility.	5,000m2 shed, three phase power, water supply.	5	\$5M
Establishment of V/Line train stabling and maintenance facility.	TBD	20	\$3M
Establish dairy processing facility	2-5 hectares of land with appropriate buffers	24	Stage 1 \$8.5M
Establish plastic recycling facility in Gippsland.	2 hectare site with appropriate buffers	20	TBD
Establish milk processing facility including dryer, cannery and warehouse	2-4 hectares, industrial land preferred, gas, electricity, B-double access, 20 meter high dryer	40	\$10M
Hydroponic Vegetable Facility - Latrobe Valley	TBD	122	\$20M
Agriculture Food and Fibre derivatives, processing and related manufacturing of machinery.	15-20 hectares	150	\$50M
		Total 466	Total \$121.7M

LCC Industrial and Employment Strategy 2017

Latrobe City Council's *Industrial and Employment Strategy* (2017) (the Strategy) includes an Industrial Framework Plan (see Figure 1). This provides direction for future industry investment with a focus on creating a single regional city outcome for the long term benefit of the broader region.

The Plan identifies significant opportunities to leverage existing and expanded industrial zoned land north, south and east of Morwell, recognising that Latrobe City is one of the few places in Victoria which contains the Industrial 2 Zone. The Industrial 2 Zone's purpose is to provide for the manufacturing industry, the storage and distribution of goods and associated facilities. It also facilitates uses which require substantial threshold distances. This is a key strength of the City and indeed the wider Economic Growth Zone.

Figure 1 – Industrial Land use Framework Plan



Drawing upon a 2016 land supply report, the Industrial and Employment Strategy identifies that whilst 915Ha of vacant zoned industry land exists across the whole municipality, approximately 245Ha may be practical/developable however is predominantly suited to lighter and smaller scale industry due to site buffer constraints and smaller land parcels (Appendix 1 outlines land stocks presently available for light, smaller scale industries).

The Industrial and Employment Strategy highlights the need and provides recommendations to secure a home for a heavy industry in Latrobe City, to which this submission now focuses.

Securing land for large scale / heavy industry

Whilst all towns have some constraints to large format or heavy industry establishing, areas of zoned industry land to the north and south of Morwell provide the greatest opportunity due to large land holdings separated from sensitive uses (i.e. residential areas), including:

- Logistics Precinct;
- Firmins Lane and surrounds; and
- Alexanders Road.
- Australian Paper Maryvale

Of the 810Ha of vacant industry zoned land across these four precincts in Morwell, NO land is presently available for large scale / heavy industry to establish (excluding logistics or coal related industries).

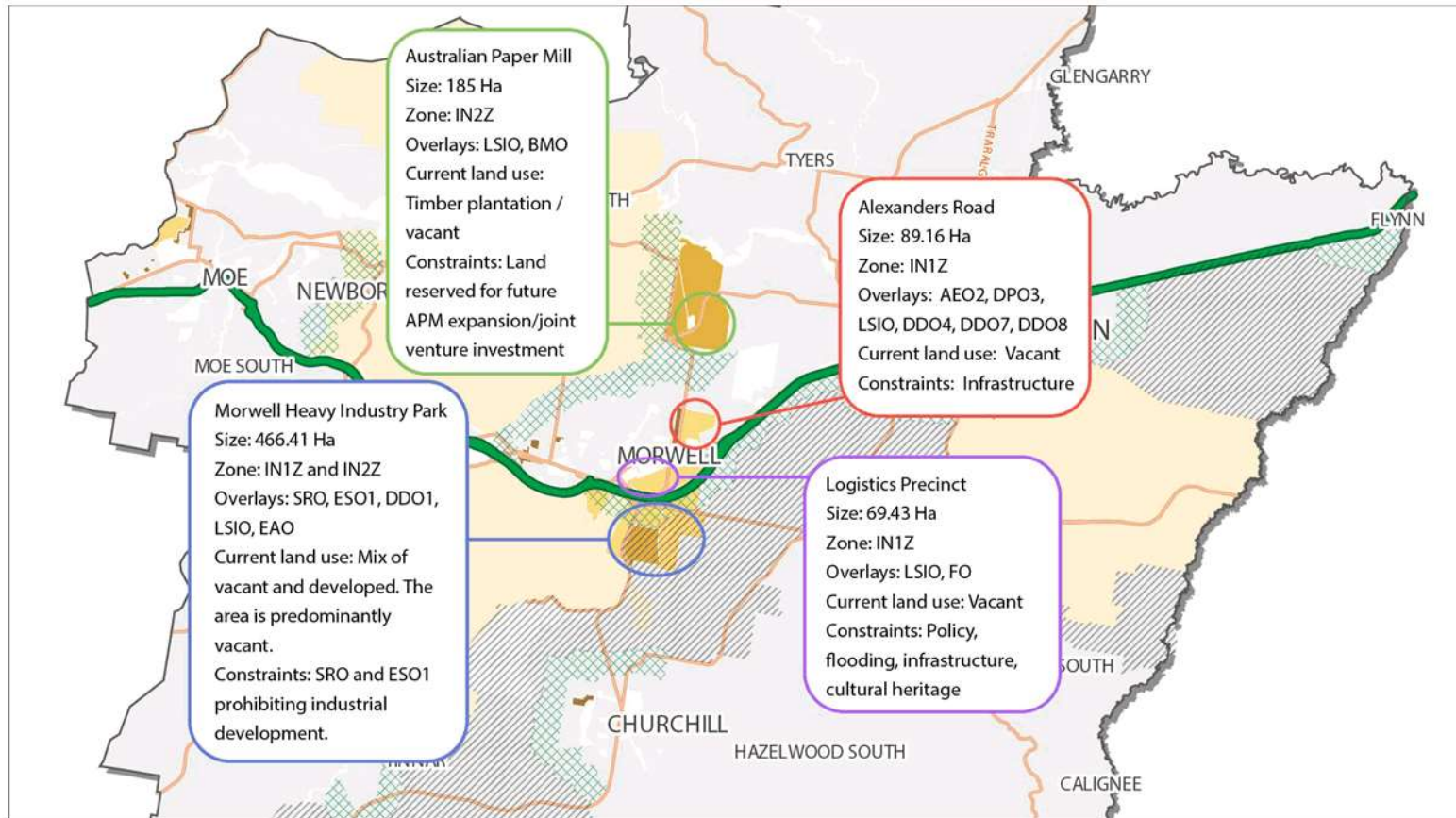
This is due to a number of constraints including land tenure, access to infrastructure and services, land use buffers, specific policy directions and coal related overlay restrictions. Coal overlays themselves affect 60% of vacant industry zoned land.

The following Table 2 summarises opportunities, constraints and actions specific to each of the above precincts to enable their development for large format or heavy industry. The map provided at Figure 2 shows the location of each precinct.

Table 2 – Industrial Vacant Land Opportunities and Constraints

Site	Opportunities	Constraints	Actions	Availability to Market
Logistics Precinct Vacant Land: 69.43Ha Industrial 1 Zone	<ul style="list-style-type: none"> Close proximity to the Princes Highway. Morwell/Maryvale has been rated the highest of all sites assessed in the <i>Victorian Agricultural Freight Flow Mapping (2017)</i> for future food freight and logistics. Support regional freight distribution including services to the Macalister Irrigation District and surrounds. 	<ul style="list-style-type: none"> Clear Council policy to retain this site to serve Gippsland's future logistics needs. Flood and cultural heritage sensitivities. High pressure gas pipeline No infrastructure in place to enable developable lots. Proximity to residential land restrict use for heavy industry. 	<ul style="list-style-type: none"> Seek logistics or related industry to develop and operate the precinct for the benefit of region. Consider other industry investment that may complement / not compromise intended use. 	<p>Available for freight / logistics related industry.</p> <p>Site investigations (Cultural Heritage.) currently underway.</p> <p>Timeframe: 1 – 2 years.</p>
Morwell Heavy Industry Park Vacant Land: 466.41Ha Industrial 1 and 2 Zone	<ul style="list-style-type: none"> Local and State funding has previously provided roads, infrastructure and servicing the land . Large buffers. Large lot sizes. Close proximity to the Princes Highway and future logistics precinct. 	<ul style="list-style-type: none"> SRO and ESO1 prevent non- coal related industry establishing in precinct. 	<ul style="list-style-type: none"> Remove the SRO and ESO1 restrictions to enable development of the industrial zoned land other than coal or energy related uses. Attract energy related industries. 	<p>If coal related overlays were removed, land would be available for development. Immediate opportunities may be enabled should flexibility be provided under current overlay.</p> <p>Timeframe: Available now (subject to SRO).</p>
Alexanders Road Vacant Land: IN1Z: 89.16Ha C2Z: 12.12Ha Zone/s: Industrial 1 Zone Commercial 2 Zone	<ul style="list-style-type: none"> Highway frontage and potential access to rail spur line. Leverage off existing industries (Lions) to create a Food related processing / distribution. Possibility for larger lots as subdivision has not been acted on (enabling 1 or 2 large scale industries or up to 150 medium size industries). 	<ul style="list-style-type: none"> \$5.5 million sewer infrastructure. Signalised intersection required (estimated at \$2-3 million). High voltage electricity lines traverse property. Airport overlays apply to buildings exceeding 15 meters in height. 	<ul style="list-style-type: none"> Latrobe Valley Authority to establish funding mechanism to facilitate provision of infrastructure and services to the subject site. 	<p>Once infrastructure issues are resolved, and the subdivision is issued Statement of Compliance, the land will be ready for the market. Both the VPA and the LVA are undertaking work to assist.</p> <p>Timeframe: 2 years.</p>
Australian Paper Maryvale (APM) Vacant Land: 185Ha Zone: IN2Z	<ul style="list-style-type: none"> Establishment of Biorefining (waste to energy) and related industries currently being explored through feasibility study. Access for industry to utilise existing rail siding and recently expanded intermodal container facility. Existing industry buffers. 	<ul style="list-style-type: none"> Land reserved for future APM expansion or joint venture investment. Site not available for purchase. Land located in single large parcel. Currently utilised for Plantation. Site is predominantly un-serviced. Only sewerage infrastructure present. 	<ul style="list-style-type: none"> In partnership with APM, promote the IN2Z site for uses which compliments the current APM operations 	<p>Land reserved for APM expansion / joint venture investment.</p> <p>Timeframe: Unknown</p>

Figure 2 –Precincts presently zoned for Industry yet not developable



Actions requested from State Government

Latrobe City Council request the following actions are considered by the Latrobe Valley Task Force to facilitate the release of industrial land to the market.

- 1. That a written direction from the Minister is provided to guide the immediate consideration of large scale industry investment opportunities within the State Resource Overlay (SRO) in order to provide clear direction and confidence for non-coal or energy related industries wishing to establish in the area.**

In order to secure immediate investment interest outlined by this submission, clear direction from the relevant Minister(s) is required as a matter of urgency to provide confidence and enable the progression of non-coal related industry proposals establishing on Industry zoned land south of Morwell. Council has previously sought such discretion and been advised that such discretion would reside with the Minister for Planning.

- 2. The State Government promptly revise current state planning coal policy provisions, including the removal of the State Resource Overlay from Industry Zoned land south of Morwell in order to establish a home for heavy industry within the Gippsland region;**

Council acknowledge that the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) are undertaking a review of State coal policy. Council supports this project and have provided a Planning Officer to assist. Latrobe City Council would like to see a change in policy regarding land uses and development which can occur within the coal overlay areas to enable interim uses and developments.

The review must also consider the current extent of coal related overlays, particularly where underlying coal resources are not likely required. Council request that the SRO is removed from industry zoned land within the Firmans Lane precinct (south of Morwell) in order to facilitate industrial development for non-related uses. Recognising current knowledge regarding the limited opportunities for future coal mining operations in this location due to the depth of coal, likely distance to any future coal mine, and proximity to the existing urban area and that the land is presently serviced for industry investment, providing a 'no-cost' option to encouraging industry diversification within the Economic Growth Zone.

- 3. Fast track the establishment of an infrastructure funding mechanism in order to facilitate development, in particular within the Alexanders Road Industrial area.**

An impediment to the Alexanders Road precinct being made available for new industry is the cost of infrastructure. This land is in a single ownership and cost sharing is therefore not an option. Council understand that the LVA is to consider the establishment of a special fund or scheme to facilitate the provision of infrastructure. Council supports this initiative and ask that it be actioned as matter of urgency. Latrobe City Council has previously requested assistance around funding for infrastructure in this precinct, however a significant amount of time has elapsed (approximately 12 months) with the matter yet to be resolved.

Efforts must now be fast tracked to assist in making this land available for new industry investment. The Victorian Planning Authority has previously prepared a report on unblocking infrastructure barriers for developments, referring to this land.

Conclusion

While at face value it appears that there is an adequate supply of industrial zoned land, the reality is that much of what is available has significant constraints to development, particularly for large format or heavy industry uses and development.

These constraints continue to prevent a number of businesses and industries from establishing in Latrobe City – resulting in almost **466 new jobs and \$121 Million** of private investment being held back. Key agencies working in the region, including LVA, RDV and DELWP, have confirmed their support to the submission and are in agreement with the significance of the matters raised.

Recognising the State Government's efforts within the Latrobe Valley through the establishment of the Economic Growth Zone, it is requested that priority is given to initiatives which will help free up existing industrial zoned land to ensure current investment and job opportunities for Latrobe City and the broader region are no longer hindered.

Should actions proposed by the draft submission be taken, it is believed that significant and immediate investment and job creation opportunities may be secured in accordance with the Premier's intent of the Economic Growth Zone.

APPENDIX 1:

Industrial Land (suited to small scale, light industry uses)				
Site	Opportunities	Constraints	Actions	Availability to Market
<p>Morwell – Tramway Road East Zone: IN1Z Overlay/s: DDO8, LSIO, Public Acquisition Overlay Schedule 1 (PAO1). Vacant Land: 11.8ha</p>	<ul style="list-style-type: none"> Fully serviced. Established industrial area with appropriate setbacks. No major environmental constraints (with the exception of three small blocks partially affected by the LSIO but which are already developed). 	<ul style="list-style-type: none"> Only a small percentage of the land in this area is vacant - 9 separate vacant land parcels, ranging from 400sq.m to 3.5Ha. Some site exposure to Princess Hwy. 	<ul style="list-style-type: none"> No current action required 	<ul style="list-style-type: none"> Available now.
<p>Moe Zone: IN1Z Overlay: LSIO Vacant land: 46.85Ha</p>	<ul style="list-style-type: none"> Fully serviced area. Possibility for a few large sites. 	<ul style="list-style-type: none"> Predominately small lots. No direct highway frontage / access for large B-Double trucks. Truck movement is limited due to the need for road network upgrades at the level crossing across Waterloo Road and Lloyd Street. Lacks buffer to existing residential zoned land (less than 400m) Substantial vegetation in the western area of the precinct. 	<ul style="list-style-type: none"> No current action required 	<ul style="list-style-type: none"> Available now.
<p>Morwell – South West Hazelwood Drive Zone: IN1Z Overlays: ESO1 – Coal Buffer Vacant Land: 23.04ha</p>	<ul style="list-style-type: none"> Established industrial area with large shedding. Very close to M1 for trucks. Suitable for heavy industrial uses requiring noise/amenity buffers. Potential to attract major investors/tenants with a freight and logistics focus. Potential integration/coordination of development to integrate with surrounding precincts and developments. Relatively old industrial precinct with direct links to Hazelwood Power Station. 	<ul style="list-style-type: none"> ESO1 applies to the majority of the site. Precinct located in proximity to sensitive land uses. Is 125 metres away from residential area. Past applications DEDJTR objections/onerous permit conditions due to proximity to mine. Large number of easements traverse the area. 	<ul style="list-style-type: none"> Review ESO1 boundaries for accuracy. 	<ul style="list-style-type: none"> Available now.
<p>Moe Zone: Industrial 3 Zone (IN3Z) Overlay:</p>	<ul style="list-style-type: none"> Fully serviced in the Moore Street Area. Land south of the Princes Freeway has good highway 	<ul style="list-style-type: none"> Not appropriate for certain industrial land uses as this zone acts as a buffer type zone to 	<ul style="list-style-type: none"> Servicing is required for the land south of the Princes Freeway. No other action 	<ul style="list-style-type: none"> Moore Street area available now.

<p>LSIO Vacant Land: 13.02Ha</p>	<p>frontage and access.</p>	<p>separate "heavier" land uses from more sensitive uses.</p> <ul style="list-style-type: none"> • Moore Street area - No direct highway frontage / access for large B-Double trucks. • Truck movement is limited due to the need for road network upgrades at the level crossing across Waterloo Road and Lloyd Street. • Some of the IN3Z land is heavily vegetated. • The land south of the Princes Freeway is unserviced. 	<p>required for the Moore Street area.</p>	
<p>Traralgon Zone: IN1Z Overlay/s: n/a Vacant Land: 40Ha</p>	<ul style="list-style-type: none"> • Fully serviced. 	<ul style="list-style-type: none"> • Predominantly smaller lot sizes available ranging from 0.5ha and under. Limited number of large lots. • Precinct lacks large buffers (less than 500m) to existing and forecast residential growth areas. 	<ul style="list-style-type: none"> • No action required. 	<ul style="list-style-type: none"> • Available now.
<p>Churchill Zone: IN3Z Overlay/s: n/a Vacant Land: 10Ha</p>	<ul style="list-style-type: none"> • Fully serviced. 	<ul style="list-style-type: none"> • Small land parcels available. • Lacks buffer to existing residential zoned land (less than 300m) • Not appropriate for certain industrial land uses as this zone acts as a buffer type zone to separate "heavier" land uses from more sensitive uses. 	<ul style="list-style-type: none"> • No action required. 	<ul style="list-style-type: none"> • Available now.

Agenda Item: 14.2

**Agenda Item: Amendment C106 - Traralgon Activity Centre Plan -
Consideration of Submissions**

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. After considering all written submissions received to Amendment C106, resolves to split the amendment into two parts (Part 1 & Part 2).**
- 2. Adopts Amendment C106 Part 1 (Rezoning of 112 McNairn Road, Traralgon East) and submit for approval to the Minister for Planning.**
- 3. Requests the Minister for Planning to establish a planning panel to consider the submissions to Part 2 (Traralgon Activity Centre Plan) of Amendment C106 and prepare a report; and**
- 4. Advises those persons who made written submissions to Amendment C106 of Council's decision.**

Executive Summary:

Traralgon is the primary regional centre for retail/commercial uses within Latrobe City and as such, it warrants its own activity centre plan.

- The Municipal Strategic Statement (at Clause 21.05-7) clearly articulates the need to prepare and implement the Traralgon Activity Centre Plan (TACP). This is further reinforced through the Traralgon Growth Areas Review 2013 and associated C87 Planning Scheme Amendment, the Latrobe Planning Scheme Review 2014 and the C97 Planning Scheme Amendment.
- The draft Traralgon Activity Centre Plan (The Plan) was endorsed by Council on 13 November 2017 to proceed to a Planning Scheme Amendment;
- The rezoning of 112 McNairn Road, Traralgon East from Public Park and Recreation Zone to General Residential Zone 1 was included within the scope of the Amendment.
- Amendment C106 was granted Authorisation by the Department of Environment, Land, Water and Planning (DELWP) on 8 December 2017;

- During the Exhibition period from 18 January 2018 to 5 March 2018, 32 submissions were received. There are a number of outstanding submissions which raised concerns regarding:
 - Building heights (and associated privacy/overshadowing issues particularly where the commercial zone abuts with a residential zone);
 - Development in close proximity to the Traralgon Creek to the north; and
 - Traralgon Train Station Precinct.
- Section 22 of the Planning and Environment Act 1987 requires that a planning authority consider all submissions to an amendment; and
- A total of \$40,000 has been allocated in the current 2017/2018 budget year to enable the planning scheme amendment to proceed. A further \$15,000 grant for Stage 2 (Traralgon Activity Centre Plan - Planning Scheme Amendment) has been approved from the Victorian Planning Authority (VPA) Streaming for Growth Program 2017/2018. The remaining budget should cover any prescribed fees for a planning scheme amendment.

Declaration of Interests:

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

Background:

Traralgon is the primary regional centre for retail/commercial uses within Latrobe City and as such, it warrants its own activity centre plan. The Municipal Strategic Statement (at *Clause 21.05-7*) clearly articulates the need to prepare the Traralgon Activity Centre Plan (TACP). This is further reinforced through the *Traralgon Growth Areas Review 2013* and associated C87 Planning Scheme Amendment, the *Latrobe Planning Scheme Review 2014* and the C97 Planning Scheme Amendment.

Purpose

The TACP (see Attachment 1) aims to establish an agreed vision for the commercial centre of Traralgon and is intended to provide the community with a framework within which change in the centre is proposed to occur over the next 20 or so years.

The Plan will guide the major changes that together can achieve economic, social and environmental objectives for the City.

Additionally the Plan will form the basis for introducing new planning policies, zones (see Attachment 2 – Zone Map TACP Study Area) and overlay controls into the Latrobe Planning Scheme (as appropriate). The Plan seeks to outline key policy directions and physical outcomes as related to the following areas:

1. Public Realm;
2. Land Use & Activity;
3. Built Form; and

4. Access and movement.

The Plan also outlines a series of urban design guidelines to support the built form strategies which are in line with the draft *Commercial Urban Design Guidelines August 2016* proposed by Live Work Latrobe.

Benefits

There are a number of benefits of the TACP being implemented into the Latrobe Planning Scheme, these include:

- The incorporation of urban design guidelines into the Latrobe Planning Scheme;
 - Greater strategic direction when assessing planning permit applications
 - Greater certainty for developers
- Greater housing diversity within the Traralgon town centre;
 - This results in more passive surveillance and greater perceived safety;
- Public Realm improvements to encourage more people to stay longer within the town centre;
 - Greater walkability;
 - Economic uplift by encouraging people to stay longer, walk more and spend more as a result;
 - Greater connection to the creek and parkland into the town centre; and
- A greater sense of identity for Traralgon by providing a town hub and key focal points.

Background

The Traralgon Activity Centre Plan (TACP) was originally placed on hold pending further work including the *Car Parking Framework Review (2014)* and *Amendment C87 Traralgon Growth Areas Review (2017)*. Once these issues were resolved, Council engaged the VPA to revise and update the first draft TACP produced by Hansen in 2016. A final draft was presented to Council on 13 November 2018 where it was resolved:

That Council:

1. *Endorses the draft Traralgon Activity Centre Plan for public exhibition as a part of a planning scheme amendment; and*
2. *Requests authorisation from the Minister for Planning to prepare and exhibit the Traralgon Activity Centre Plan and the related proposed amendment to the Latrobe Planning Scheme.*

In addition, on advice from DELWP, 112 McNairn Road, Traralgon East was included within the scope of the Amendment after it was withdrawn from Amendment C100 Minor Technical Amendment. The events which led to the inclusion of 112 McNairn Roas, Traralgon East is outlined below:

- The landowner consented to the residential rezoning in October 2016;

- Following discussions with other parties, the landowner wanted to pursue an industrial or commercial rezoning of the land;
- The Minister for Planning received correspondence from Hon. Russell Northe stating that the residential zoning was inappropriate;
- As the rezoning had caused some controversy and the landowner appeared to retract his consent, the property was pulled from the minor technical amendment C100; and
- In the formal approval letter of Amendment C100 it stated:
An amendment process with full notification is considered necessary if a non-residential zone is sought. Mr Northe has also been advised of this position.
- Verbal advice was received from the Department of Environment, Land, Water and Planning (DELWP) that should the site be rezoned to a residential zone, it would still need to be a part of a full Planning Scheme Amendment.
- Council officers met with all parties and advised that should an amendment be requested to rezone the site to a non-residential zone this would be at the proponent's cost as outlined in the *Planning and Environment Act* sections 156 and 203(1)(c) and the *Planning and Environment (Fees) Regulations* r. 6;
- Council officers advised that should the landowner consent to a residential zone which is what the land is being used for at the moment, then it could be included within the next Council-led amendment that went on public exhibition; and
- Further discussions were held with the Hon. Russell Northe and the landowner who consented to a residential rezoning and its inclusion within the amendment (see Attachment 3 – Zone Map for 112 McNairn Road Traralgon).

In accordance with the Council resolution Authorisation of Amendment C106 was sought on 24 November 2017 with the Minister for Planning in accordance with Sections 8A(3) of the *Planning and Environment Act 1987*, authorised Council to prepare the proposed Amendment C106 on 8 December 2017.

Amendment C106 was placed on public exhibition during the period 18 January 2018 to 5 March 2018.

Issues:

Strategy Implications

Amendment C106 meets both objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City and Objective 3: Improve the liveability and connectedness of Latrobe City by implementing a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.

Communication

A total of 32 submissions were received by Latrobe City Council to Amendment C106 Traralgon Activity Centre Plan (TACP). The table below (under Public Submissions) provides a breakdown of the submissions received.

The amendment is subject to the prescribed process in accordance with the public notice and consultation requirements of Section 19 of the Act.

This included advertising in the government gazette and local newspapers as well as written notification to landowners and occupiers that may be materially affected by the amendment.

All statutory and servicing authorities likely to be materially affected have also been notified of the proposed amendment.

Amendment C106 was placed on public exhibition during the period 18 January 2018 to 5 March 2018.

A summary of all engagement activity is provided below:

- Four consultation sessions were held on 30 January, 7, 13 and 20 February 2018;
 - 125 people attended these consultation sessions;
- 13 enquiries were received over the phone;
- Amendment C106 webpage went live on 18 January 2018;
 - 54 people viewed the Traralgon Activity Centre Plan Project webpage;
 - 45 people viewed the Amendment C106 webpage;
- Advertising in the Government Gazette and local newspapers as well as written notification to landowners and occupiers that may be materially affected by the amendment;
 - Approximately 1500 letters were sent to owners, occupiers and business owners including a fact sheet, zoning map and a copy of the gazette notice;
 - Two Notices of Exhibition of Amendment were printed in the Latrobe Valley Express on 18 January and 22 February 2018;
 - Two 'Have Your Say' notifications were printed in the Latrobe Valley Express on 1 and 15 February 2018

Public Submissions

Following public exhibition 32 written submissions were received by Latrobe City Council in response to Amendment C106. Section 22 of the Act requires that a planning authority consider all submissions to an amendment.

A summary of key issues and comments raised in submissions that have been received by Council in response to Amendment C106 have been provided in Attachment 4 – Summary of Submissions Table.

Amendment C106 Submissions	
Support	8
Support with changes	19
Object	5
Withdrawn	4
Total Submissions	32

A substantial amount of the requested changes to the Amendment were supported by the draft policy and as such amendments to TACP and associated Activity Centre Zone Schedule 1 have been made (see Attachment 5 – Post Exhibition Changes Table).

However several of the requested changes to the Amendment are not supported by the draft policy and as such these changes cannot be incorporated into TACP and associated Activity Centre Zone Schedule 1.

Concerns raised in submissions included:

- Building heights (and associated privacy/overshadowing issues particularly where the commercial zone abuts with a residential zone);
- Development in close proximity to the Traralgon Creek to the north; and
- Traralgon Train Station Precinct

A copy of all submissions can be found at Attachment 6 to this report.

A copy of the final TACP can be found at Attachment 1 to this report and a copy of the final Activity Centre Zone Schedule 1 can be found at Attachment 7 to this report.

Financial Implications

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

A total of \$40,000 has been allocated in the current 2017/2018 budget year to enable the planning scheme amendment to proceed. A further \$15,000 grant for Stage 2 (Traralgon Activity Centre Plan - Planning Scheme Amendment) has been approved from the Victorian Planning Authority *Streaming for Growth Program 2017/2018*. The remaining budget should cover any prescribed fees for a planning scheme amendment.

Funds have been allocated in the current 2017/2018 budget year to enable the planning scheme amendment to proceed.

Risk Analysis:

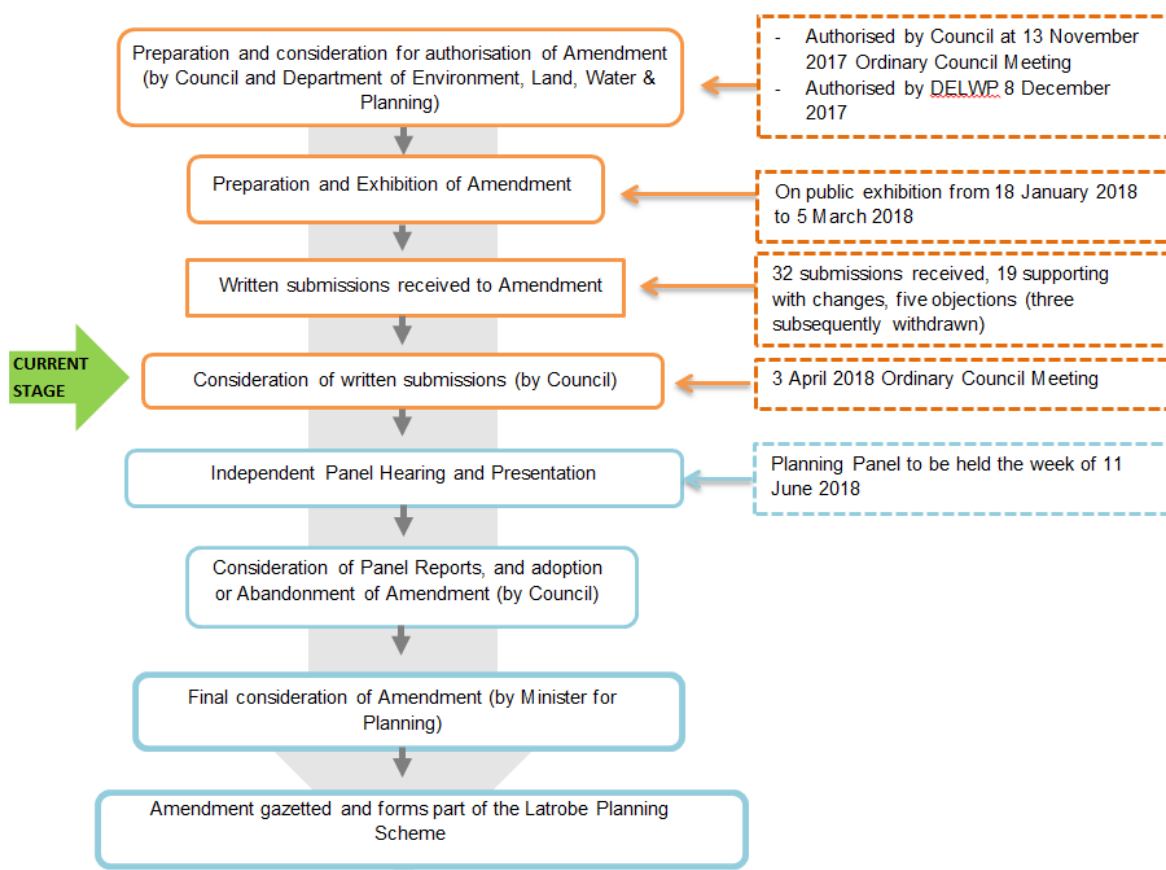
Identified risk	Risk likelihood*	Controls to manage risk
Further delays to the implementation into the Latrobe Planning Scheme	3 - Possible	Proceeding to a Planning Panel so that all outstanding submissions can be presented to an independent, third party review
Negative perception of Council resources being wasted	3 - Possible	Keeping landowners informed of the progress of the project; and Referring outstanding submissions to an independent Planning Panel.
Negative perception of Council not acting to support development	3 - Possible	Keeping landowners informed of the progress of the project; and Referring outstanding submissions to an independent Planning Panel.

If a decision is not made, there is a risk that Council will be seen to not support a project that has overwhelming support from the public. Furthermore, there is a risk that there will be greater financial implications beyond the current projected budget.

Legal and Compliance:

The C106 Planning Scheme Amendment process is shown in the figure below and provides an indication of the current stage of Amendment C106.

Figure 1 – Amendment C106 – Planning Scheme Amendment Process



In accordance with the Act, the municipal council, as a planning authority, has a number of duties and powers. These duties and powers are listed at Section 12 of the Act. Under Section 12 a planning authority must have regard to (*inter alia*):

- The objectives of planning in Victoria;
- The Minister's directions;
- The Victoria Planning Provisions;
- The Latrobe Planning Scheme;
- Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged by the amendment.

Amendment C106 has had regard to Section 12 of the Act and is consistent with the requirements of Section 12. In addition each amendment must address the Department of Environment, Land, Water, and Planning (DELWP) publication

Strategic Assessment Guidelines for Planning Scheme Amendments. A response to these guidelines is outlined in the attached Explanatory Report, (see Attachment 8)

The proposal is consistent with the State Planning Policy Framework and the Municipal Strategic Statement (MSS). This is explained in the attached Explanatory Report (Attachment 8).

Council officers have prepared draft planning scheme amendment documentation to introduce the Activity Centre Zone into the Latrobe Planning Scheme to replace the existing Commercial 1 Zone and Mixed Use Zone land in the Traralgon town centre.

The Activity Centre Zone seeks to simplify zone and overlay controls within activity centres which tend to be complex urban environments. The Activity Centre Zone combines both zoning and built form controls and allows for these to be targeted to the requirements of different Precincts (in our case 5 Precincts) within the activity centre.

By introducing the Activity Centre Zone into the Latrobe Planning Scheme, it is seen as the first step in implementing the Plan. Furthermore, it will provide greater clarity to statutory planning officers and developers in applying for and assessing planning permit applications.

Sections 22 and 23 of the Act require that Council must consider all submissions received to Amendment C106 and where a submission requests a change that cannot be satisfied, request the Minister for Planning to establish a planning panel to consider submissions.

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

The options available to Council are as follows:

1. That Council, after considering all written submissions received to Amendment C106, resolves to adopt, and submit for approval to the Minister for Planning, Amendment C106.
2. That Council, after considering all written submissions received to Amendment C106 resolves to abandon the exhibited planning scheme amendment C106 or part of the amendment and inform the Minister for Planning.
3. That Council, after considering all written submissions received to Amendment C106, resolves to request the Minister for Planning to establish a planning panel to consider submissions and prepare a report.
4. That Council, after considering all written submissions received to Amendment C106, resolves to split the amendment into two parts (Part 1 & Part 2). Council resolves to adopt Amendment C106 Part 1 and submit for approval to the Minister for Planning. Council resolves to request the Minister for Planning to establish a planning panel to consider the submissions to Part 2 of Amendment C106 and prepare a report.

The recommendation to Council is to support option 4.

Community Implications

Social

The amendment is expected to have a positive social impact by improving the range of commercial, employment and housing opportunities available in the centre. It promotes healthy lifestyle options and could reduce social isolation by increasing social interaction through increased foot traffic.

Economic

The amendment will assist in promoting economic growth by stimulating private and public investment in Traralgon, increasing competitiveness in the regional retail environment and providing a range of direct and indirect employment opportunities.

Environmental Implications

The amendment will give statutory effect to the TACP which considers Environmentally Sustainable Design objectives relating to new development. The amendment will assist in improving the built environment by ensuring integrated development that incorporates high quality design and energy efficiency in the town centre. It will also increase active transport by facilitating greater walkability and better public transport access reducing the reliance on vehicles.







Reasons for Proposed Resolution:

Amendment C106 currently has two separate components – implementation of the Traralgon Activity Centre Plan and the rezoning of 112 McNairn Road, Traralgon East from Public Park and Recreation Zone to General Residential Zone 1. As all of the outstanding submissions relate to the Traralgon Activity Centre Plan component, the best option is to split Amendment C106 into Part 1 and Part 2 so that the rezoning of 112 McNairn Road can proceed without any further delays while the outstanding submissions can be heard at an independent, third party review.

Supporting Documents:

Background Report – Consultation Summary (2010)
Background Report – Car Parking (2010)
Background Report – Community Infrastructure (2010)
Background Report – Economic Assessment (2010)
Background Report – Executive Summary (2010)
Background Report – Planning Context Report (2010)
Background Report – Traffic and Public Transport (2010)
Background Report – Urban Design Context Report (2010)
TACP - Key Directions Report (2011)
Traralgon and Morwell Car Parking Framework Review (2014)

Attachments

- 1 [↓](#).  Attachment 1 - Traralgon Activity Centre Plan
- 2 [↓](#).  Attachment 2 - Zone Map TACP Study Area
- 3 [↓](#).  Attachment 3 - Zone Map 112 McNairn Road Traralgon
4. Attachment 4 - Summary of Submissions Table (Published Separately)
(Confidential)
- 5 [↓](#).  Attachment 5 - Post Exhibition Changes
6. Attachment 6 - Copy of Submissions (Published Separately) (Confidential)
- 7 [↓](#).  Attachment 7 - Activity Centre Zone Schedule 1
- 8 [↓](#).  Attachment 8 - Amendment C106 Explanatory Report

14.2

Amendment C106 - Traralgon Activity Centre Plan - Consideration of Submissions

1	Attachment 1 - Traralgon Activity Centre Plan.....	209
2	Attachment 2 - Zone Map TACP Study Area.....	253
3	Attachment 3 - Zone Map 112 McNairn Road Traralgon.....	255
5	Attachment 5 - Post Exhibition Changes.....	257
7	Attachment 7 - Activity Centre Zone Schedule 1	267
8	Attachment 8 - Amendment C106 Explanatory Report.....	289

DRAFT TRARALGON ACTIVITY CENTRE PLAN



ACKNOWLEDGEMENTS

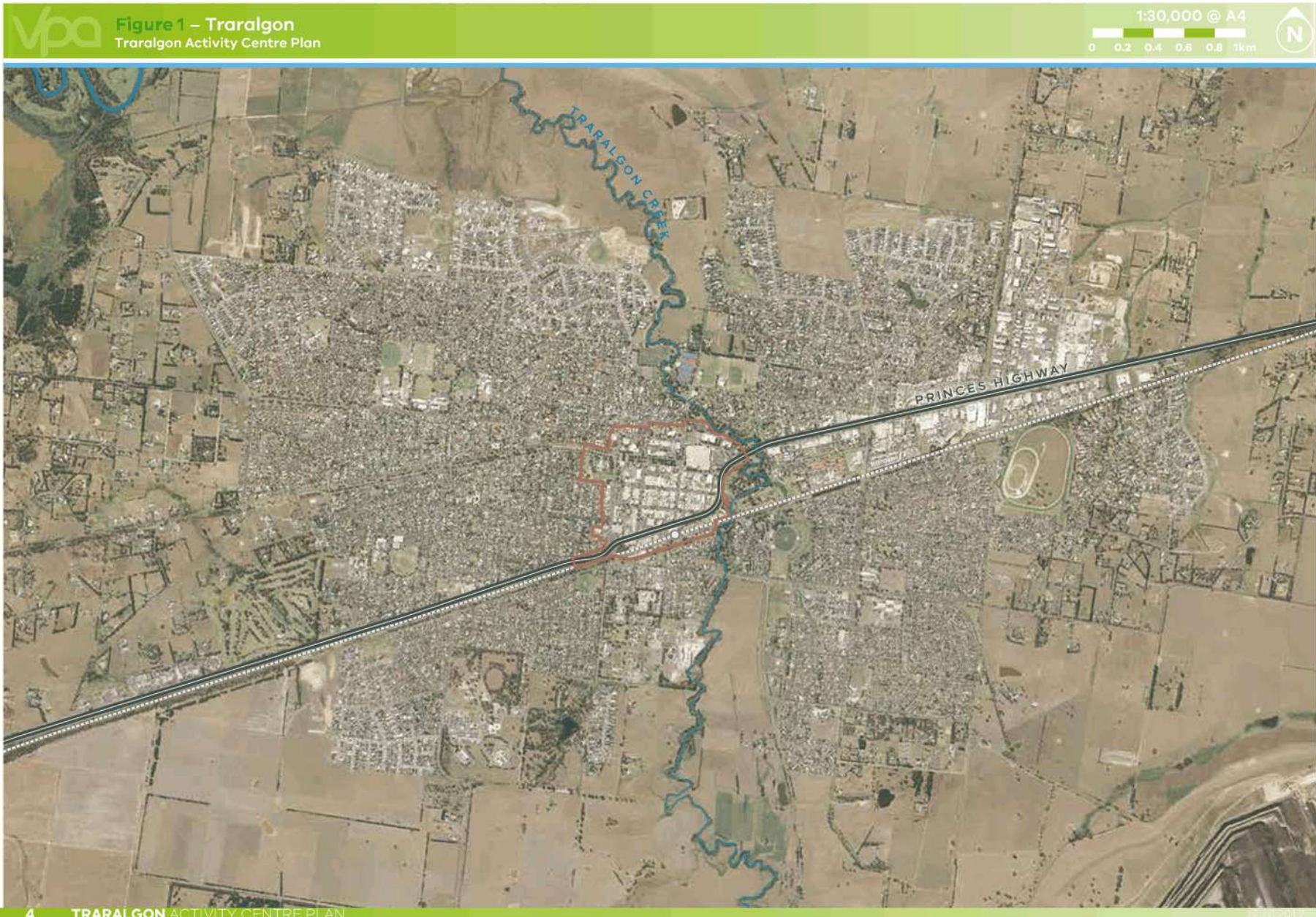
The Traralgon Activity Centre Plan has been developed on behalf of Latrobe City Council by the Victorian Planning Authority (VPA) and Hansen Partnership Pty Ltd. Background work and an initial draft of the Traralgon Activity Centre Plan was completed by Hansen Partnership Pty Ltd.

Following this work, Council applied to have the project completed as part of the Victorian State Government's Streamlining for Growth Program. Work undertaken by the VPA as part of this program generated additional inputs which have formed significant parts of this final draft report.

The Traralgon Activity Centre Plan is a Latrobe City document, and is a shared initiative of Latrobe City Council and Victorian State Government.

CONTENTS

ACKNOWLEDGEMENTS	2	FIGURES	
1 EXECUTIVE SUMMARY	5	Figure 1: Context	4
Introduction	6	Figure 2: Activity Centre	10
Consultation	6	Figure 3: Public Realm	12
2 KEY DIRECTIONS	7	Figure 4: Land Use & Activity	14
3 ACTIVITY CENTRE PLAN	11	Figure 5: Built Form & Height	16
The public realm	13	Figure 6: Franklin Street Cross Section	17
Land use & activity	15	Figure 7: Access & Movement	18
Built form	17	Figure 8: The Precincts	20
Access & movement	19	Figure 9: Post Office Place: Public Realm Improvements	30
4 DESIGN GUIDELINES	21	Figure 10a: Post Office Place Cross Section: Option 1	33
General guidelines for all precincts	22	Figure 10b: Post Office Place Cross Section: Option 2	34
Precinct 1: Town centre core	23		
Precinct 2: Princes Highway & station corridor	24		
Precinct 3: Kay Street & civic corridor	25		
Precinct 4: Creekside office	26		
Precinct 5: Breed Street	27		
5 KEY INITIATIVES	28		
Key public realm areas	28		
Key development sites	29		
Post Office Place concept	30		
6 IMPLEMENTATION	35		
Planning policy	35		
Zoning and overlay controls	35		
Actions	36		



1 EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Traralgon is the largest town in Latrobe City, Gippsland's regional city. Latrobe City is identified as a Regional City in the State Planning Policy Framework, alongside Geelong, Ballarat and Bendigo. This designation has major implications for the type of development that can, and should, be expected within this Activity Centre. Traralgon is also a key public transport interchange, due to the direct rail link to Melbourne (see *Figure 1 – Context*).

The Traralgon Activity Centre Plan ('the Plan') is a key guiding document designed to assist the management and monitoring of future growth and development in the central business district (CBD) of Traralgon. The plan will positively guide future land use and development in a coordinated manner, and provide greater certainty for all stakeholders in the delivery of a preferred outcome.

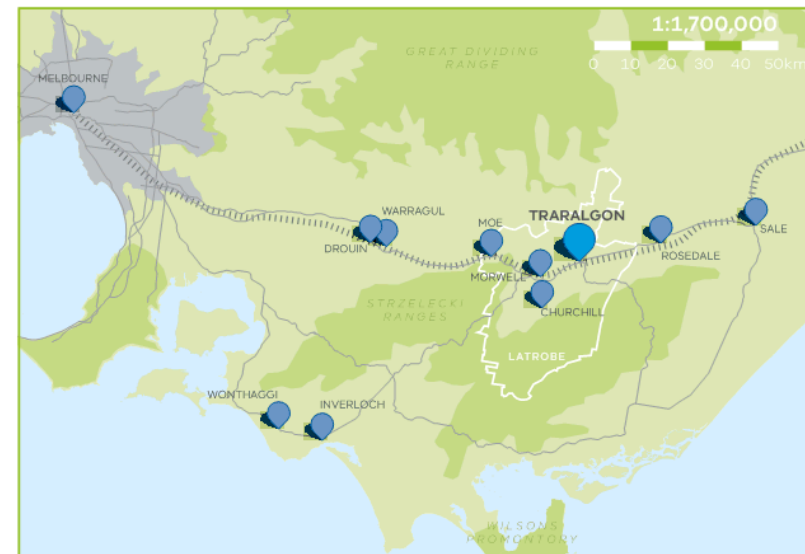
The study area for the plan focuses on the existing business hub in central Traralgon. The precinct is generally bounded by Grey Street to the north, Traralgon Creek and Princes Highway to the east, the railway precinct to the south, and the rear property boundary of Breed Street commercial properties (including Hubert Osborne Park) to the west.

The Plan was prepared through a collaborative process involving stakeholders, landowners and agencies. The Plan builds on previous work undertaken within the broad Traralgon area and in the activity centre itself. Chief among these are the *Latrobe Transit Centre Precincts: Traralgon* (2008) and the *Traralgon Structure Plan* (2017). These important documents were reviewed, and the principles and strategies contained within were considered in the preparation of this Plan.

The Plan was undertaken in phases, with background information on existing conditions and plans sourced and analysed before technical assessments were prepared. This information, along with feedback from the community formed the basis of the 'vision' outlined in the *Traralgon Activity Centre Plan: Key Directions Report* (2011).

The public exhibition of the *Key Directions Report* identified a number of key issues and concerns which were then addressed through the development of a car parking strategy and the finalisation of other key strategic policy documents.

The Plan has now been revised and updated to reflect the progress of Traralgon over the past five years, including the findings of the *Car Parking Framework Review* (2014) and the adopted *Traralgon Station Precinct Master Plan* (2011) given the key role the station area plays in linking the commercial centre to the residential land south of the precinct.



INTRODUCTION

Traralgon is the largest town in Latrobe City, Gippsland's regional city. It is located 164 kilometres east of Melbourne and serves as the primary commercial centre for the wider Gippsland area. Traralgon's CBD needs to ensure it reflects this important role.

In establishing an agreed vision for the Centre for a period of 15 to 20 years, the Plan seeks to outline key policy directions, and important physical outcomes as they relate to the Traralgon Activity Centre's public realm, land use and activity, built form and access and movement.

The Plan must be regularly reviewed to ensure its directions and ambitions continue to be relevant to the activity centre as it changes over time.

CONSULTATION

A draft Traralgon Activity Centre Plan was developed through a two-stage consultation process in 2010 and 2011.

Stage 1 involved a series of consultation sessions held with a range of stakeholders, including, but not limited to:

- Internal Council staff and Councillors;
- Government agencies including Local Government, the Department of Environment, Land, Water and Planning, VicRoads, and the West Gippsland Catchment Management Authority;
- Key interest groups including the Traralgon Chamber of Commerce; and
- The wider Traralgon community.

These sessions identified the key issues for the centre which informed the development of six background reports. These reports addressed planning context, economics, community infrastructure, car parking, traffic and public transport, and urban design. The background reports were exhibited to the public for review and comment.

A series of stakeholder workshops formed Stage 2 of the consultation process, involving stakeholders from Stage 1 and the wider community. These workshops discussed the key issues identified in Stage 1, and developed responses to be reflected in the future Activity Centre Plan.

From this process, the *Traralgon Activity Centre Plan: Key Directions Report* (2011) was developed, and publicly exhibited for review and comment for 15 weeks between December 2010 and March 2011. Additional information sessions on the *Key Directions Report* were also held during this time.

The report exhibition process identified car parking availability within the Activity Centre as a key issue. In response, Council resolved that this and a number of other matters required further investigation before the Traralgon Activity Centre Plan could be finalised.

This work has now been undertaken, and the appropriate strategic documents have been developed and endorsed by Council.

2

KEY DIRECTIONS

The planning process for the Traralgon Activity Centre involved the identification of many ideas and ambitions for the Centre, as demonstrated in the diagram on the right.

From these, key directions have been formulated, exhibited and ratified as outlined within the *Traralgon Activity Centre Plan: Key Directions Report* (2011).



The key directions have been arranged into four main themes, which form the basis of the planning and design principles of the Traralgon Activity Centre Plan. These themes are represented in the following diagrams.



PUBLIC REALM

- To create a Princes Highway Boulevard;
- To create a network of public spaces incorporating the Traralgon Courthouse Project, the Traralgon Station Precinct Masterplan, The Gippsland Regional Aquatic Centre and the Latrobe Creative Precinct Project;
- To create a 'shared space' in the form of a town square at the intersection of Post Office Place, Kay Street and Franklin Street;
- To incorporate art and place making to enhance identity and character;
- To support the integration and activation of the Traralgon Creek corridor; and
- To resolve laneway ownership and encourage activation.



LAND USE

- To emphasise the key retail axes of Franklin Street and Seymour Streets;
- To promote the role of Traralgon Activity Centre as the premier shopping and business destination for Gippsland;
- To support Encourage shop-top housing and mixed uses within the activity centre;
- To support the provision of appropriate youth spaces within the town centre;
- To encourage consolidation of land to facilitate the creation of viable development sites; and
- To support civic and community uses within the Traralgon Activity Centre including the Latrobe Creative Precinct, the Gippsland Regional Aquatic Centre, and the Traralgon Court House



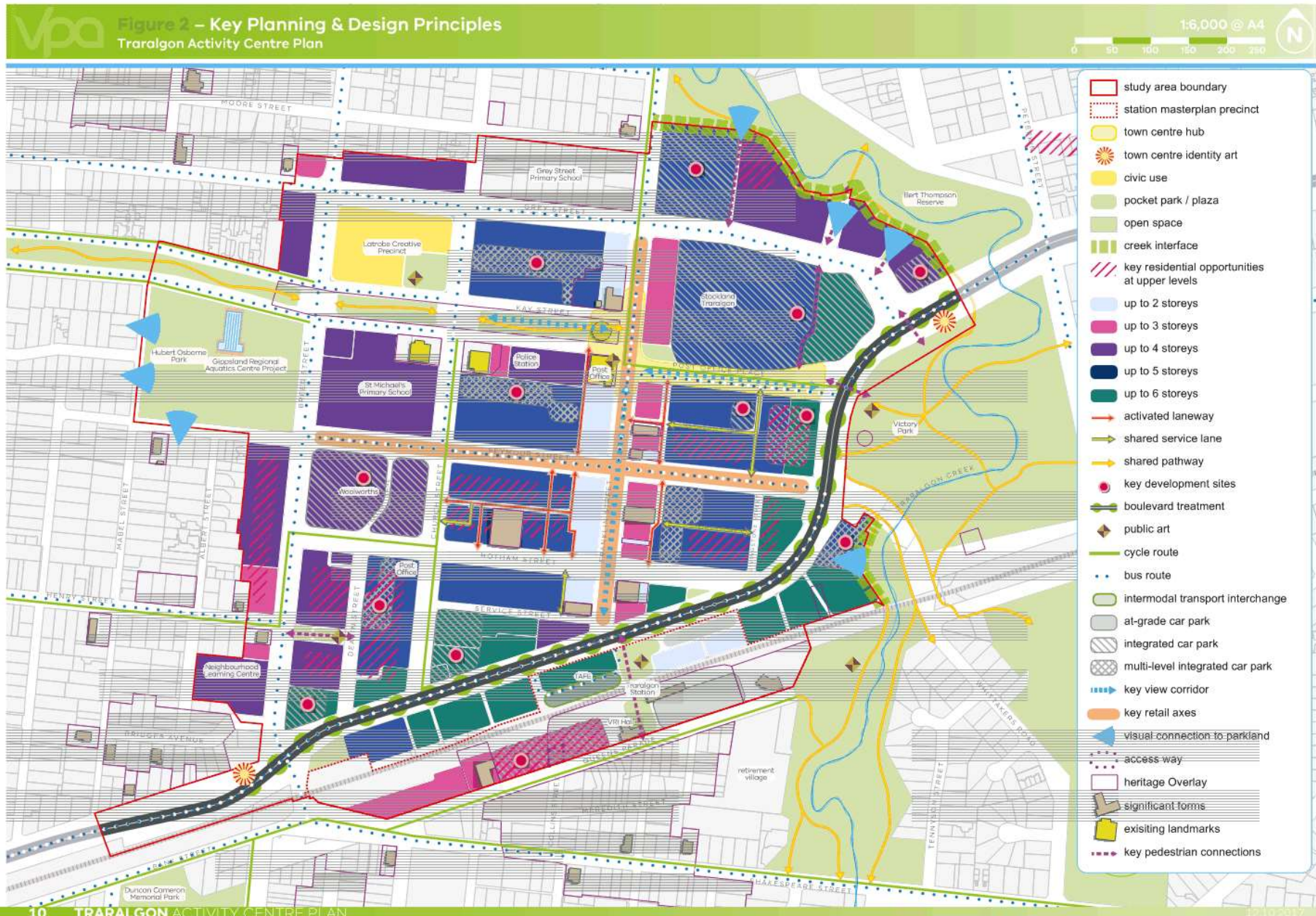
BUILT FORM

- To consolidate the town centre by infilling blocks and creating a consistent street wall;
- To create strong urban form that responds to the public realm and regional character;
- To encourage the development of taller built form throughout the centre (up to 6 storeys) in recognition of the important CBD function that the Traralgon Activity Centre plays; and
- To provide continuous weather protection such as an awning treatment along active frontages.



ACCESS & MOVEMENT

- To identify and define the role of streets within the town centre;
- To encourage multi-storey and integrated parking solutions in appropriate locations;
- To improve the provision of facilities associated with public transport and identify bus interchange at Traralgon Station;
- To provide safe cycle links through the town centre and ensure that connections can be made with other cycle path projects such as the Traralgon–Morwell Shared Pathway; and
- To allow for pedestrian and visual links from Kay Street to Victory Park.



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3

ACTIVITY CENTRE PLAN

Following on from the grouping of the key directions into four main themes, the Activity Centre Plan was developed using the same structure. Strategies were then established to achieve the key directions of the four themes.

A detailed explanation of the key directions and how they are integrated into the Key Planning & Design Principles plan at Figure 2 is provided in the following pages.





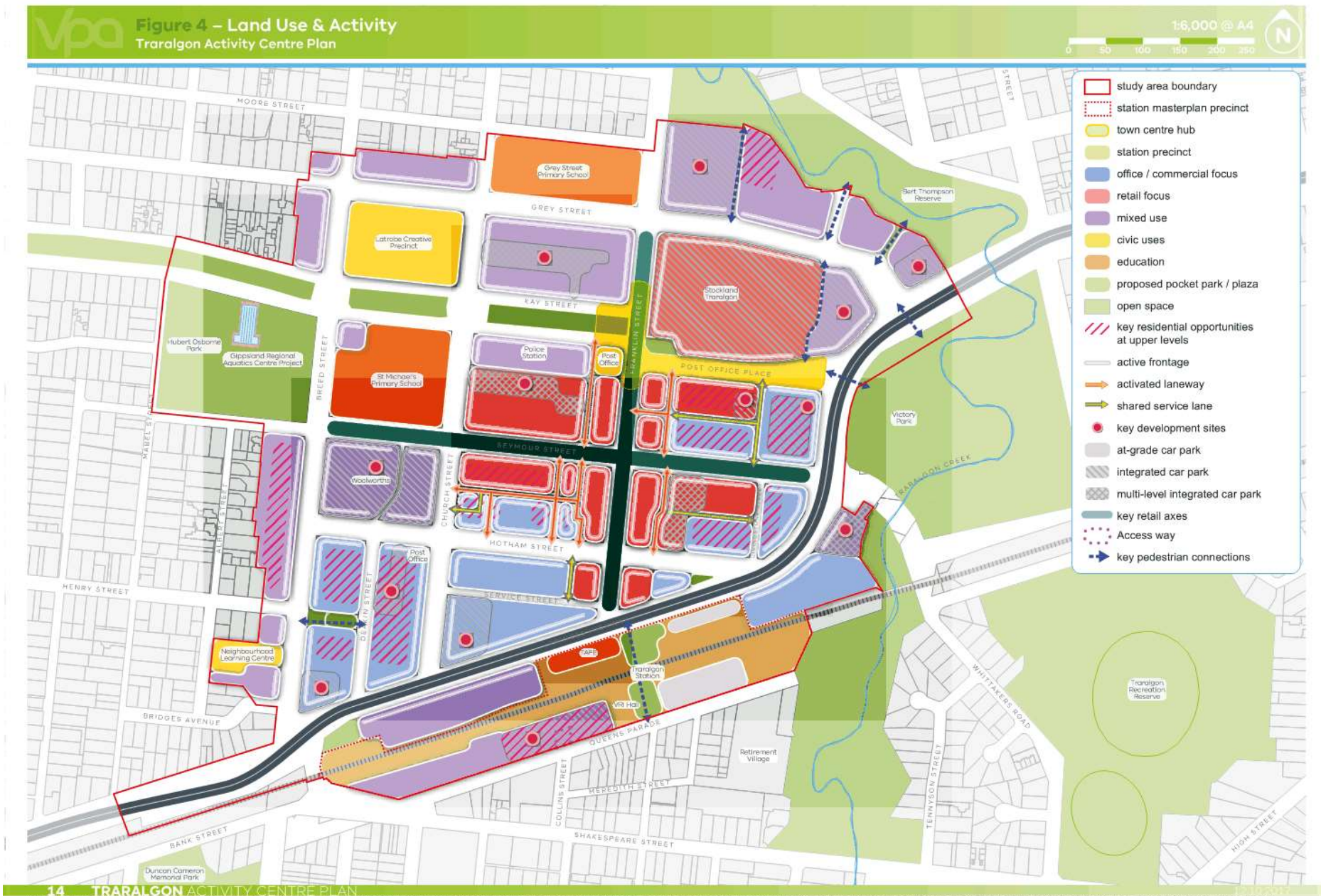
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THE PUBLIC REALM

The following strategies relating to the public realm are identified to achieve the key directions for the Traralgon Activity Centre:

- S1 Improve the Princes Highway between Breed Street and Traralgon Creek.
- S2 Support the inclusion of a public plaza fronting the Princes Highway, creating linkages to Franklin Street as outlined in the *Traralgon Station Precinct Masterplan 2011*.
- S3 Create a town square-style community space for civic events, linking Post Office Place and the old Courthouse with Kay Street.
- S4 Support the implementation of the *Latrobe Creative Precinct Project*.
- S5 Support the development of a range of unique smaller public plazas.
- S6 Support the activation of smaller streets and laneways to provide additional connections between streets in the town centre.
- S7 Support public art at key sites within the town centre, ensuring the art reflects the character and values of the community and is of an appropriate scale for its location.
- S8 Prepare a streetscape master plan to determine how the streets within the centre should be upgraded, noting the area around Franklin and Seymour Streets as a priority.
- S9 Improve public realm infrastructure.
- S10 Promote the history of the town centre.
- S11 Protect significant corridor views throughout the town centre including:
 - Franklin Street towards the post office;
 - West along Post Office Place to the post office and east towards Victory Park; and
 - In the direction of the church at the intersection of Church and Kay Streets.
- S12 Protect and enhance Kay Street as a northern 'boulevard' with a strong landscape character leading into the centre.
- S13 Improve connections between the town centre and Traralgon Creek.
- S14 Encourage activation of the creek corridor by upgrading facilities along the creek.





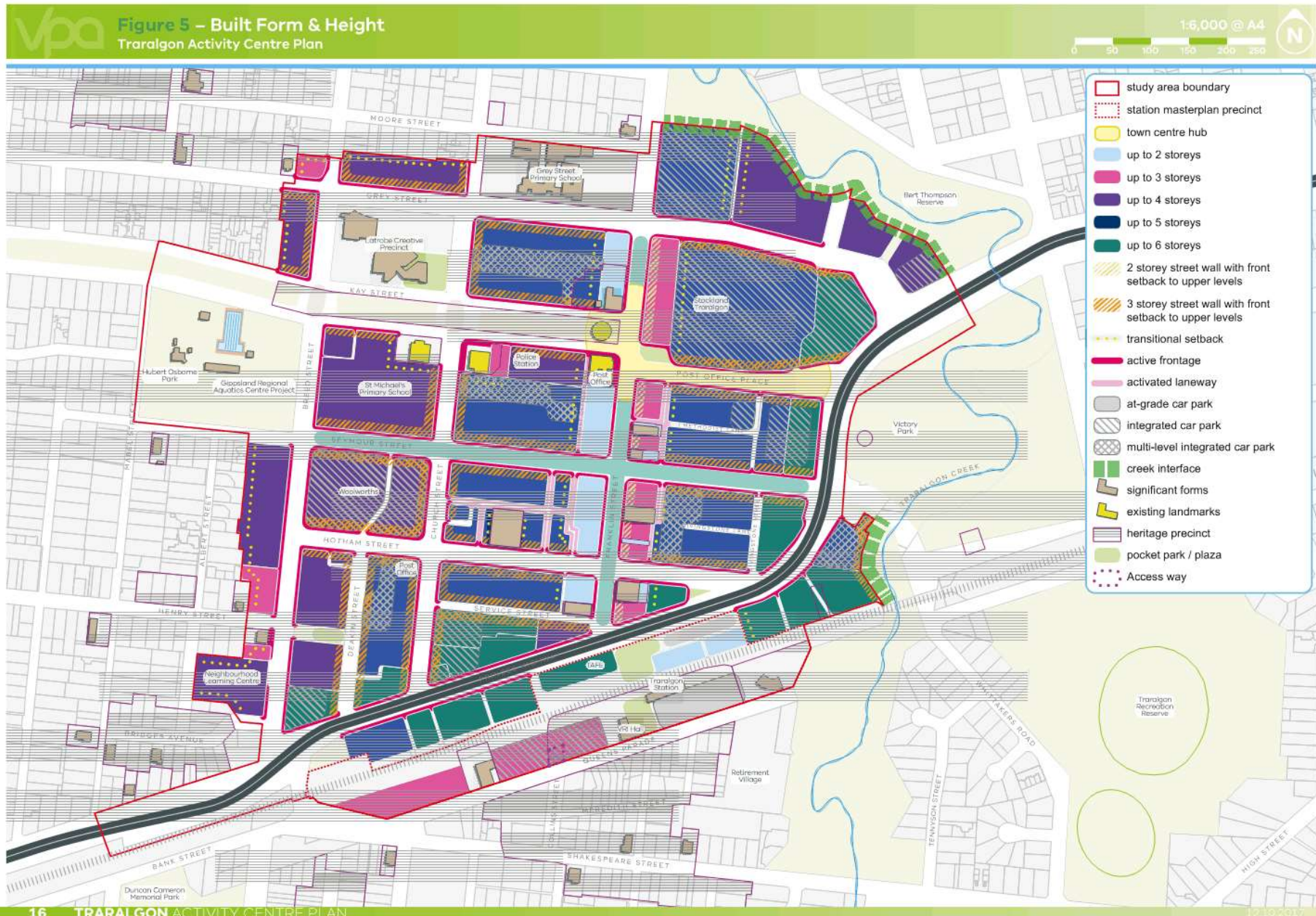
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LAND USE

The following strategies relating to land use and activity are identified to achieve the key directions for the Traralgon Activity Centre:

- S15** Support the development of a major retail development at the western end of Seymour Street (between Seymour and Hotham Streets) to provide a central anchor.
- S16** Recognise Franklin Street as the main retail spine.
- S17** Support the further expansion of retail uses by extending commercial activity west along Seymour Street.
- S18** Support the Traralgon Activity Centre as the commercial hub for both Latrobe City and the wider Gippsland region.
- S19** Encourage consolidation of lots to allow for centre-block and mid-block developments.
- S20** Support the development of major office uses along the Princes Highway frontage and the eastern side of Breed Street.
- S21** Support the development of service and office-based uses along the western side or frontage of Breed Street.
- S22** Support new office/commercial development around Deakin Street.
- S23** Support additional street facing development to the western and southern edges of Stockland Plaza including outdoor dining areas along Post Office Place.
- S24** Support a range of community, health, and service-based uses on land north of Kay Street, recognising the proximity to the civic precinct and primary schools.
- S25** Support the development of the Creekside precinct with a mixed use development that responds to the flood constraints and the interface with public open space and integrates residential development with existing office uses.
- S26** Support the longer term transition of the St. Michael's Primary School site to commercial and higher density residential uses.
- S27** Promote upper level residential development in areas of high amenity within the town centre including locations close to public transport, adjoining the creek, overlooking green spaces, along the Princes Highway Boulevard and in the interiors of existing urban blocks.
- S28** Promote youth spaces within the town centre.
- S29** Support the redevelopment of the Civic Precinct as per the *Latrobe Creative Precinct Project*.
- S30** Support the redevelopment of the Traralgon Outdoor Pool as per the *Gippsland Regional Aquatics Centre Project*.





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BUILT FORM

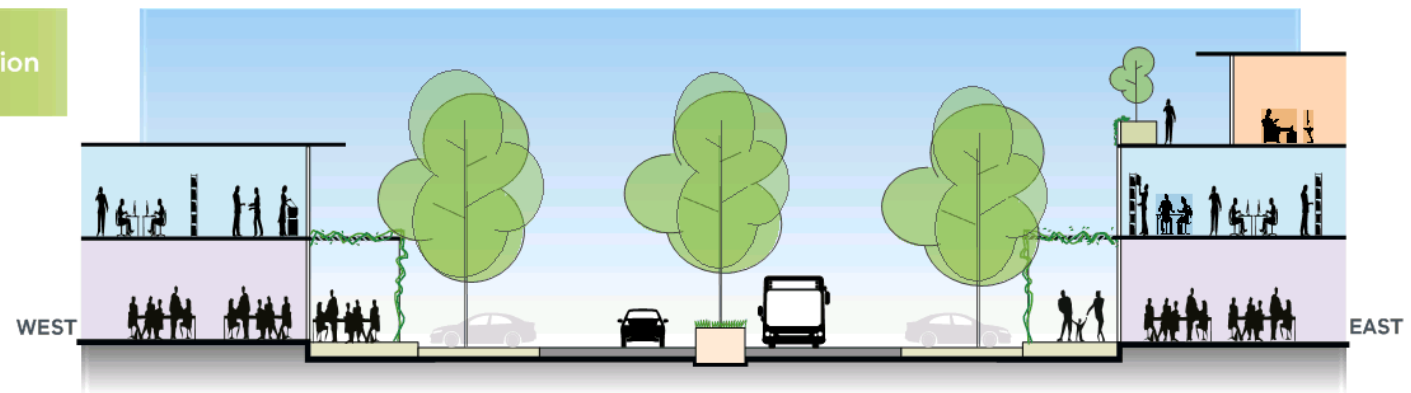
The following strategies have been developed to achieve the key directions for the Traralgon Activity Centre. A concept of the future built form of Franklin Street is found below at Figure 6.

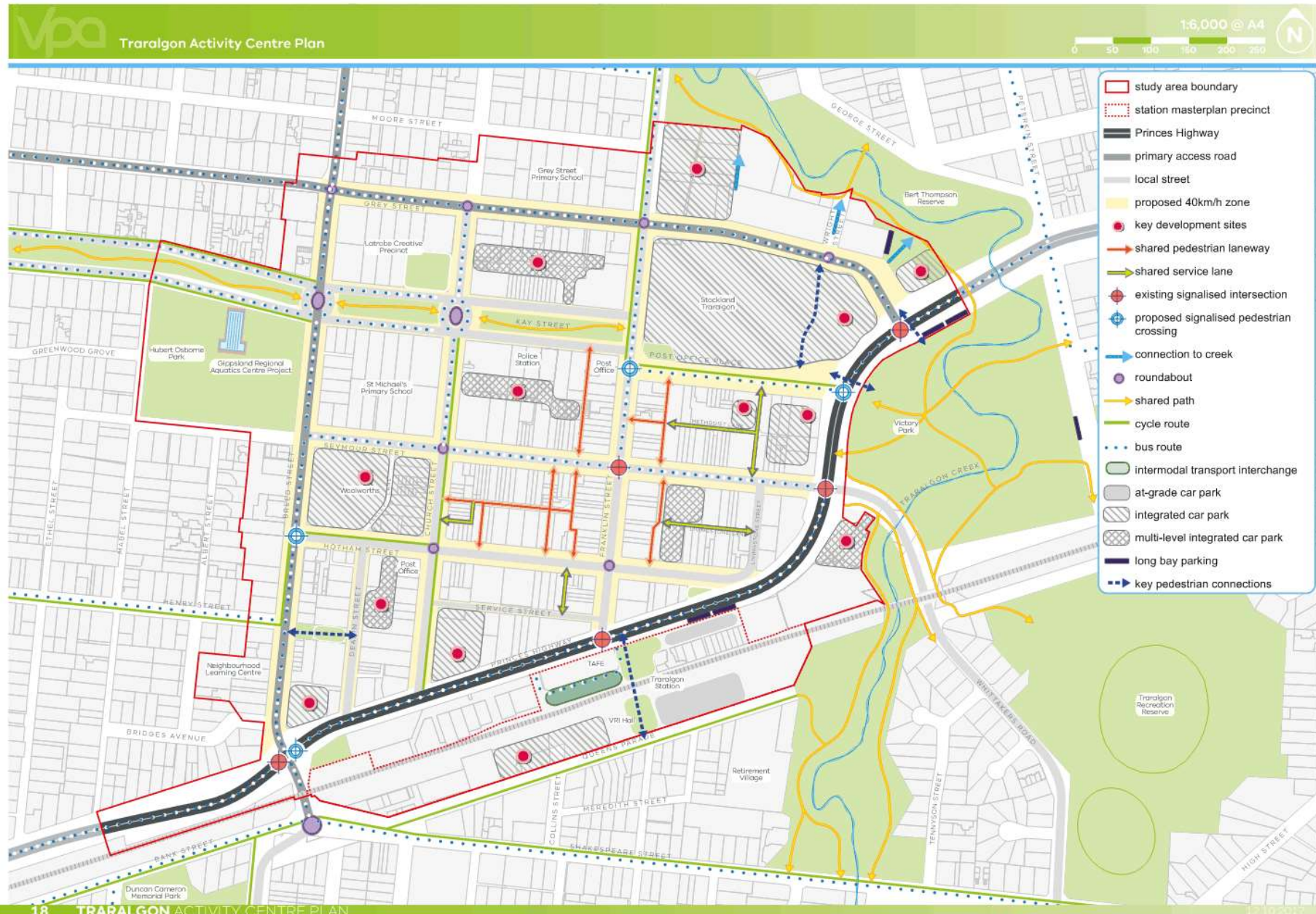
- S31 Support development of the back of lots, through the increased activation of the existing laneway system.
- S32 Encourage 'active edges' on street frontages where appropriate.
- S33 Require new multi-level buildings to incorporate car parking within their form.
- S34 Require buildings on the northern street sides and along identified pedestrian priority lanes to be set back at upper levels to preserve access to sunlight.
- S35 Recognise and require an appropriate response in areas identified for active frontages. This includes:
 - Active ground floor uses;
 - Use of glazing and other facade treatments to stimulate interaction;
 - Higher quality design detailing to provide visual interest; and
 - Fine grain or strong vertical articulation at ground level
- S36 Promote the use of a range of design elements along primary active frontages.
- S37 Provide a continuous awning treatment or other shade/weather protection devices along primary active frontages.
- S38 Support taller, active-edged built forms along the Princes Highway.
- S39 Support the development of taller built form throughout the centre.

Figure 6 – Franklin Street Cross Section
Traralgon Activity Centre Plan

POTENTIAL USES

- residential
- commercial / office
- retail / café / services



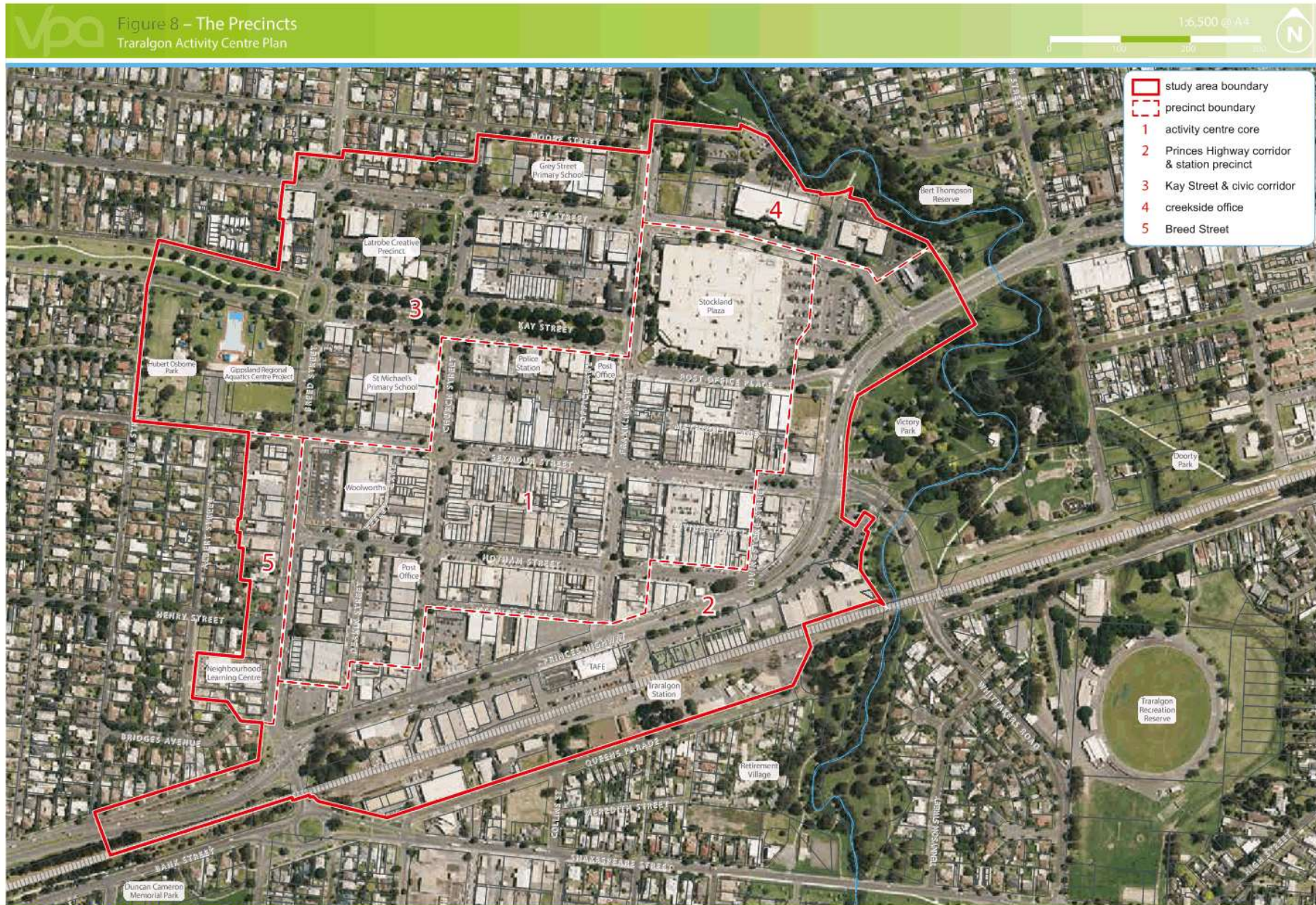


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ACCESS & MOVEMENT

The following strategies relating to access and movement are identified to achieve the key directions for the Traralgon Activity Centre:

- S40 Maintain Breed and Grey Streets as main access and through roads and prioritise vehicle movements in these streets.
- S41 Upgrade Wright Street as a key pedestrian link to Traralgon Creek, and from Post Office Place to the north.
- S42 Provide improved pedestrian safety on streets that will accommodate higher levels of foot traffic.
- S43 Support multi-deck car parks at the following locations:
 - Seymour Street multi-deck car park (1 additional level only) at 19–23 Seymour Street;
 - Existing car park adjacent to the post office at 16–18 Deakin Street and 107 Hotham Street;
 - Existing car park behind Ryan's Hotel at 2 Kay Street;
 - Existing carpark behind police station at 40 Church Street; and
 - Between the Princes Highway and Traralgon Creek adjacent to the railway line in Princes Street.
- S44 Support upgrades to the existing at-grade commuter parking to the south of the railway station as identified within the *Traralgon Station Precinct Masterplan 2011*, ensuring the retention of the existing mature native trees.
- S45 Support a higher density residential development (up to 3 storeys) to the south of the railway station (on the area extending from the old tennis courts to the Drill Hall) ensuring that any development provides basement-level car parking to maximise use of the land.
- S46 Require any redevelopment of strategic development sites to include integrated car parking.
- S47 Investigate areas for long bay vehicle parking including the area adjacent to Bert Thompson Reserve.
- S48 Provide the proposed bus interchange as shown in the *Traralgon Station Precinct Masterplan 2011*.
- S49 Provide appropriate passenger infrastructure at transport stops or interchanges such as shelter, seating, travel information and lighting.
- S50 Plan a transport stop in proximity to Post Office Place to cater for buses and taxis, in consultation with Latrobe Valley Bus Lines, Transport For Victoria and the Taxi Commission.
- S51 Improve pedestrian access between key public transport sites.
- S52 Provide additional on-road cycle paths as shown on the Access & Movement Plan.
- S53 Upgrade connections to shared paths along Kay Street.
- S54 Provide additional, secure bicycle parking in the town centre.



20 TRARALGON ACTIVITY CENTRE PLAN
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4

DESIGN GUIDELINES

This section contains a series of design guidelines that support the built form strategies. These design guidelines should be considered in conjunction with draft *Latrobe City Council Urban Design Guidelines (July 2017)* and draft *Live Work Latrobe Housing Strategy (July 2017)*.

While an overarching objective and guidelines are identified below, specific guidelines for each of the six precincts are detailed on the following pages.

The precincts are:

1. Town centre core;
2. Princes Highway and station corridor;
3. Kay Street and civic corridor;
4. Creekside Office; and
5. Breed Street.

These precincts are identified in Figure 8.

OVERARCHING OBJECTIVE

- O1 To ensure Traralgon Activity Centre's built form and image reflects its role as a major regional commercial centre and city.

OVERARCHING GUIDELINES

- G1 New development within the town centre must be of high design quality, and respect the key features of the town centre setting.
- G2 Encourage new developments to build to the maximum building height.
- G3 If new development must be below the maximum building height it should demonstrate that it can structurally accommodate a taller built form in the future.
- G4 New development must respond sensitively to heritage interfaces where they affect or abut a heritage site.

GENERAL GUIDELINES FOR ALL PRECINCTS

BUILDING HEIGHTS & SETBACKS

- G5 Overall building heights should be consistent with the maximum building heights outlined in the Traralgon Activity Centre Plan.
- G6 Built form abutting an identified pedestrian priority lane or a heritage building (where it does not abut a residential zone) must ensure that any levels above three storeys are set back a minimum 5 metres from that interface except where specified in Figure 5 - Built Form and Height.
- G7 Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface.

STREETSCAPE & FAÇADES

- G8 Buildings on sloping sites should be articulated to reduce visual bulk and improve the appearance of new development. The ground floor of new buildings should be at the same level as the existing footpath, where possible.
- G9 Development should respond to the sloping topography to minimise the need for cut and fill.
- G10 The siting and design of new development should be sensitive to and reinforce the locally distinctive topography and views to surrounding areas.
- G11 Development at gateway locations and Key Development Sites should be high quality, distinctive and emphasise the importance of their corner location to act as a local landmark.
- G12 All retail and commercial developments must present an active and attractive street frontage at ground level to ensure that ground floor frontages:
 - Are pedestrian oriented;
 - Allow passive surveillance to the street;

- Provide continuity of ground floor shops along streets and lanes within precinct 1
- Add interest and vitality;
- Avoid blank walls; and
- Avoid painted or fixed signage on windows.

- G13 Encourage clear glazing on ground floor frontages.
- G14 New infill development in the town centre should be contemporary and complementary in appearance to the existing built form and heritage places.
- G15 Entrances to buildings should be clearly articulated through the use of awnings, parapets or vertical articulation and should be orientated to the street front.
- G16 All retail and commercial developments interfacing with an identified pedestrian priority lane or through-block link should present an active frontage to the laneway to increase levels of activity and passive surveillance.
- G17 Windows and balconies at upper levels should be incorporated into the design to provide greater visibility to the public realm.
- G18 Large development sites should incorporate vertical and horizontal articulation through design detailing.
- G19 Existing canopy vegetation should be retained and incorporated into the design of new commercial development.
- G20 Where street setbacks are proposed, new built form should incorporate landscape planting as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.
- G21 Where new landscaping is proposed, ensure the height of the selected species will not adversely affect pedestrian safety (i.e. low scale vegetation to car parks). Promote hardy, drought tolerant species to minimise maintenance costs and maximise resilience.

MATERIALS

G22 The use of contemporary materials including timber is strongly encouraged.

ACCESS

G23 Large developments should incorporate through-block links (north to south and east to west) to encourage pedestrian permeability.

G24 Secondary pedestrian access to buildings should be incorporated into buildings that abut an identified pedestrian priority lane.

G25 Vehicle access and loading areas should be separated from pedestrian access, preferably located at the side and rear of development (loading bays should be within service lanes), and screened from view.

G26 If vehicle access must be located to the front of the development, priority must be given to pedestrian movement.

G27 Ensure on-site car parking has a minimal visual impact on the streetscape. Avoid parking between building frontages and the street.

SUSTAINABILITY

G28 Encourage passive and active sustainability principles in the design and operation of new development.

G29 Encourage the incorporation of water sensitive urban design (WSUD) principles and ecologically sustainable design (ESD) measures in both the public and private realms.

G30 Encourage the design of new development to include windows positioned that allow for natural cross ventilation.

G31 Continuous weather protection measures (awnings, verandahs, shade cloths or canopies) should be provided along key pedestrian areas to allow winter sun and restrict summer sun.

PUBLIC REALM

G32 Protect and enhance street trees and key landscape features including the Kay Street corridor, the Traralgon Court House and Traralgon Creek.

G33 All infrastructure and services should be contained underground within service trenches and pits, and not be discernible within the public realm.

G34 Ensure bin storage areas are located to the side or rear of commercial buildings and are screened from view within the public realm.

G35 Site air conditioning units (or other such plant facilities) behind the roofline so they are not visible from the street.

SIGNAGE & LIGHTING

G36 Signage on the building facade should be limited, particularly across windows and doors, to ensure passive surveillance and a positive interface with the streetscape.

G37 Signage should not protrude above the parapet.

G38 The proportion and scale of signage should not detract from public view lines and views of the surrounding landscape.

G39 Encourage lighting that promotes a safe and secure environment for pedestrians.

G40 Tall pole lighting is discouraged

G41 Encourage illumination of building façades where lighting is well-integrated into the façade design, subject to no light spilling into adjoining residential and shop-top housing areas.

PRECINCT 1

TOWN CENTRE CORE

OVERARCHING OBJECTIVES

- O2** To achieve sensitive consolidation of the town centre core, and provide the opportunity to develop underutilised sites.
- O3** To establish a consistent street wall arrangement that reiterates the grid street network of the town centre.
- O4** To encourage residential development within the town centre.
- O5** To strengthen the role of the key retail axes of Franklin and Seymour Streets as a vibrant dining, retail and commercial hub.
- O6** To ensure a distinction between the historic Franklin Street corridor and the contemporary streetscapes of Seymour and Hotham Streets.
- O7** To create a shared community space around Post Office Place, Kay Street and Franklin Street that can be utilised for civic occasions.

BUILDING HEIGHTS & SETBACKS

- G42** Properties fronting Franklin Street should not exceed two storeys and should maintain the existing double storey parapet line on the western side of the street, and should not exceed three storeys on the eastern side up to Grey Street.
- G43** Any sites identified with a maximum building height of five storeys must ensure that any levels above three storeys are set back a minimum five metres from the street frontage to be recessive in appearance.
- G44** Redevelopment of any heritage buildings should be sympathetic to the traditional fabric of the building, including its principal street wall or façade.

STREETSCAPE & FAÇADES

- G45** New development should maintain and contribute to the fine grain character along the main commercial streets.

PUBLIC REALM

- G46** Treat Post Office Place as a public plaza, incorporating paving treatments, public art and street furniture.



ACCESS

- G47** Improve pedestrian connections between Wright Street and the east end of Post Office Place.

SIGNAGE & LIGHTING

- G48** Illuminated or electronic signage should be limited.

PRECINCT 2

PRINCES HIGHWAY & STATION CORRIDOR

OVERARCHING OBJECTIVES

- O8 To ensure a defined urban form along the Princes Highway corridor that reinforces the presence of the town centre and its position as the commercial centre of Gippsland's regional city.
- O9 To ensure complementary redevelopment of the southern side of the train station that encourages higher density residential and mixed use developments and improves pedestrian access to ensure the integration of the station precinct with the surrounding area.
- O10 To allow for a demarcation of notable gateway buildings at the north-east and south-western corners to announce the arrival and departure from the town centre.

BUILDING HEIGHTS & SETBACKS

- G49 Any sites identified with a maximum building height of six storeys that interface with sites of a lesser scale must ensure that upper levels above three storeys are set back at interfaces to ensure a sensitive transition in built form.
- G50 New development on the northern and western side of the highway should be built to the street edge (no setback).
- G51 Variation in front setbacks for commercial and other non-retail uses are possible on the southern side of Princes Highway and within the station precinct, subject to the provision of front landscaping..

STREETScape & FAÇADES

- G52 Key strategic sites along Princes Highway should be architecturally interesting, innovative, high quality and well designed to provide a visually interesting presentation to the Highway and to define key gateways into the Traralgon Activity Centre.
- G53 New development within the precinct abutting the creek and parkland should provide active and visually interesting edges to improve surveillance and activation of the public realm.
- G54 If development is proposed below the scale envisaged ensure that new developments are engineered to allow for additional floors to be built in the future.



PUBLIC REALM

- G55 Support the inclusion of a public plaza fronting the Princes Highway, creating linkages to Franklin Street, as outlined in the Traralgon Station Precinct Masterplan. .
- G56 Support a landscape boulevard along the highway.

SIGNAGE & LIGHTING

- G57 Illuminated or electronic signage should be limited.

PRECINCT 3

KAY STREET & CIVIC CORRIDOR

OVERARCHING OBJECTIVES

- G011** To recognise the importance of landscaping and built heritage elements along Kay Street as an historic point of arrival into Traralgon, including view lines towards the Franklin Street junction.
- G012** To recognise Kay Street as a green corridor, with the opportunity to enhance the boulevard through further landscaping on either side of the streetscape.
- G013** To take advantage of the open space and civic assets between Breed and Franklin Streets, including Hubert Osborne Park, the Latrobe Creative Precinct and the Traralgon Court House.

BUILDING HEIGHTS & SETBACKS

- G58** Any sites identified with a maximum building height of five storeys must ensure that any levels above three storeys are set back a minimum 5 metres from the street frontage to be recessive in appearance.
- G59** Buildings must have a minimum 3 metre rear setback to allow a landscaping buffer to be established along the residential interface.
- G60** Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface.
- G61** Unless identified as a two storey street edge, new development should be a minimum of three storeys.
- G62** All retail and commercial development should establish a consistent street wall at ground level.

STREETSCAPE & FAÇADES

- G63** Front setbacks incorporating forecourts and landscape elements are supported.
- G64** Front fences on the primary street frontage should be avoided.

PUBLIC REALM

- G65** Support the redevelopment of the Civic Precinct
- G66** Support the redevelopment of the Traralgon Outdoor Swimming Pool



SIGNAGE & LIGHTING

- G67** The size, height and porportion of signage should be complementary to the building.

PRECINCT 4

CREEKSIDE OFFICE

OVERARCHING OBJECTIVES

- O14** To recognise the distinction between town centre development and Grey Street and Franklin Street development leading to the creek.
- O15** To ensure future design responds to the natural landform and landscape to the north along the creek.
- O16** To ensure an attractive aspect towards Grey Street from the northern residential areas and the creekside.
- O17** To provide clear, legible pedestrian and visual connections to Traralgon Creek.

BUILDING HEIGHTS & SETBACKS

- G68** Overall building heights must not exceed five storeys above natural ground level.
- G69** Buildings should include front setbacks to Grey Street for landscaping in sub-precinct 4C.
- G70** Fencing along streets or along boundaries is discouraged.
- G71** Buildings should include side setbacks that allow view lines between the town centre and the parkland.
- G72** Building design should consider slope, flooding constraints and local drainage conditions.
- G73** New buildings on sloping land should be broken into modules and stepped with the landform. The use of split level buildings is supported.
- G74** The development of new buildings on sloping land should limit the extent of cut and fill, and avoid the removal of established vegetation.
- G75** Where street setbacks are proposed, new built form should incorporate landscape planting as a part of the overall site design, including but not limited to canopy trees, shrubs and ground cover.

SIGNAGE & LIGHTING

- G76** The size, height and proportion of signage should be complementary to the building and not a dominating element.



PRECINCT 5

BREED STREET

OVERARCHING OBJECTIVES

- O18 To recognise the Breed Street corridor as an area of transition between the city and surrounding residential areas.
- O19 To encourage a transformation of the western side of Breed Street so that it is consistent with the town centre form.
- O20 To support the development of service based uses and residential opportunities.
- O21 To discourage retail uses.

BUILDING HEIGHTS & SETBACKS

- G77 Overall building heights must not exceed four storeys .
- G78 Buildings must have a minimum 3 metre setback from the western boundary, to allow a landscaping buffer to be established along the residential interface.
- G79 Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface.
- G80 Support variation in front and side setbacks for commercial and other non-retail uses, subject to the provision of landscape treatments.

STREETScape & FAÇADES

- G81 Where street setbacks are proposed, new built form should incorporate landscaping as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.
- G82 New development should present an active and attractive street frontage with a high level of interaction between the property and the street front.
- G83 Buildings should incorporate vertical and horizontal articulation of a human scale through design detailing.
- G84 Fencing along the primary street frontage should be avoided.

SIGNAGE & LIGHTING

- G85 The size, height and proportion of signage should be complementary to the building and not a dominating element.



5

KEY INITIATIVES

KEY PUBLIC REALM AREAS

A series of key initiatives have been identified for key areas of the Activity Centre public realm. These are areas where the plan recommends that funding is sought to implement upgrades and improvements to the public realm.

These areas have been identified as having a strong influence on the public perception of the town centre, or because they have been identified as key amenity areas of the town centre.

Princes Highway (Breed Street to Victory Park)

The existing approach to Traralgon from the west presents relatively poorly, with the built environment dominated by a number of at-grade car parks and large format stores. While tree planting has been established along the central median, it is considered that additional canopy tree planting on verges, the undergrounding of powerlines, and other landscaping plantings would significantly improve this important gateway to the town centre.

Franklin Street spine

Franklin Street forms the key pedestrian spine, and has therefore been identified as the priority street for streetscape improvements, including matters outlined in Section 3 of this report.

Station precinct plaza

The establishment of the plaza is a crucially important element of the future Traralgon Activity Centre from an access and movement perspective, as is the implementation of a new transport interchange at this location, which will form a vital component of this precinct for the Activity Centre. As such, the approved Master Plan should be implemented in the short term.

Post Office Place

As outlined in this section of the plan, the reconfiguration of Post Office Place as the public 'heart' of the town centre, and the key gathering place for the Traralgon community, is a central part of this Plan.

Civic precinct

The Latrobe Creative Precinct will be a significant central element of the Activity Centre. It will promote and encourage regular civic, cultural and social activity, thus being vital to the public realm.

KEY DEVELOPMENT SITES

In addition to the key public realm areas, there are a number of key sites in both public and private ownership which have been identified as exerting a key influence on the Activity Centre.

Five at-grade car parks or underutilised sites have been identified as key sites for redevelopment. Their ability to accommodate higher forms will contribute significantly more floorspace within the centre. These sites are:

1. The south-east corner of Breed Street;
2. Adjoining and around the Royal Exchange Hotel;
3. The existing Woolworths site and surrounds, bounded by Seymour, Church, Hotham and Breed Streets;
4. The old church site south of Post Office Place; and
5. Stockland Traralgon.

Other key sites which have been identified include:

- The areas immediately to the south of the rail line, as they could accommodate a mix of car parking and medium density residential development (Subject to further consultation with VicTrack).
- Two existing at-grade Council car parks located centrally within the Traralgon Activity Centre, as they have the potential to be developed with four to five storey forms accommodating the provision of car parking.
- At-grade car parks on Deakin Street and in the south-east corner of the Study Area which could potentially accommodate integrated multi-deck car parking, which would allow for the redevelopment of other sites.
- The existing Manny's Market car park on Post Office Place and Stockland Traralgon, in relation to the redevelopment of Post Office Place.
- The site near the intersection of Traralgon Creek and Princes Highway, which should be redeveloped to provide a landmark for the centre's eastern entrance, and an improved design response to its creekside location;
- The existing at grade car park on the corner of Whittakers Road and Princes Highway which should be redeveloped to provide an improved design response to its creekside location;
- The former Manny's Market site at the intersection of Grey and Franklin Streets. The current permit for the site which includes food and drink premises, cinema, motel and bowling alley is supported however the development is yet to commence construction. Any future approvals for the site should consider an appropriate interface with the creek.

Figure 9 – Post Office Place: Public Realm Improvements
Traralgon Activity Centre Plan



Existing Post Office Place looking west

- Introduce changed roadway paving to delineate town centre area and connect key heritage forms and Kay Street to the Post Office Place
- Support the redevelopment of buildings along the southern edge of Post Office Place with active ground floor uses and upper level residential development to increase activity and levels of passive surveillance within the precinct
- Reconfigure service access for businesses to utilise Methodist Lane for deliveries
- Commission public art for key locations
- Retain and enhance connections to the existing ANZAC memorial
- Provide clusters of seating, bins, and other street furniture in outstand areas
- Provide on road bicycle lanes



Artist's conceptual impression of potential upgrades to Post Office Place looking west

- Remove existing pedestrian crossings and signalise intersection of Post Office Place and Franklin Street
- Allow the street to be closed off for special events
- Support the redesign of the Stockland Traralgon entry to provide a higher quality more contemporary entrance that reflects the prominence of this entrance within the town centre
- Strongly promote the installation of a 'skin' of active retail uses, architectural activation and/or public art installations along the south side of Stockland Traralgon
- Promote the development of outdoor dining within this precinct
- Retain access to Stockland car parking area

NOTE: Street reconfiguration including any car parking removal will only occur once subsequent car parking has been provided elsewhere in close proximity to ensure no net loss.

POST OFFICE PLACE CONCEPT

The Post Office Place precinct is a key linking street within the Traralgon Activity Centre, providing a connection between the important parkland spaces of Kay Street, Victory Park, and Traralgon Creek. The street itself is bookended by the historically and architecturally significant Traralgon Post Office at the western end, and Princes Highway at the eastern end. The southern side of the street features a diverse mix of built forms and businesses, with the inactive façade of Stockland Traralgon to the north.

The *Key Directions Report*, prepared as a precursor to the Traralgon Activity Centre Plan, identified the following key directions with specific relevance to the future planning for Post Office Place:

Create a network of public spaces through the establishment of a town square-style shared space at the intersection of Post Office Place, Kay Street, and Franklin Street.

Provide safe cycle links through the town centre, including the provision of a designated connection to Stockland Traralgon as a key destination.

Allow for pedestrian and visual links from Kay Street to Victory Park, through the establishment of pedestrian priority routes, a new retail frontage to the north side of Post Office Place, substantial new street tree planting, and the redefinition of Post Office Place as the 'tourism gateway' of the Traralgon Activity Centre.



The manner in which these key directions might be realised is illustrated in the concept (Figure 9). Key design attributes of the concept plan area are as follows:

Introduction of new street planting, in association with the reconfiguration of Stockland Traralgon, to provide an active address to the north of Post Office Place. The combination of a consistent canopy of street tree vegetation, as well as active retail and other commercial frontages, will contribute strongly to increased street activation.

Linear arrangement of street trees and careful selection of species to ensure that canopy spread does not encroach significantly upon the important vista from Victory Park and Princes Highway towards the Post Office tower.

Establishment of a town square character to the key intersection of Post Office Place, Franklin Street and Kay Street, through pavement treatments and associated street furniture, providing traffic calming and provision of pedestrian priority.

Delineation of outdoor dining precincts within the extended footpath width, predominantly along the south side of Post Office Place to take advantage of good solar access.

Reconfiguration of vehicular entry into Post Office Place from Princes Highway, and the subsequent creation of a new green entry into the Activity Centre, with opportunities for the establishment of hard and soft landscape elements, and canopy trees. This treatment is intended to respond to the notion of designating this location as the tourism entry to the Activity Centre, as well as emphasising the transition in public domain character from an urban context to a parkland context.

Provision of bike paths providing an important east-west connection across the Activity Centre and linking it to its surrounds.

Provision of a suite of coordinated street furniture elements – including seating, lighting, shelter, bins, bollards, and signage – to provide a high level of amenity and encourage use and activation of the public domain, which will in turn boost activation of the commercial frontages.

Encourage the incorporation of public art, both in key locations such as both ends of Post Office Place, and also in an integrated manner as part of improvements to the public domain.

Refer also to cross sections at Figures 10a and 10b.

vpa Figure 10a – Post Office Place Cross Section: Concept 1
Traralgon Activity Centre Plan

1:200 @ A4
0 2 4 6 8 10m

POTENTIAL USES

- residential
- commercial / office
- retail / café / services

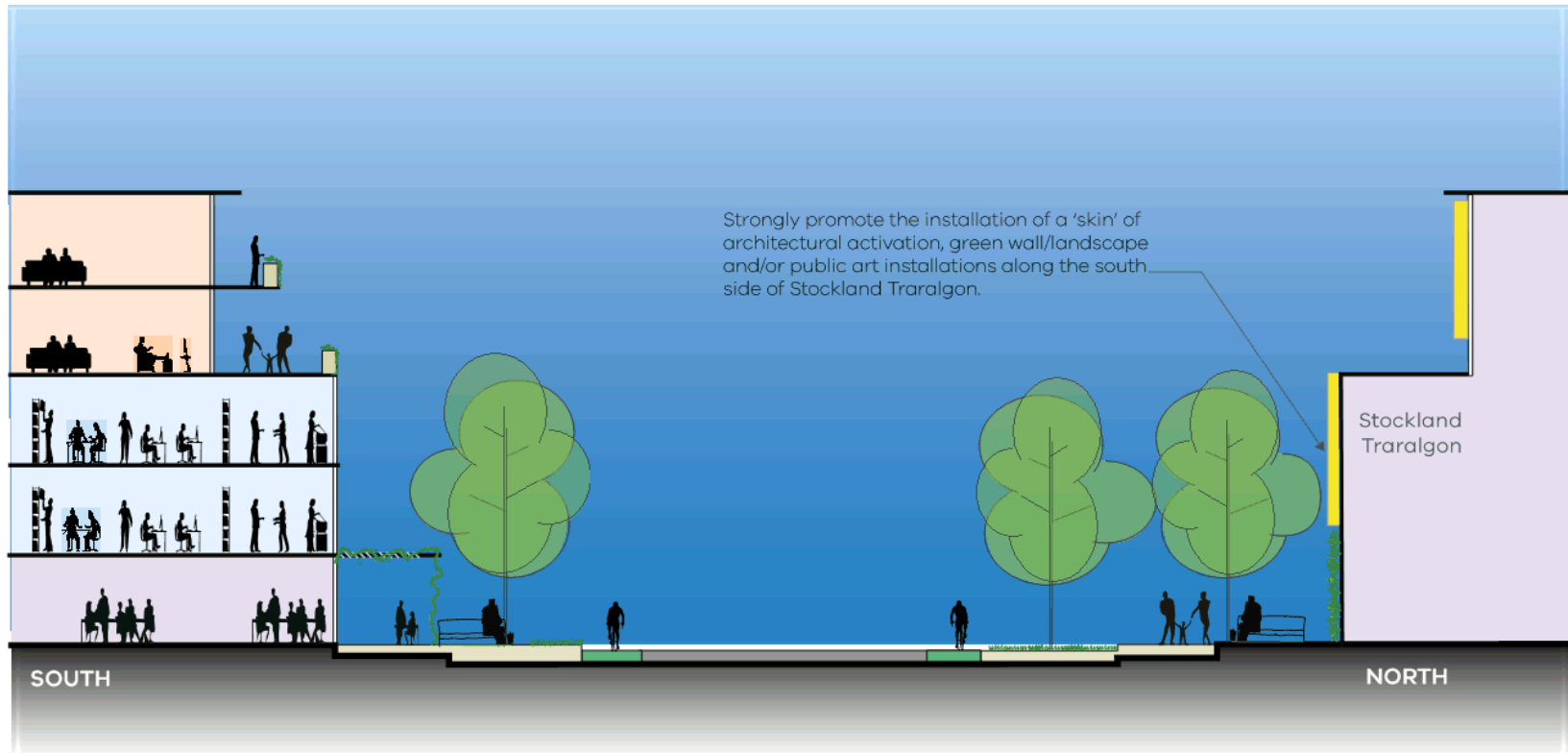
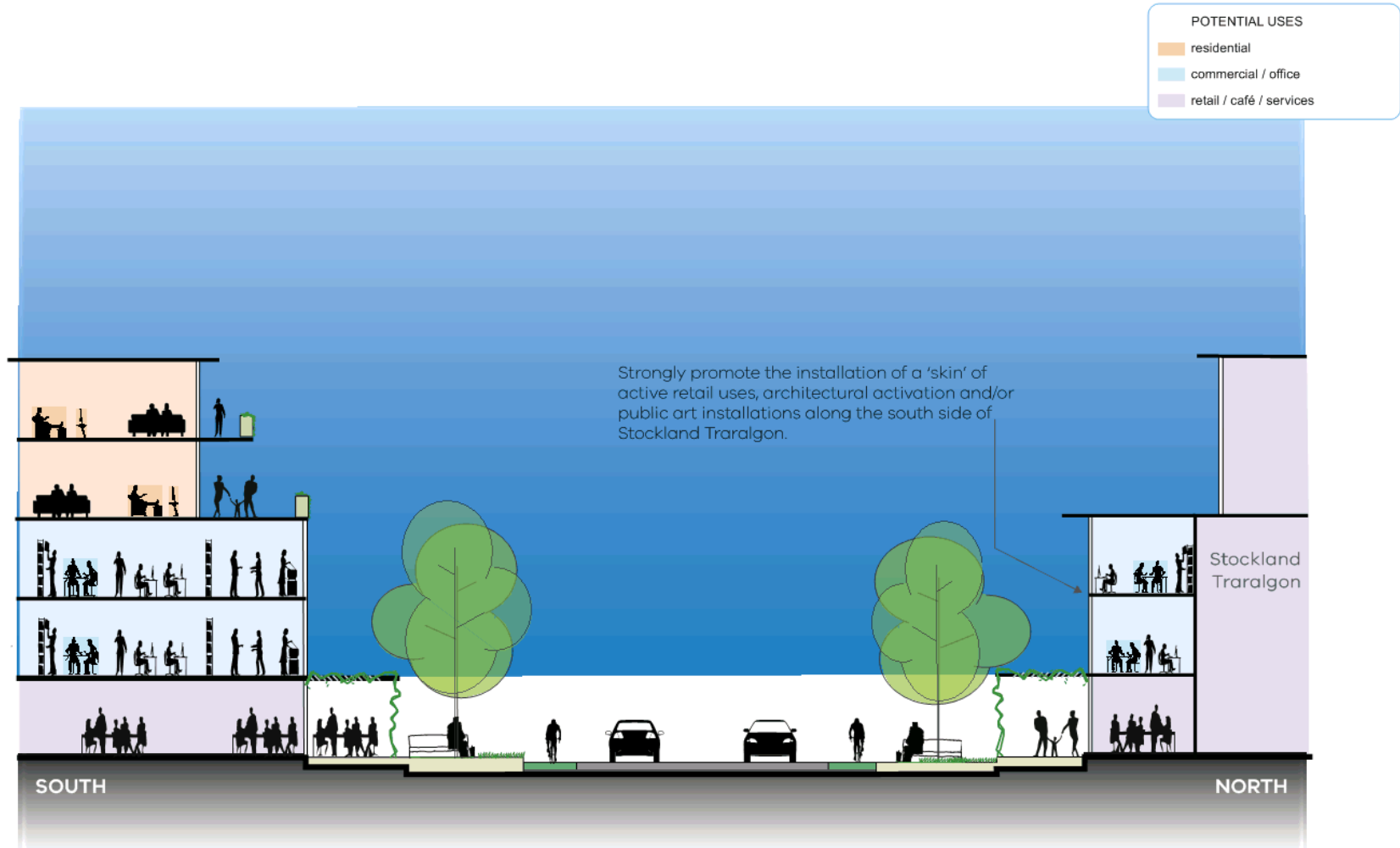


Figure 10b – Post Office Place Cross Section: Concept 2
Traralgon Activity Centre Plan

1:200 @ A4
0 2 4 6 8 10m



6

IMPLEMENTATION

The Traralgon Activity Centre Plan will guide the development of the Traralgon Activity Centre over a period of 20 years. This section of the document identifies a number of actions required to implement the strategies and directions of this plan.

To achieve these aims, zoning and policy changes are identified as a first priority, with other actions to support this then identified.

PLANNING POLICY

The current Latrobe Planning Scheme already identifies many of the broader strategic aims sought by the Traralgon Activity Centre Plan. As such, there are not likely to be significant changes to the Local Planning Policy Framework required to implement the Traralgon Activity Centre Plan, with the zoning and overlay tools likely to be the primary tools for implementation. However, the following changes are recommended to existing Planning Policy within the Latrobe Planning Scheme:

- Clause 21.02 map will need to be updated to indicate the need to implement the Traralgon Activity Centre Plan;
- Clause 21.05–6 *Specific Main Town Strategies – Traralgon* will need to be adjusted to ensure that the outcomes of the Traralgon Activity Centre Plan are incorporated;
- The Traralgon Structure Plan at Clause 21.05–6 will require updating to reflect some of the aspects of this plan.

ZONING AND OVERLAY CONTROLS

Under the Victorian Planning framework, land use and built form are controlled through the application of a standard suite of zoning and overlay controls, as defined in the Latrobe Planning Scheme. Land uses within the Traralgon Activity Centre are affected by a range of different zoning controls, including the Commercial 1, Commercial 2, and Mixed Use zones. There are, however, few controls that provide guidance and direction on the appropriate built form outcomes within the centre, apart from some discrete properties or precincts that are affected by heritage controls.

Proposed zoning

It is proposed to apply the Activity Centre Zone (ACZ) over the Study Area. This zone seeks to simplify the zoning and overlay controls within activity centres. The ACZ removes the need to apply multiple zones and overlays to a precinct to control the built form. Previously, controlling built form within Activity Centres often resulted in a number of separate Design and Development Overlays applying to different areas within the centres. The ACZ combines both zoning and built form controls, and allows for these to be targeted to the requirements of different precincts within the Activity Centre.

While the ACZ was developed primarily for application within major activity centres in metropolitan Melbourne, it is also suitable for application in larger regional centres:

It has also been developed for application at larger regional cities which demonstrate distinct 'CBD' type functions and have undertaken a structure planning process.¹

Given the 'networked city' of Latrobe is identified as one of the major regional cities in Victoria under Clause 11 of the State Planning Policy Framework, the application of this zone in this centre is recommended.

Overlays

The current Overlay controls which affect the study area are as follows:

- Floodway Overlay;
- Land subject to inundation Overlay;
- Heritage Overlay; and
- Parking Overlay.

It is considered necessary to retain these overlays to support the implementation of the Traralgon Activity Centre Plan.

OTHER ACTIONS

The following table outlines a series of actions required to implement the Traralgon Activity Centre Plan, the parties that will be primarily responsible for delivery, and the recommended timeframe for the actions.

In the context of this document, the following timeframes should be considered:

- Short: 1–5 years
- Medium: 5–10 years
- Long: 10+ years

¹ 'Activity Centre Zone', Planning Practice Note 56, DELWP, June 2015.

	ACTION	TIMING	RESPONSIBLE PARTY	COST
PUBLIC REALM				
A1	Undertake a formal master planning exercise (in consultation with stakeholders) to translate the concept for Post Office Place identified in this plan into a development project.	S		
A2	Undertake a formal master planning project for the Princes Highway Boulevard that includes changes to road treatments and removal of infrastructure such as overhead powerlines. As a part of this process, work with VicRoads to implement priority avenue tree planting to allow for canopy growth prior to the introduction of the Traralgon Bypass.	L		
A3	Support additional public events in the heart of the city.	S		
A4	<p>Undertake a public realm master plan for the detailed design of the Traralgon Activity Centre, with a focus on the key public realm areas as identified in the plan. The master plan should consider:</p> <ul style="list-style-type: none"> • The undertaking of pedestrian counts to confirm pedestrian priority areas prior to undertaking the public realm projects. • Identification of priority public realm improvements and funding mechanisms that could be used to ensure contributions from developers are maximised and coordinated; • Planning and creation of a series of informal plazas and places for socialising; • The establishment of high quality and integrated public art throughout the centre, using local and youth artists where possible; • Incorporation of water sensitive urban design in streetscape improvements; • Development of feature lighting; • Coordination of outdoor dining and associated development guidelines; • Integrated revegetation and public art projects along the creek in proximity to the town centre; • Improvements to the amenity of the shared pathway connections under the highway and railway overpasses; • Identify priority laneways for potential public realm improvements; and • Create signed historical walking trails through and around the town centre linking significant landmarks and icons. • Providing median refuges throughout the town centre to encourage walkability. 	S		

	ACTION	TIMING	RESPONSIBLE PARTY	COST
A5	<p>Ensure all public realm improvements across the town centre consider the following elements:</p> <ul style="list-style-type: none"> • Paving treatments; • Footpath widths; • Designation of on-street trading areas; • Canopy tree planting; • Landscaping; • Suite of coordinated street furniture (i.e. bins, seating, signage, and bike racks); • lighting throughout the town centre (including laneways) to increase public safety; • Public Art; • Provision of public toilets; and • Provision of wayfinding sign. 	Ongoing		
LAND USE & ACTIVITY				
A6	Formulate a distinct 'branding' for the Activity Centre, and commence a targeted marketing campaign to increase retail catchment and attract key investors to the Centre.	S		
A7	Work with Stockland to facilitate the redevelopment of the town centre to improve the integration of Stockland Plaza, particularly with Post Office Place.	M		
A8	Work with the owners of the existing Woolworths site to develop an understanding of future development possibilities.	M		
A9	Use successful public/private partnerships (such as the Seymour Street car park) to create demonstration projects indicating preferred design outcomes.	S		
A10	Undertake a project to determine the requirements for a 'youth space' within the centre, including an in-depth analysis of what facilities and activities should be provided.	S		
A11	Implement the recommendations of the <i>Traralgon Station Precinct Masterplan 2011</i> .	S-L		
A12	Implement the Gippsland Regional Aquatics Centre Project.	S		

	ACTION	TIMING	RESPONSIBLE PARTY	COST
A13	Implement the Latrobe Creative Precinct Project	S		
BUILT FORM				
A14	Facilitate the redevelopment of the former Manny's Market site (corner Franklin and Grey Streets), either in line with the existing approved permit (2015/192A), or negotiate an alternative development outcome for the site.	S		
A15	Develop and implement a laneway activation strategy which includes a set of design guidelines for pedestrian priority laneways. These guidelines should must address: <ul style="list-style-type: none"> • The development of an 'active edge', • Pedestrian-friendly interfaces; and • Design detailing. 	M		
ACCESS & MOVEMENT				
A16	Implement the recommendations of the <i>Car Parking Framework Review 2014</i> .	S-L		
A17	Review the Train Station Precinct Master Plan	S		
A18	Work with the owners of Stockland Plaza to improve pedestrian connections through the plaza at ground carpark to connect Post office place with Wright Street and Traralgon Creek.	M-L		
A19	Seek to introduce a 40km/hr speed limit in the core pedestrian areas (bounded by Grey and Breed Streets and the Princes Highway).	S-M		
A20	Install a signalised pedestrian crossing at the intersection of Hotham and Breed Streets to improve safety and access at this location.	M		
A21	Investigate locations for tourist facilities, e.g., long bay vehicle parking and associated tourism signage.	S		

	ACTION	TIMING	RESPONSIBLE PARTY	COST
A22	Improve pedestrian connectivity between the Activity Centre and the residential areas south of the Princes Highway through changes to the existing signalised pedestrian crossing of Breed Street and Princes Highway.	M		
A23	Review the <i>Latrobe City Bicycle Plan 2007-2010</i> to ensure it remains current and to ensure locations for safe cycle links through the town centre are established and maintained.	M		

GLOSSARY

TERM	DEFINITION
Activation	Activation is achieved through a combination of built form, design features and the program of uses either in a street or precinct. Not all edges can be activated to the same degree – context is key.
Active address	The primary entry point to a building or site.
Active edges	The built form or other edge to the public realm which helps to animate the space. This includes windows, openings as well as the activities which occur at ground level internally and externally.
Active-edged built form	Building feature which activity and interaction with the street including windows, doors, highlight lighting and display areas.
At-grade parking	Parking areas which are located on the surface of a block or lot.
Built form	The height, volume and overall shape of a building as well as its surface appearance.
Consolidation of lots	The process of combining two or more lots to create larger development opportunity through economies of scale.
Delineation of outdoor dining precincts	This is typically achieved by the location of outdoor dining street furniture within designated sections of the footpath to ensure clear passage of pedestrians. It can be through placement of dining furniture, screens, garden beds and potentially through markers cast into the paving.
Demarcation of gateways	The location of built form, wayfinding, signage, landscape treatments and others to signify a threshold or entry into a precinct.
Green wall	A green wall is a wall partially or completely covered with greenery that includes a growing medium, such as soil or a substrate. Most green walls also feature an integrated water delivery system. A green wall is also known as a living wall or vertical garden. Cables to support vines are also considered green walls.

TERM	DEFINITION
Hard and soft landscape elements	Hard landscape elements include paving, furniture such as seats, bins and lights. Soft landscape elements include lawn, garden beds, groundcover, larger plants, trees and shrubs.
Infilling blocks	The process of utilising unused or underutilised land within city blocks for new development.
Integrated car parking	Parking areas which are located within the built form this may include basement or roof top car parking.
Outstand areas	These are extensions to footpaths typically at corners which provide additional space for gathering points, street furniture and tree and other plantings.
Passive surveillance	A combination of: <ul style="list-style-type: none"> the design of the public realm itself, whether neighbourhood, street, plaza or park; the legitimate activities in that public realm; the design of the buildings that define or adjoin that public realm and hence the physical possibility of overlooking it; and the land uses and activities in those buildings and hence the potential they create to have lots of people "available" to see into the public realm.
Passive sustainability principles	The incorporation of natural ventilation, rainwater capture and use of ambient energy sources instead of purchased energy like electricity or natural gas. These strategies include daylighting, natural ventilation, and solar energy.
Pedestrian permeability	The ability for pedestrians to pass unimpeded through a building or block. This may be achieved with through block links or other techniques.

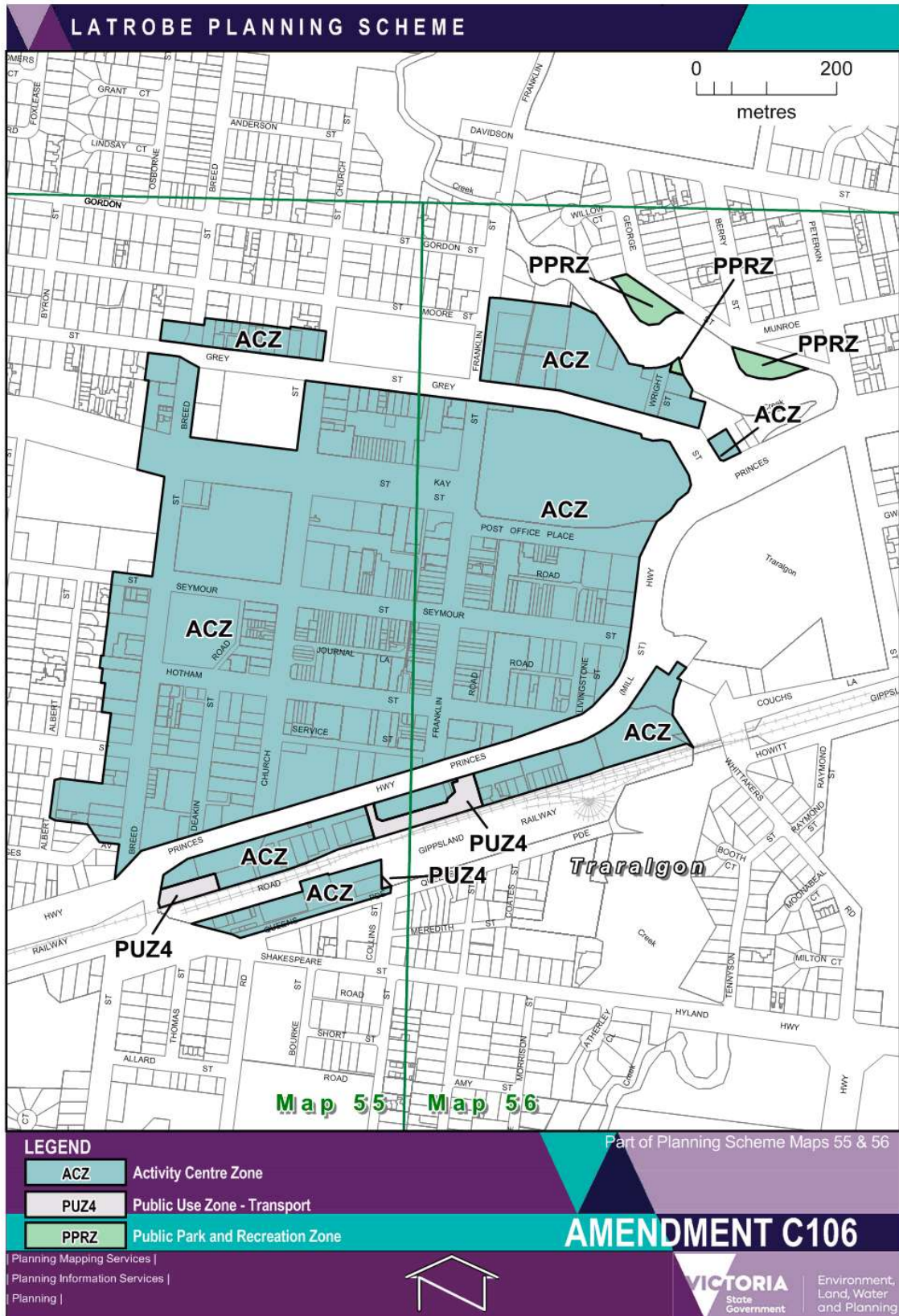
TERM	DEFINITION
Place making	A multi-faceted approach to the planning, design and management of public spaces which aims to create public spaces that promote people's health, happiness, and well-being.
Positive interface	The creation of an edge to a building or site which enhances or contributes to the public realm.
Primary active frontages	The main building frontage (primary entry point) which contains uses that promote activity and interaction with the street where there is an active visual engagement between those on the ground floors of buildings. Ground floor uses which accommodate activities and provide a level of interaction between pedestrians and the building uses including cafes/restaurants, shops, etc. Active frontages/edges increase casual surveillance and improve the vitality and safety of an area.
Public realm	The public realm comprises spaces and places that are open and freely accessible to everyone, regardless of their economic or social conditions. These spaces can include streets, laneways and roads, parks, public plazas, waterways and foreshores.
Repair street edges	The process of completing gaps in the street wall or edge to give a continuous built form.
Sensitive consolidation	The careful consideration of a number of factors in site consolidation such as context, interfaces and the potential impacts on adjoining sites.
Skin of active retail uses	Similar to sleeving built form.
Skin of architectural activation	Is similar to an active edge or sleeve but is primarily composed of retail uses which directly front the street and provide a sense of activity and surveillance.

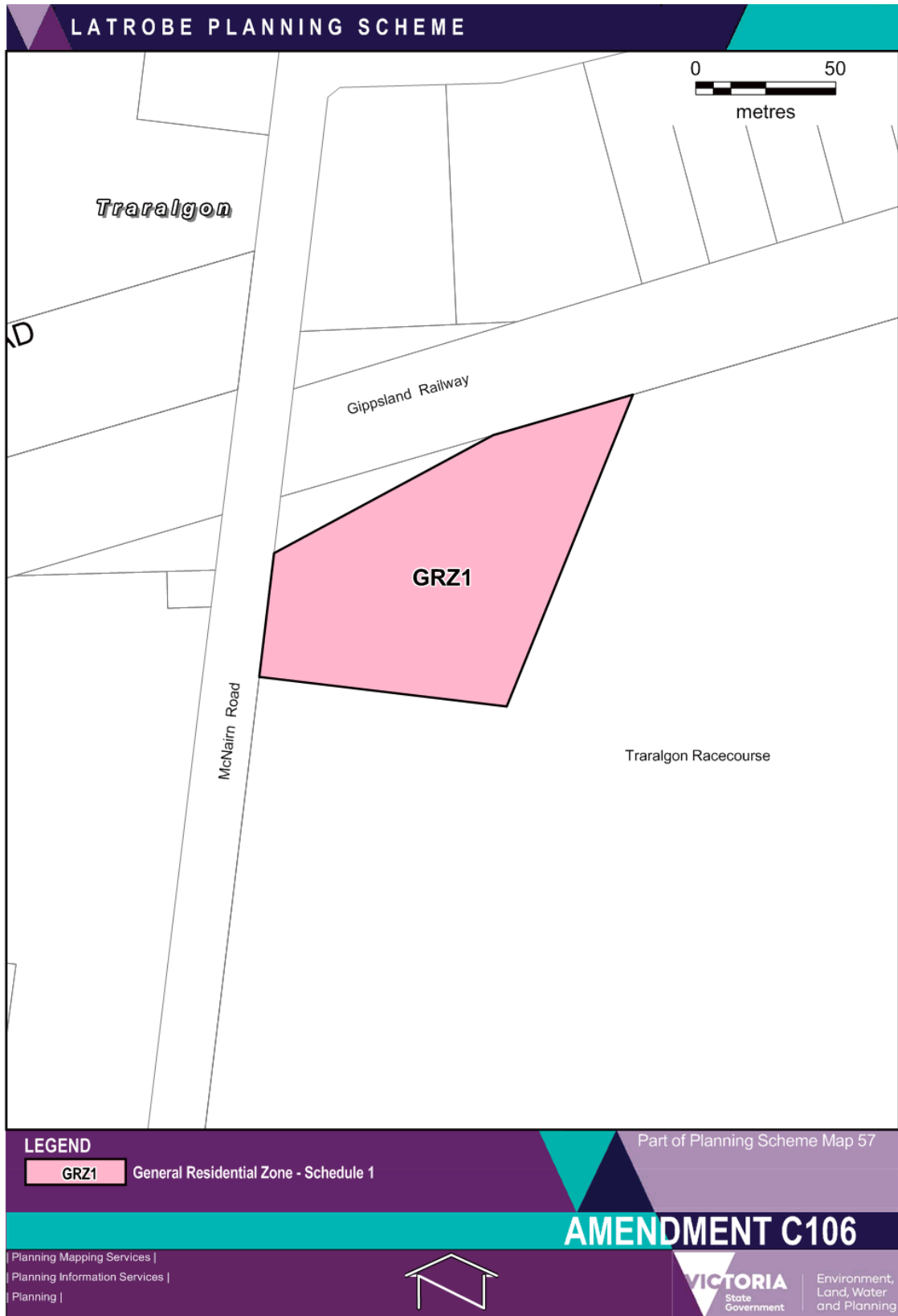
TERM	DEFINITION
Sleeving built form	Built form of a higher degree of visual interest and activation which is placed on a larger less varied built form to create a more human scaled form such as a row of shops concealing a large supermarket or car park structure
Stepped with landform	Where a building is designed to follow the form of the local topography to better integrate it with its surrounds
Street wall	The interface between building frontage or private property boundary and the street. The way a building, space or wall meets the street affects the character of the street.
Through-block link	A passage such as a lane, arcade, walkway or similar which provides pedestrian access through a block which may be open to the air or internal/covered.
Town centre form	Built form which is of/or compatible with a similar scale, pattern, rhythm etc. of that of the existing established built form of the town centre.
Vertical and horizontal articulation	Changes in the depth of the surface of a building face or façade such as attached columns, recessed windows or window bays, horizontal banding or decorative cornices. Articulation gives texture to the building surface. Vertical articulation can be used to divide a façade into pieces that appear to be separate buildings or can simply be ornamental.



PRODUCED BY THE VPA
OCTOBER 2017









CHANGE	REASON FOR CHANGE	AFFECTS CLAUSE 37.08 SCHEDULE 1
TRARALGON ACTIVITY CENTRE PLAN		
Corrected spelling of 'square' on page 8 of the Traralgon Activity Centre Plan of the third dot point under the sub-heading Public Realm from 'squake' to 'square'.	Administrative error	No
Corrected the number of themes from 'four of the five' to 'four' on page 11 of the Traralgon Activity Centre Plan.	Administrative error	No
Design Guidelines		
<p>Inserted 1 new Guideline – G7 and amended guideline G6 in Building Heights and Setbacks on page 22:</p> <p>G6 - "Built form abutting an identified pedestrian priority lane or a heritage building (where it does not abut a residential zone) must ensure that any levels above three storeys are set back a minimum 5 metres from that interface except where specified in Figure 5 – Built Form and Height".</p> <p>G7 - "Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface."</p>	<p>In response to Submission 4, 9 and 28 commercial areas abutting residential areas were reviewed and inconsistencies were picked up on how residential interfaces were treated between Precinct 5 and Precinct 3. On review of the background reports and the first draft of the TACP from 2011 it was shown that the residential interface setback should run along Breed Street up to Grey Street, however, this was not translated across to the final draft TACP. As such, the same residential interface setback and landscaping setback have been applied to the area to maintain the neighbourhood character of the surrounding residential areas.</p>	<p>Yes, Clause 4.4 – Building Heights and Setbacks:</p> <p>"Built form abutting an identified pedestrian priority lane or a heritage building (where it does not abut a residential zone) must ensure that any levels above three storeys are set back a minimum 5 metres from that interface except where specified in Clause 5 of this schedule." and</p> <p>"Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface."</p>
Inserted "north to south and east to west" in G23 on page 23.	In response to submission 29, wording was clarified to address concerns about an activated pedestrian laneway in the	Yes, inserted "north to south and east to west" in "large developments should incorporate through-block links (north to south and east to west) to

	Stockland Plaza site, as it was changed from an activated laneway to a key pedestrian link based on S13 on p.13 and S43 on p.19 of the TACP it was determined that the types of through-block links envisaged were not clear enough.	encourage pedestrian permeability” under Access in Clause 4.4.
Inserted “Access - G47 Improve pedestrian connections between Wright Street and the east end of Post Office Place.” In Precinct 1 on Page 24.	In response to submission 29, wording was clarified to address concerns about an activated pedestrian laneway in the Stockland Plaza site, as it was changed from an activated laneway to a key pedestrian link based on S13 on p.13 and S43 on p.19 of the TACP it was determined that the types of through-block links envisaged were not clear enough.	Yes, inserted “Improve pedestrian connections between Wright Street and the east end of Post Office Place.” In Clause 5.1-3 Precinct requirements.
Inserted “G59 Buildings must have a minimum 3 metre rear setback to allow a landscaping buffer to be established along the residential interface.” and “G60 Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface” in Precinct 3 on page 26.	In response to Submission 4, 9 and 28 commercial areas abutting residential areas were reviewed and inconsistencies were picked up on how residential interfaces were treated between Precinct 5 and Precinct 3. On review of the background reports and the first draft of the TACP from 2011 it was shown that the residential interface setback should run along Breed Street up to Grey Street, however, this was not translated across to the final draft TACP. As such, the same residential interface setback and landscaping setback have been applied to the area to maintain the neighbourhood character of the surrounding residential areas.	Yes, inserted “Buildings must have a minimum 3 metre rear setback to allow a landscaping buffer to be established along the residential interface in sub-precincts 3D and 3E.” and “Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface.” in Clause 5.3-4 Precinct Guidelines
Inserted “flooding constraints” into G72 in Precinct 4 on page 27.	In response to submission 6 the key development site at 14-22 Grey Street was removed, along with any associated parking. However, once the key development site text was removed more emphasis needed to be placed on the flooding constraints elsewhere within the document as it is an important	Yes, inserted “flooding constraints” into dot point 5 in Clause 5.4-4 to read as “Building design should consider slope, flooding constraints and local drainage conditions.”

	consideration when designing a new development.	
Inserted "should not exceed: into last line of G42 on page 24 to read as "Properties fronting Franklin Street should not exceed two storeys and should maintain the existing double storey parapet line on the western side of the street, and should not exceed three storeys on the eastern side up to Grey Street."	In response to submission 11 which asked for clarification on the first dot point in Clause 5.1-4 Precinct Guidelines, "should not exceed" has been added to the second portion of the sentence.	Yes inserted "should not exceed" into dot point one of Clause 5.1-4 to read as "Properties fronting Franklin Street should not exceed two storeys and should maintain the existing double storey parapet line on the western side of the street, and should not exceed three storeys on the eastern side up to Grey Street."
Figure 2		
Deleted bus route between Princes Highway and Breed Street along Mabel and Bridges street.	Administrative error. No bus routes are proposed to change	No
Adjusted the colours of the three, four and six storey buildings. (Figure 2 and Figure 5)	General feedback during consultation was the different blues made it hard to differentiate levels.	No
Corrected the carpark at 40 Church Street from an integrated car park to multi-deck parking.	Administrative error Strategy 43 on page 19 of the Traralgon Activity Centre Plan identifies the site as a potential multi-deck car park.	No, this appeared as a multi-deck car park in Precinct 1.
Added the Heritage Overlay to the study area.	To improve readability as general feedback from consultation identified that the reason for the variation of heights was missing from Figure 2	No
Added the significant landmarks to the study area to increase readability.	Submission 5 asked for heritage listed buildings to be included in Figure 2 to more accurately reflect the possible land uses.	No
Corrected building height at St Michael's Primary School. (Figure 2 and Figure 5)	Administrative error. St. Michael's Primary School is included within the ACZ with words identifying a preferred height; no heights were shown for the site within the TACP. As this is an oversight, it has been corrected.	Yes, in translating the sub-precinct table to a built form map in 5.3-3 precinct requirements, a preferred maximum height for the site has been identified.
Adjusted building heights on block between Breed Street and Church Street, and Seymour and Hotham Streets from three storeys to four storeys. (Figure 2 and Figure 5)	Breed Street and Grey Street heights were reviewed and raised to match adjoining residential areas, however the corner of Breed and Kay Street was not exhibited with	Yes, the built form plan in Clause 5.3-3 Precinct Requirements shows the height increase for sub-precinct 3A.

	<p>this change; this has been corrected to match the built form across the town centre.</p>	
<p>Adjusted building heights abutting listed heritage sites from five storeys to three on the corner of Breed Street and Grey Street (Figure 2 and Figure 5)</p>	<p>To apply a consistent approach in heritage treatments between Breed St heritage sites and Grey Street heritage sites.</p>	<p>Yes, sub-precinct 3E was added to 5.3-1 Precinct map and 5.3-3 Precinct Requirements.</p>
<p>Increased height of Stockland Plaza from two and three storeys respectfully to three and five storeys respectfully (Figure 2 and Figure 5)</p>	<p>Administrative error - The east side of Franklin street has a discretionary height of three storeys, the Franklin Street facing portion of Stockland Plaza has been raised from two storeys to three storeys to match the rest of the east side of Franklin Street.</p> <p>In response to submission 29, the middle portion of Stockland Plaza has been raised from three storeys to five storeys to align with S39 Built Form on p. 17 of the TACP.</p> <p>The integrated parking has been moved to cover all of Stockland Plaza as has the key development site.</p>	<p>Yes, Raised building heights to portion of Stockland Plaza fronting Franklin Street from 2 storeys to 3 storeys in Clause 5.1-3 to match the rest of the east side of Franklin Street as G42 on p.24 of the TACP states that all buildings should be "three storeys on the eastern side up to Grey Street".</p> <p>Raised the middle portion of Stockland Plaza from three storey to five storeys in Clause 5.1-3</p>
<p>The 'activated laneway' through Stockland Plaza car park has been changed to a 'key pedestrian connection' (Figure 2 and Figure 5)</p>	<p>In response to submission 29, it was changed from an activated laneway to a key pedestrian connection based on S13 on p.13 and S43 on p.19 of the TACP which determined that a pedestrian route still needed to be identified but that the type of pedestrian connection did not need to be an activated laneway.</p>	<p>Yes, Clause 5.1-1 and 5.2-1 plans have been changed from activated laneway to key pedestrian connection. Under Clause 5.1-3 "Improve pedestrian connections between Wright Street and the east end of Post Office Place" has been inserted.</p>
<p>Adjusted building heights at the Royal Exchange Hotel site and lots bordered by Service and Church Street and the Princes Highway from two and five storeys to six storeys (Figure 2 and Figure 5)</p>	<p>In response to submission 32, Council officers have reviewed the heights for this site and agree that the two storey height identified for the portion of the site fronting the Princes Highway and Church Street is unjustified and was an administrative error (building was originally thought to have been heritage listed).</p> <p>The remainder of the site has been adjusted to 6 storeys (with a 3 storey street wall</p>	<p>Yes, as the heights of sub-precincts 2F and 2G have increased in the precinct built form map in Clause 5.2-3 both sub-precincts have been deleted and the building heights are now at six storeys.</p>

	<p>setback from Service and Church Street) in line with the objectives of the precinct. Sub precinct 2F & 2G have been removed from the precinct as a result.</p> <p>Sub Precinct 2G should not have existed in the first place due to previous amendments to the Precinct 2 boundaries - this is also an administrative error.</p>	
Adjusted building heights from five storeys to four storeys along Grey Street between Breed and Church Street and along Breed Street between Kay Street and Grey Street (Figure 2 and Figure 5)	In response to submissions 4, 9 and 28. The intention was always to match the built form height with the abutting residential areas. The draft TACP looked at the number of storeys allowed; however on review of the meterage it was found that a four storey commercial building would match the overall height of a five storey residential building.	Yes, changed preferred maximum building heights in sub-precinct 3D in the built form plan under Clause 5.3-3 Precinct requirements from five storeys to four storeys.
Federation Training TAFE site raised from two storeys to six storeys (Figure 2 and Figure 5)	<p>The campus sits within the Traralgon Station Precinct Masterplan (TSPM).</p> <p>At the time the TSPM was being finalised (2010/2011) the campus was under construction with an indicative building height of 2 storeys; this was translated over into the draft TACP. On review this site should have been reviewed given that TACP is not intended to be an existing conditions plan but rather a strategic document for future built form. As such the site has been amended to align with the objectives of Precinct 2 which is to <i>'ensure a defined urban form along the Princes Highway corridor that reinforces the presence of the town centre and its position as the commercial centre of Gippsland's regional city'</i>; this includes built form up to six storeys. As a result the campus site now has a preferred maximum building height of six storeys.</p>	Yes, built form plan in Clause 5.2-3 shows an increase in heights for the TAFE site. As a consequence the sub-precinct 2C boundary has been moved and the TAFE site now becomes a part of sub-precinct 2A.
Increased height of 101 Princes Highway from 4 storeys to 6 storeys (Figure 2 and Figure 5)	In response to submission 26 and 32 the heights along the Princes Highway were reviewed. As there was no documented	Yes, increased building height on precinct requirements built form plan in Clause 5.2-3 and as a result deleted sub-precinct 2D.

	reason for sub-precinct 2D to be lower than the abutting buildings, this area was raised to have a consistent taller built form edge along the highway as outlined in S38 on p.17 of the TACP.	
Added transitional setback to commercial buildings interfacing with residential areas along Grey Street and Breed Street in Built Form plan. (Figure 2 and Figure 5)	In response to an objection in Submission 4, 9 and 28 inconsistencies were picked up on how residential interfaces were treated between Precinct 5 and Precinct 3. On review of the background reports and the first draft of the TACP from 2011 it was shown that the residential interface setbacks should run along Breed Street up to Grey Street, however, this was not translated across to the final draft TACP. As such, the same residential interface setback and landscaping setback have been applied to the area to maintain the neighbourhood character of the surrounding residential areas.	Added landscaping setback to commercial buildings interfacing with residential areas along Grey Street and Breed Street in Built Form plan in Clause 5.3-3.
Figure 4		
Adjusting extent of mixed use building envelope on the southern side of the neighbourhood learning centre on Breed Street and the commercial area along Grey Street between Breed Street and Church Street to match the study area boundary.	Administrative error, the study area had been adjusted however the building envelope was not updated to reflect the true study area.	No
Corrected the carpark at 40 Church Street from an integrated car park to multi-deck parking.	Administrative error S43 on page 19 of the Traralgon Activity Centre Plan identifies the site as a potential multi-deck car park.	No
Figure 5		
Switch three storey street wall and creek interface colours.	General feedback during consultation was that the creek interface readability needed to be improved.	No
Increased the two storey street wall of buildings along Kay Street to a three storey street wall.	O3 in Design Guideline of Precinct 1 on p.24 of the TACP states that it aims "to achieve a consistent street wall arrangement" as such if part of the street identified a building that should have a 3 storey street wall as outlined	Yes, Clause 5.1-3 Precinct Requirements now shows sub-precinct 1E with a three storey street wall.

	in G42 than the street wall arrangement was continued along the entire street.	
Added transitional setbacks to block between Service Street and Hotham Street adjoining Franklin Street and between the Seymour Street Car park and Franklin Street buildings.	To maintain consistency with G6 on p.22 of the TACP which states that "built form abutting an identified pedestrian priority lane or a heritage building must ensure that any levels above three storeys are setback".	Yes, Clause 5.1-3 Precinct Requirements now shows sub-precinct 1G with a transitional setback abutting the Franklin Street sub-precinct 1A between Hotham and Service Streets.
Added a three storey street wall to the Woolworths site on Hotham, Church and Seymour Streets, the St. Michael's site on the Seymour, Kay and Church streets, on the southern side of Service Street and on the buildings fronting Hotham street between Breed and Deakin Streets.	To maintain consistency with street wall treatments where sites were overlooked after heights were raised from the original 2011 draft TACP to match surrounding residential heights.	Yes, Clause 5.1-3 Precinct Requirements now shows sub-precinct 1H now shows the Woolworths site, the west side of Deakin Street and the south side of Hotham Street with a three storey street wall. While Clause 5.3-3 Precinct Requirements now shows sub-precinct 3A with a three storey street wall on the St Michael's school site along Kay, Church and Seymour Streets.
Added street wall heights to Stockland Plaza.	As G42 states that "any building with a maximum height of five storeys must ensure that any levels above three storeys are set back" three storey street walls have been applied to the site.	Yes, Clause 5.1-3 Precinct Requirements shows the body of Stockland Plaza as five storeys.
Removed the transitional setback from the six storey section of Stockland Plaza.	As the built form of the body of Stockland Plaza has been raised to five storeys, the three storey transitional setback was no longer necessary.	Yes, transitional setback in Clause 5.2-3 has been removed from the site between Grey Street and Post Office Place. In Clause 5.1-3 a transitional setback has been added to the Stockland Plaza site where it abuts sub-precinct 1B.
Added transitional setback to St. Michael's Primary School and the St. Michael's Church.	Administrative error.	Yes, transitional setbacks have been added around St Michael's Church on the corner of Church and Kay Streets in sub-precinct 3A.
Removed transitional setback from site fronting Princes Highway between Breed and Deakin Streets and beside the Seymour Street Car Park where it abuts Franklin Street area.	The built form of precinct 1H is at a preferred maximum building height of 4 storeys. As the transitional setback is to protect buildings that are three storeys or lower, this no longer applied.	Yes, in Clause 5.2-3 the building between Breed and Deakin Street has had the transitional setback removed.
Added three storey street wall to Service Street buildings on the south side.	In response to submission 32, the building height was raised to six storeys, as a result the overshadowing of Service Street was considered as it is a narrow street. As such a	Yes, in Clause 5.2-3 the building between Church Street and Franklin Street along Service street in sub-precinct 2A and 2E have had a street wall applied to it.

	three storey street wall was applied to the southern side Service Street to maintain sunlight.	
Figure 7		
Corrected study area on corner of Grey Street and Church Street.	Administrative error.	No
Figure 2, 3, 4, 5 and 7		
Amended the size of the pocket plaza at Stockland Plaza on the corner of Franklin Street and Post Office Place.	In consultation with Stockland Plaza, they thought the pocket plaza was too large and did not reflect their plans for the area. Aerial imagery shows that the pocket plaza appears larger because part of it sits within the road reserve.	Yes, amending the size of the pocket plaza at Stockland Plaza on the corner of Franklin Street and Post Office Place in precinct 1 in Clause 5.1-1.
Deleted the integrated car parking and key development opportunity from 14-22 Grey Street, Traralgon.	Submission 6 states concerns over the viability of the site for extensive redevelopment due to the extent of the 1% AEP flood depth.	Yes, key development site has been removed from the framework plan in Clause 1.0 and the precinct map in Clause 5.4-1.
Inserted the Traralgon Railway Station north side at-grade car park.	Administrative error fixed to improve legibility.	No
Added Collins Street extension access way	Submission 5 objected to the access way not being shown on the plans, the carriageway easement is now shown on all plans; Figure 2, 4, and 5 include it on the legend.	No
Added Key Pedestrian connections to all plans.	In response to Submission 29, the north-south activated laneway through Stockland Plaza was changed to a key pedestrian connection in line with S13 on p.13 and S43 on p.19.	No
Key Development Sites		
Deleted 14-22 Grey Street as a key development site.	Submission 6 states concerns over the viability of the site for extensive redevelopment due to the extent of the 1% AEP flood depth.	No
Post Office Place Concept		
Adjusted concept 10a and 10b.	To match the adjusted heights of Stockland plaza.	No
Actions		

Inserted A17 "Review the Train Station Precinct Master Plan".	In response to submissions 5 and 26 where concerns were raised about heights within the station precinct, it was determined that the Train Station Precinct Master Plan needs to be reviewed.	No
Glossary		
Adjusted definition of integrated car parking to "Parking areas which are located within the built form this may include basement or roof top car parking."	In response to submission 29 and 32 which both mentioned the definition of integrated parking as vague or unclear.	No
CLAUSE 37.08 ACTIVITY CENTRE ZONE SCHEDULE 1		
Tables referring to height and setback controls for each precinct have been replaced with built form precinct plans.	To increase the readability of the precinct requirements.	
Under Building Heights and Setbacks in Clause 4.4 Figure 1 and associated text has been deleted.	As the table has been replaced with a built form plan, the figure describing each of the columns was no longer necessary.	
Inserted "not" into "which is in a residential zone, land used for an education centre or land in a Public Acquisition Overlay to be acquired for an education centre is not exempt from the notice requirements" under Notice and review in Clause 7.0.	Administrative error, the intent of the notice and review was to give notice to the residents as a development abutting their neighbourhood would have direct amenity impacts. The wording did not reflect this.	
Precinct 1		
Added Key Pedestrian Connection between Deakin Street and Breed Street through the Pocket Plaza.	Administrative error.	
Precinct 2		
Split sub-precinct 2K into two sub-precincts.	Administrative error that showed both lots to be 6 storeys where in the TACP the corner site is 5 storeys while the site beside it is 6 storeys.	
Adjusted precinct boundary to match title of property on Franklin Street.	Administrative error.	
Precinct 5		
Removed landscaping setback from Precinct Plan and added it to the Built Form plan.	To increase the readability of the precinct and built form plans.	

LATROBE PLANNING SCHEME

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Proposed C106

SCHEDULE 1 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

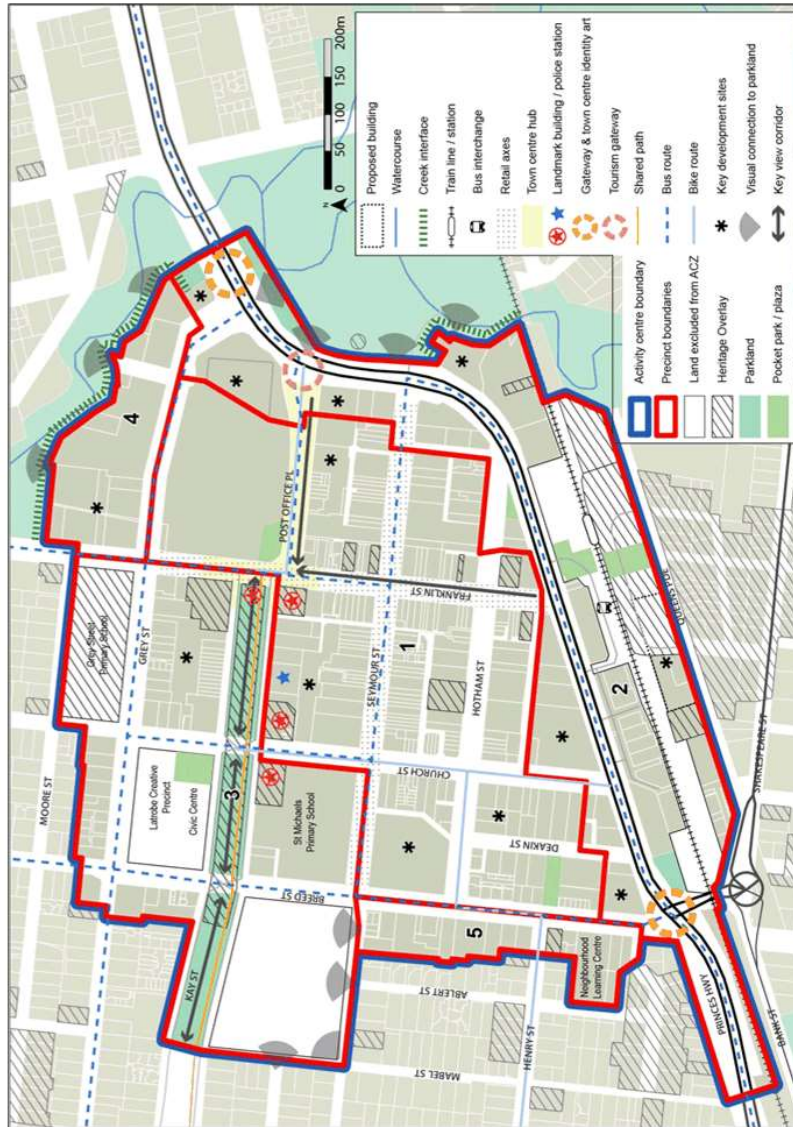
Shown on the planning scheme map as **ACZ1**.

TRARALGON ACTIVITY CENTRE

1.0

Traralgon Activity Centre Framework

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Proposed
C106



LATROBE PLANNING SCHEME

2.0 Land use and development objectives to be achieved

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Proposed
C106

Public Realm

- To create a Princes Highway Boulevard.
- To create a network of public spaces.
- To establish a 'shared space' in the form of a town square at the intersection of Post Office Place, Kay Street and Franklin Street.
- To incorporate art and place making to enhance identity and character.
- To support the integration and activation of the Traralgon Creek corridor.
- To resolve laneway ownership and encourage activation.

Land Use

- To emphasise the key retail axes of Franklin Street and Seymour Street.
- To promote the role of the Traralgon Activity Centre as the premier shopping and business destination for Gippsland.
- To support shop-top housing and mixed uses within the activity centre.
- To support the provision of appropriate youth spaces within the town centre.
- To encourage consolidation of land to facilitate the creation of viable development sites.
- To support civic and community uses.

Built Form

- To consolidate the town centre by infilling blocks and creating a consistent street wall.
- To create strong urban form that responds to the public realm and regional character.
- To encourage the development of taller built form throughout the centre (up to 6 storeys) in recognition of the important CBD function that the Traralgon Activity Centre plays.
- To provide continuous weather protection such as an awning treatment along active frontages.

Access & Movement

- To identify and define the role of streets within the town centre.
- To encourage multi-storey and integrated parking solutions in appropriate locations.
- To improve the provision of facilities associated with public transport and implement the bus interchange at Traralgon Station.
- To provide safe cycle links through the town centre and ensure that connections can be made with other cycle path projects such as the Traralgon –Morwell Shared Pathway.
- To allow for pedestrian and visual links from Kay Street to Victory Park.

LATROBE PLANNING SCHEME

3.0 Table of uses

--(20--
Proposed
C106

Section 1 - Permit not required

Use	Condition
Accommodation (Other than Corrective Institution)	Any dwelling must be located above ground floor level except for entry foyers. Any frontage at ground floor level must not exceed 2 metres.
Bus Terminal	
Cinema	
Cinema based entertainment facility	
Child care centre	Any frontage at ground floor level must not exceed 2 metres and access must not be shared with a dwelling (other than a caretaker's house).
Education Centre	
Exhibition centre	
Home occupation	
Informal outdoor recreation	
Medical Centre	Must be located in Precinct 3 and 5.
Minor utility installation	
Office	
Railway station	Must be located in Precinct 2.
Retail Premises (other than Landscape gardening supplies, Manufacturing sales, Motor vehicle, boat or caravan sales)	
Shop (other than Adult sex bookshop)	
Any use listed in Clause 62.01	Must meet requirements of Clause 62.01.

Section 2 - Permit required

Use	Condition
Adult sex bookshop	Must be at least 200 metres (measured by the shortest route reasonably accessible on foot) from a residential zone or, land used for a hospital, primary school or secondary school or land in a Public Acquisition Overlay to be acquired for a hospital, primary school or secondary school.
Car Wash	Must be located in Precinct 2.
Industry (other than Materials recycling and Transfer station)	
Leisure and recreation (other than Informal outdoor recreation, Major sports and recreation facility, Outdoor recreation facility, Open sports ground and Motor racing track)	
Place of assembly (Other than Cinema, Exhibition centre)	
Service station	Must be located in Precinct 2.

LATROBE PLANNING SCHEME

Use	Condition
Utility installation (other than Minor utility installation and Telecommunications facility)	
Any other use not in Section 1 or 3	

Section 3 – Prohibited

Use
Agriculture
Brothel
Cemetery
Corrective institution
Crematorium
Hospital
Landscaping gardening supplies
Major sports and recreation facility
Manufacturing sales
Materials recycling
Motor racing track
Motor vehicle, boat or caravan sales
Open sports ground
Outdoor recreation facility
Pleasure boat facility
Primary produce sales
Saleyard
Service industry (other than Car wash)
Tramway
Transfer station
Transport terminal (other than Railway station and Bus terminal)
Winery

4.0
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Proposed C106
4.1

Centre-wide provisions

Use of land

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Proposed C106

A permit is not required to use land for the purpose of Local Government providing the use is carried out by, or on behalf of, the public land manager.

4.2
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Proposed C106

Subdivision

Applications for subdivision of existing sites, that are not associated with a development proposal, must support the objectives of this Schedule.

4.3
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Proposed C106

Buildings and works

No permit is required to construct a building or construct or carry out works for the following:

- The installation of an automatic teller machine.
- An alteration to an existing building façade provided:
- The alteration does not include the installation of an external roller shutter.

LATROBE PLANNING SCHEME

- At least 80 per cent of the building facade at ground floor level is maintained as an entry or window with clear glazing.
- An awning that projects over a road if it is authorised by the relevant public land manager.

4.4 Design and development

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Proposed
C106

New development within the town centre must be of high design quality, and respect the key features of the town centre setting.

Encourage new developments to build to the maximum building height.

If new development must be below the maximum building height it should demonstrate that it can structurally accommodate a taller built form in the future.

New development must respond sensitively to heritage interfaces where they affect or abut a heritage site.

Building Heights and Setbacks

Building heights and setbacks should meet the precinct requirements specified at Clause 5 of this schedule.

Maximum building heights do not include non-occupiable architectural features or landmarks, architectural features (such as domes, towers, masts) and building services, (including enclosed stairwells) that do not exceed the maximum height by more than 4 metres. The combined floor area of these features should not exceed 10 percent of the gross floor area of the top building level.

The street edge wall height (where a building is on sloping land) is the height of the wall at the mid-point on the front title boundary where there is no front setback.

Built form abutting an identified pedestrian priority lane or a heritage building (where it does not abut a residential zone) must ensure that any levels above three storeys are setback a minimum 5 metres from that interface except where specified Clause 5 of this schedule.

Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface.

Streetscapes and Facades

Buildings on sloping sites should be articulated to reduce visual bulk and improve the appearance of new development. The ground floor of new buildings should be at the same level as the existing footpath, where possible.

Development should respond to the sloping topography to minimise the need for cut and fill.

The siting and design of new development should be sensitive to and reinforce the locally

LATROBE PLANNING SCHEME

distinctive topography and views to surrounding areas.

Development at gateway locations and Key Development Sites should be high quality, distinctive and emphasise the importance of their corner location to act as a local landmark.

All retail and commercial developments must present an active and attractive street frontage at ground level to ensure that ground floor frontages:

- Are pedestrian oriented;
- Allow passive surveillance to the street;
- Provide continuity of ground floor shops along streets and lanes within Precinct 1;
- Add interest and vitality;
- Avoid blank walls; and
- Avoid painted or fixed signage on windows.

Encourage clear glazing on ground floor frontages.

New infill development in the town centre should be contemporary and complementary to the existing built form and heritage places.

Entrances to buildings should be clearly articulated through the use of awnings, parapets or vertical articulation and should be orientated to the street front.

All retail and commercial developments interfacing with an identified pedestrian priority lane or through-block link should present an active frontage to the laneway to increase levels of activity and passive surveillance.

Windows and balconies at upper levels should be incorporated into the design to provide greater visibility to the public realm.

Large development sites should incorporate vertical and horizontal articulation through design detailing.

Existing canopy vegetation should be retained and incorporated into the design of new development.

Where street setbacks are proposed, new built form should incorporate landscape planting as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.

Where new landscaping is proposed, ensure the height of the selected species will not adversely affect pedestrian safety (i.e. low scale vegetation to car parks). Promote hardy, drought tolerant species to minimise maintenance costs and maximise resilience.

Materials

The use of contemporary materials including timber is strongly encouraged.

Access

LATROBE PLANNING SCHEME

Large developments should incorporate through-block links (north to south and east to west) to encourage pedestrian permeability.

Secondary pedestrian access to buildings should be incorporated into buildings that abut an identified pedestrian priority lane.

Vehicle access and loading areas should be separated from pedestrian access, preferably located at the side and rear of development (loading bays should be within service lanes), and screened from view.

If vehicle access must be located to the front of the development, priority should be given to pedestrian movement.

Ensure on-site car parking has a minimal visual impact on the streetscape. Avoid parking between building frontages and the street.

Sustainability

Encourage passive and active sustainability principles in the design and operation of new development.

Encourage the incorporation of water sensitive urban design (WSUD) principles and ecologically sustainable design (ESD) measures in both the public and private realms.

Encourage the design of new development to include window positions that allow for natural cross-ventilation.

Continuous weather protection measures (awnings, verandahs, shade cloths or canopies) should be provided along key pedestrian areas to allow winter sun and restrict summer sun.

Public Realm

Protect and enhance street trees in the town centre and key landscape features including the Kay Street corridor, the Traralgon Court House and Traralgon Creek.

All infrastructure and services should be contained underground within service trenches and pits, and not be discernible within the public realm.

Ensure bin storage areas are located to the side or rear of commercial buildings and are screened from view within the public realm.

Site air conditioning units (or other such plant facilities) behind the roofline so they are not visible from the street.

Signage and Lighting

Signage on the building façade must be limited, particularly across windows and doors, to ensure passive surveillance and an active interface with the streetscape.

LATROBE PLANNING SCHEME

Signage should not protrude above the parapet.

The proportion and scale of signage should not detract from public view lines and views of the surrounding landscape.

Encourage lighting that promotes a safe and secure environment for pedestrians.

Tall pole flood lighting is discouraged.

Encourage illumination of building façades where lighting is well integrated into the façade design, subject to no light spilling into adjoining residential areas and areas with shop-top housing.

LATROBE PLANNING SCHEME

5.0 Precinct provisions

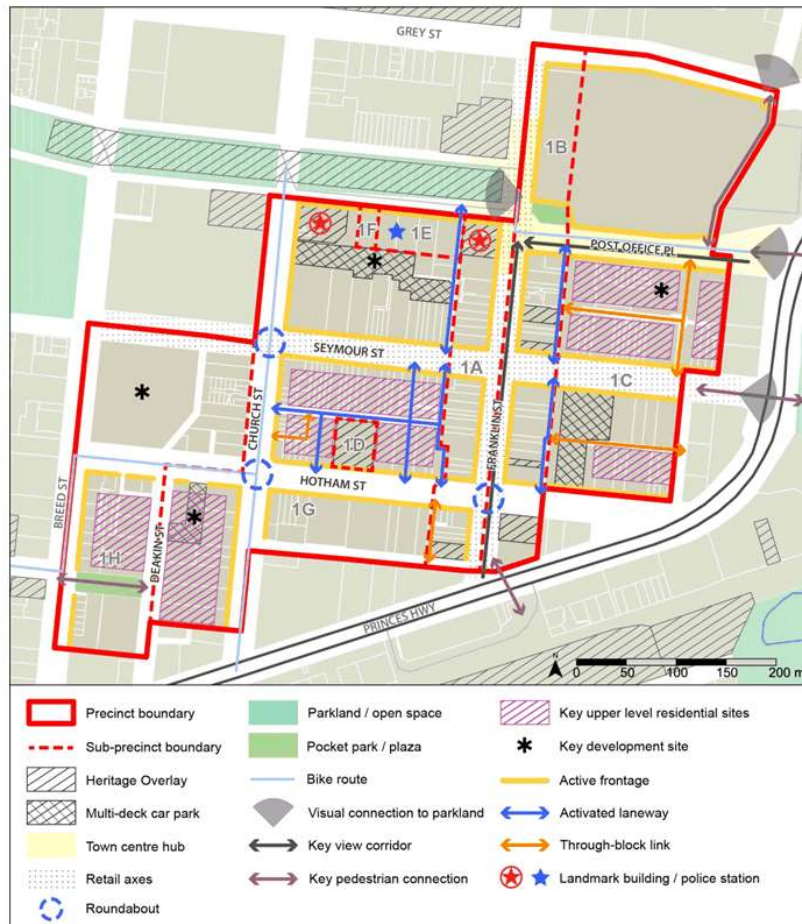
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Proposed C106

5.1 Precinct 1 – Town Centre Core

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Proposed C106

5.1-1 Precinct map

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Proposed C106



5.1-2 Precinct objectives

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Proposed C106

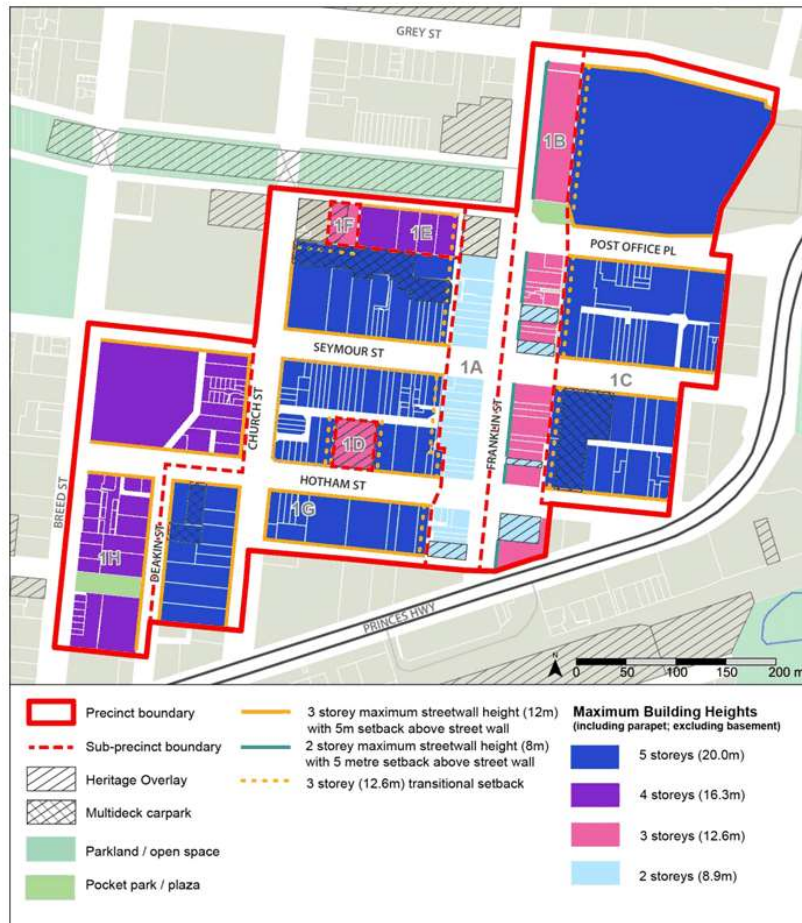
- To achieve sensitive consolidation of the town centre core, and provide the opportunity to develop underutilised sites.
- To establish a consistent street wall arrangement that reiterates the grid street network of the town centre.
- To encourage residential development within the town centre.

LATROBE PLANNING SCHEME

- To strengthen the role of the key retail axes of Franklin and Seymour Streets as a vibrant dining, retail and commercial hub.
- To ensure a distinction between the historic Franklin Street corridor and the contemporary streetscapes of Seymour and Hotham Streets.
- To create a shared community space around Post Office Place, Kay Street and Franklin Street that can be utilised for civic occasions.

5.1-3 **Precinct requirements**

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Proposed
C106



*As measured from natural ground level.

* All building setbacks unless otherwise mentioned are 0 metres from the front street boundary.

5.1-4 **Precinct guidelines**

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Proposed C106

- Properties fronting Franklin Street should not exceed two storeys and should maintain the existing double storey parapet line on the western side of the street, and should not exceed three storeys on the eastern side up to Grey Street.

LATROBE PLANNING SCHEME

- Any sites identified with a maximum building height of five storeys must ensure that any levels above three storeys are set back a minimum five metres from the street frontage to be recessive in appearance.
- Redevelopment of any heritage buildings should be sympathetic to the traditional fabric of the building, including its principal street wall or façade.
- New development should maintain and contribute to the fine grain character along the main commercial streets.
- Treat Post Office Place as a public plaza, incorporating paving treatments, public art and street furniture.
- Improve pedestrian connections between Wright Street and the east end of Post Office Place.
- Illuminated or electronic signage should be limited.

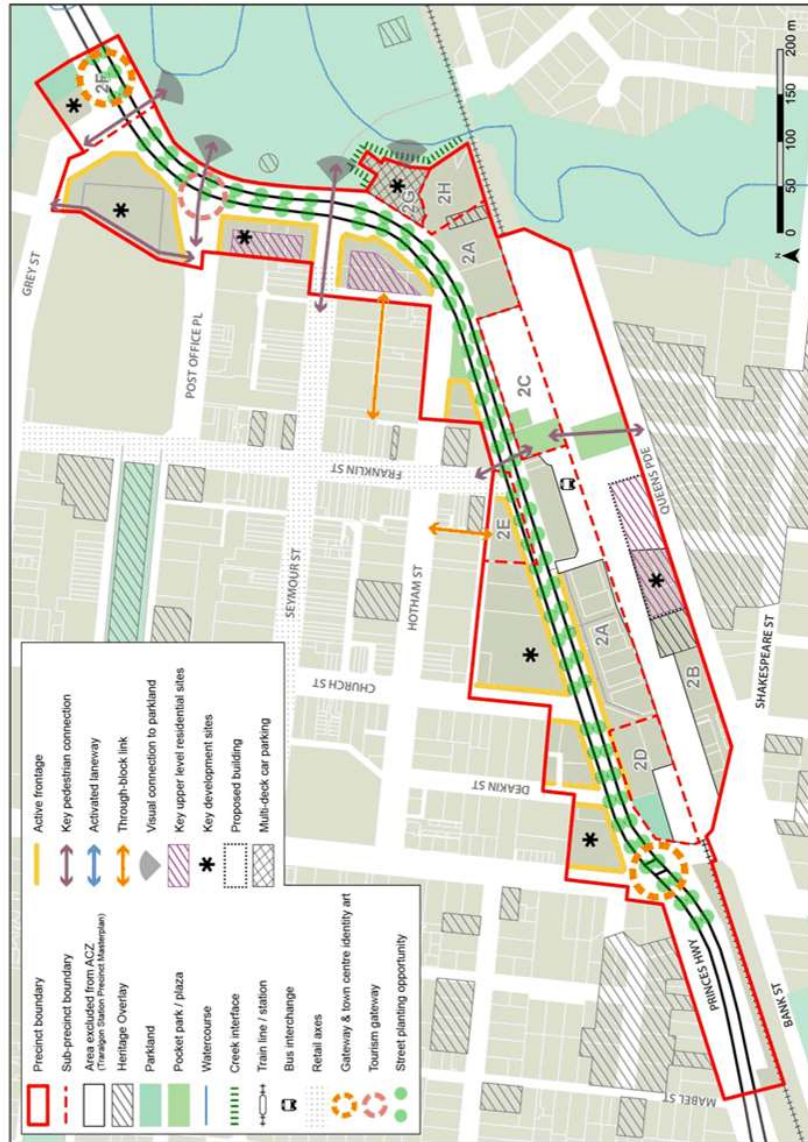
LATROBE PLANNING SCHEME

5.2 Precinct 2– Princes Highway and Station Corridor

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Proposed C106

5.2-1 Precinct map

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Proposed C106



5.2-2 Precinct objectives

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Proposed C106

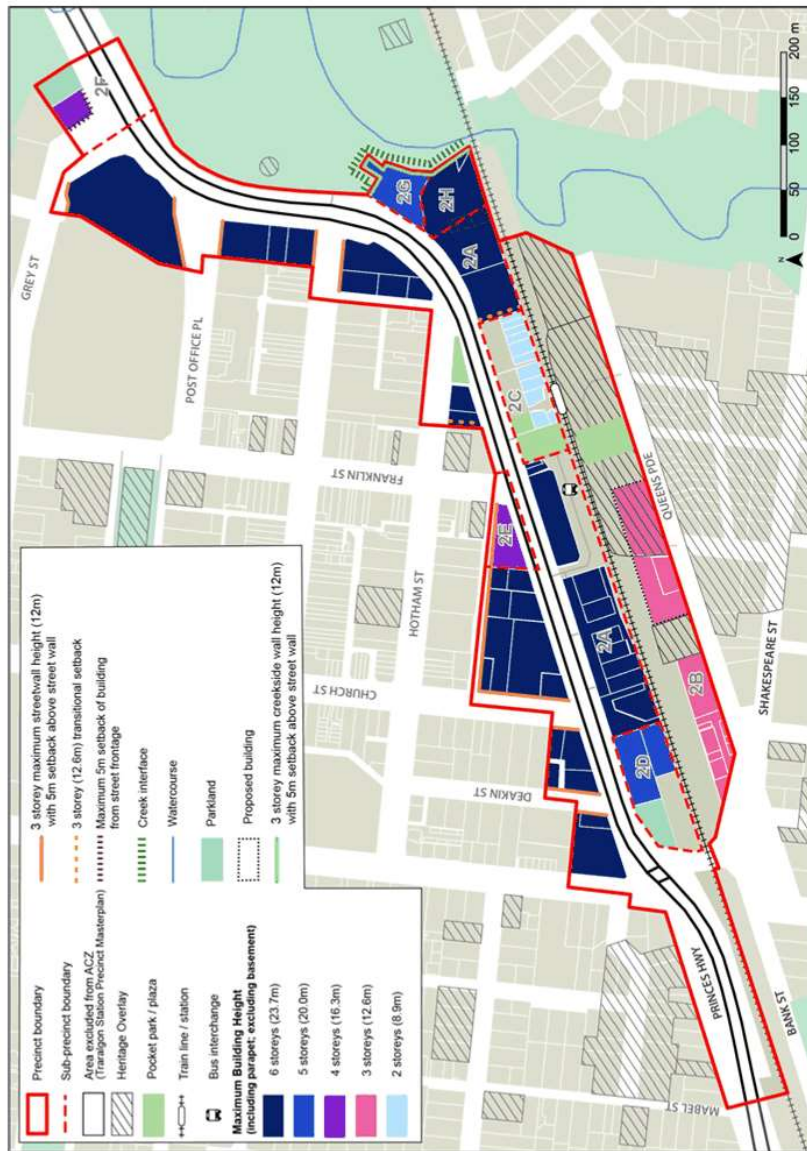
- To ensure a defined urban form along the Princes Highway corridor that reinforces the presence of the town centre and its position as the commercial centre of Gippsland's regional city.

LATROBE PLANNING SCHEME

- To ensure complementary redevelopment of the southern side of the train station that encourages higher density residential and mixed use developments and improves pedestrian access to ensure the integration of the station precinct with the surrounding area.
- To allow for a demarcation of notable gateway buildings at the north-east and south-western corners to announce the arrival and departure from the town centre.

5.2-3 Precinct requirements

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Proposed C106



LATROBE PLANNING SCHEME

*As measured from natural ground level.

* All building setbacks unless otherwise mentioned are 0 metres from the front street boundary.

5.2-4 Precinct guidelines

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Proposed C106

- Any sites identified with a maximum building height of six storeys that interface with sites of a lesser scale must ensure that upper levels above three storeys are set back at interfaces to ensure a sensitive transition in built form.
- New development on the northern and western side of the highway should be built to the street edge (no setback).
- Variation in front setbacks for commercial and other non-retail uses are possible on the southern side of Princes Highway and within the station precinct, subject to the provision of front landscaping.
- Key strategic sites along Princes Highway should be architecturally interesting, innovative, high quality and well designed to provide a visually interesting presentation to the Highway and to define key gateways into the Traralgon Activity Centre.
- New development within the precinct abutting the creek and parkland should provide active and visually interesting edges to improve surveillance and activation of the public realm.
- If development is proposed below the scale envisaged, ensure that new developments are engineered to allow for additional floors to be built in the future.
- Support the inclusion of a public plaza fronting the Princes Highway, creating linkages to Franklin Street, as outlined in 5.2-1.
- Support a landscape boulevard along the highway.
- Illuminated or electronic signage should be limited.

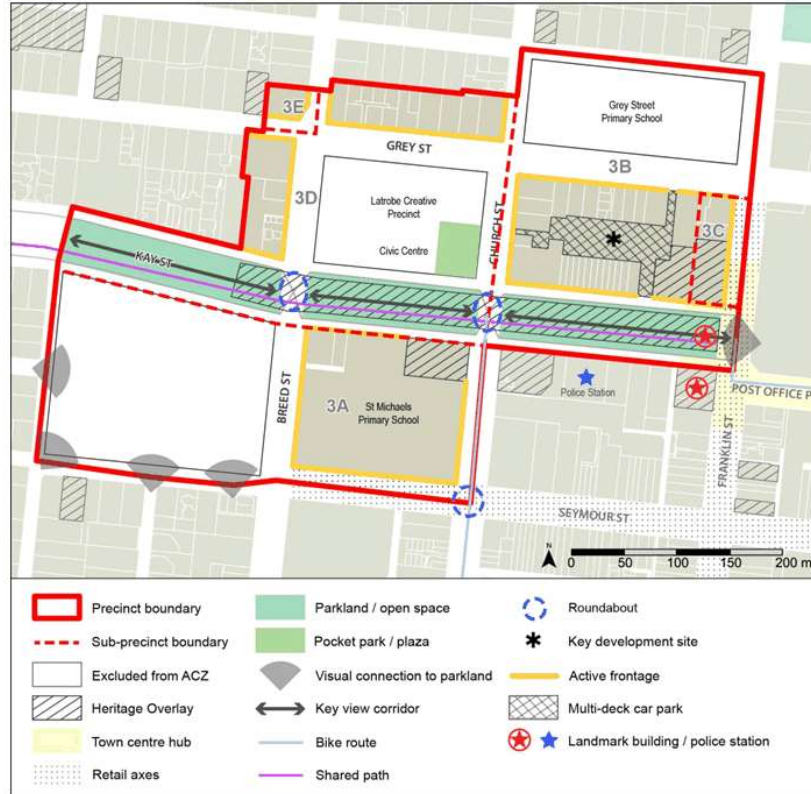
LATROBE PLANNING SCHEME

5.3 Precinct 3 – Kay Street and Civic Corridor

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Proposed C106

5.3-1 Precinct map

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Proposed C106



5.3-2 Precinct objectives

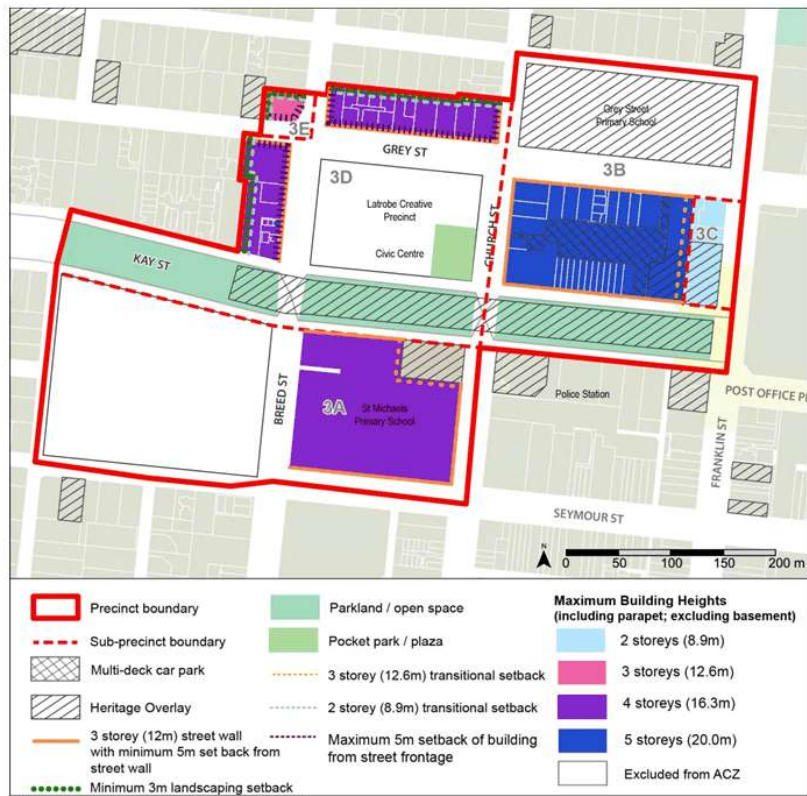
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Proposed C106

- To recognise the importance of landscaping and built heritage elements along Kay Street as an historic point of arrival into Traralgon, including view lines towards the Franklin Street junction.
- To recognise Kay Street as a green corridor, with the opportunity to enhance the boulevard through further landscaping on either side of the streetscape.
- To take advantage of open space and civic assets between Breed and Franklin Streets, including Hubert Osborne Park, the Latrobe Creative Precinct and the Traralgon Court House.

LATROBE PLANNING SCHEME

5.3-3 Precinct requirements

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Proposed C106



*As measured from natural ground level.

* All building setbacks unless otherwise mentioned are 0 metres from the front street boundary.

5.3-4 Precinct guidelines

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Proposed C106

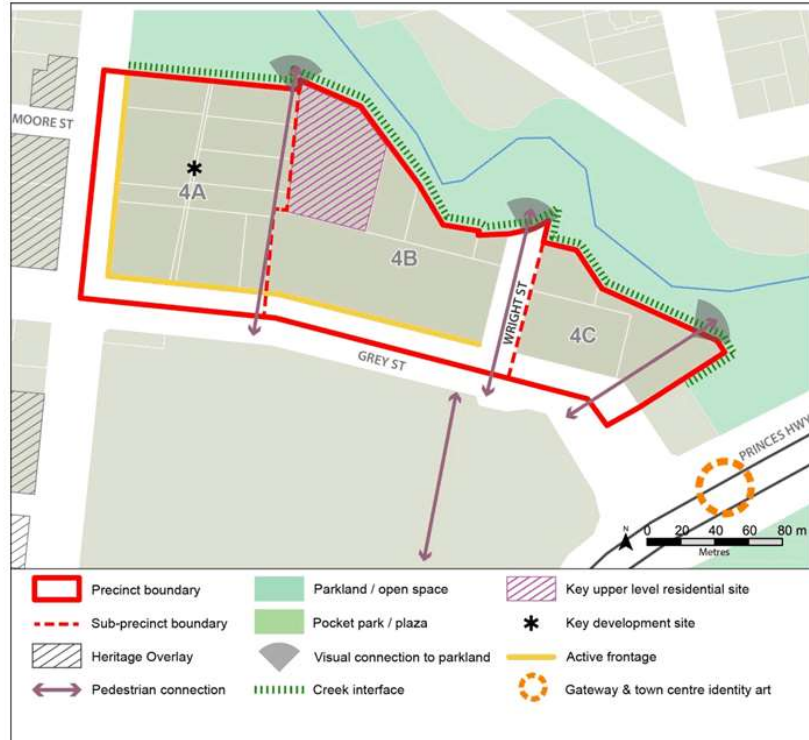
- Buildings must have a minimum 3 metre rear setback to allow a landscaping buffer to be established along the residential interface in sub-precincts 3D and 3E.
- Built form abutting a residential zone must ensure that any levels above two storeys are setback a minimum of 5 metres from that interface.
- Unless identified as a two storey street edge, new development should be a minimum of three storeys.
- All retail and commercial development should establish a consistent street wall at ground level.
- Front setbacks incorporating forecourts and landscape elements are supported within sub-precinct 3D and 3E.
- Fencing along the primary street frontage should be avoided.
- The size, height and proportion of signage should be complementary to the building.

LATROBE PLANNING SCHEME

5.4 Precinct 4 – Creekside Office

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Proposed C106

5.4-1 Precinct map



5.4-2 Precinct objectives

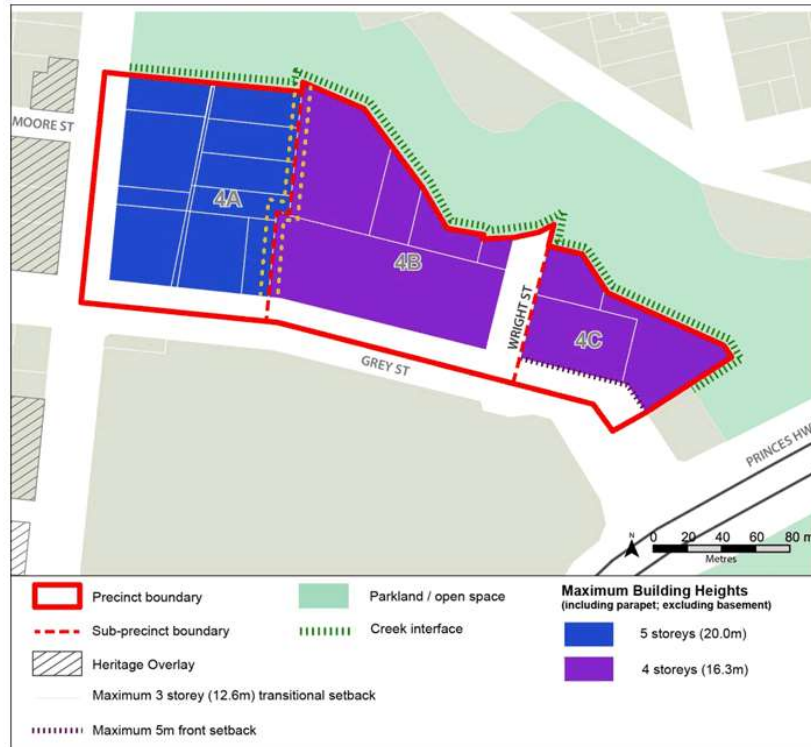
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Proposed C106

- To recognise the distinction between town centre development and Grey Street and Franklin Street development leading to the creek.
- To ensure future design responds to the natural landform and landscape to the north along the creek.
- To ensure an attractive aspect towards Grey Street from the northern residential areas and the creekside.
- To provide clear, legible pedestrian and visual connections to Traralgon Creek.

LATROBE PLANNING SCHEME

5.4-3 Precinct requirements

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Proposed C106



*As measured from natural ground level.

* All building setbacks unless otherwise mentioned are 0 metres from the front street boundary.

5.4-4 Precinct guidelines

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Proposed C106

- Overall building heights must not exceed five storeys in sub-precinct 4A and four storeys in sub-precincts 4B and 4C above natural ground level.
- Buildings should include front setbacks to Grey Street for landscaping in sub-precinct 4C.
- Fencing along streets or along boundaries is discouraged.
- Buildings should include side setbacks that allow view lines between the town centre and the parkland.
- Building design should consider slope, flooding constraints and local drainage conditions.
- New buildings on sloping land should be broken into modules and stepped with the landform. The use of split level buildings is supported.
- The development of new buildings on sloping land should limit the extent of cut and fill, and avoid the removal of established vegetation.
- Where street setbacks are proposed, new built form should incorporate landscape planting as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.

LATROBE PLANNING SCHEME

- The size, height and proportion of signage should be complementary to the building and not a dominating element.

5.5 Precinct 5 – Precinct Breed Street

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Proposed C106

5.5-1 Precinct map

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Proposed C106



5.5-2 Precinct objectives

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Proposed C106

- To recognise the Breed Street corridor as an area of transition between the city and surrounding residential areas.

LATROBE PLANNING SCHEME

- To encourage a transformation of the western side of Breed Street so that it is consistent with the town centre form.
- To support the development of service based uses and residential opportunities.
- To discourage retail uses.

5.5-3 Precinct requirements

—/—/20—
Proposed C106



*As measured from natural ground level.

* All building setbacks unless otherwise mentioned are 0 metres from the front street boundary.

5.5-4 Precinct guidelines

—/—/20—
Proposed C106

- Buildings must have a minimum 3 metre setback from the western boundary, to allow a landscaping buffer to be established along the residential interface.

LATROBE PLANNING SCHEME

- Any third and fourth storey of built form abutting a residential interface should be set back at this interface to ensure a sensitive transition in built form.
- Support variation in front and side setbacks for commercial and other non-retail uses, subject to the provision of landscape treatments.
- Where street setbacks are proposed, new built form should incorporate landscaping as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.
- New development should present an active and attractive street frontage with a high level of interaction between the property and the street front.
- Buildings should incorporate vertical and horizontal articulation of a human scale through design detailing.
- Fencing along the primary street frontage should be avoided.
- The size, height and proportion of signage should be complementary to the building and not a dominating element.

6.0 Application requirements

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Proposed C106

The following application requirements apply to an application for a permit under Clause 37.08, in addition to those specified in Clause 37.08 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority.

An application to construct a building or construct or carry out works must be accompanied by the following information, as appropriate:

- An urban design assessment for any development relating to buildings identified in this plan as having an active frontage.
- 3D modelling of any development of four or more storeys within the Traralgon Activity Centre.

7.0 Notice and review

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Proposed C106

An application to subdivide land or construct a building or construct or carry out works within 30 metres of land (not a road) which is in a residential zone, land used for an education centre or land in a Public Acquisition Overlay to be acquired for an education centre is not exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

8.0 Decision guidelines

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Proposed C106

The following decision guidelines apply to an application for a permit under Clause 37.08, in addition to those specified in Clause 37.08 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- Whether the use detrimentally affects the amenity of the neighbourhood, including through the:
 - Transport of materials, goods or commodities to or from the land.
 - Appearance of any buildings, works or materials.
 - Emissions of noise artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
- Whether the proposal is of a high design quality, and designed with respect for the key features of the town centre setting.

LATROBE PLANNING SCHEME

- Whether the proposal recognises the capacity for change in the Town Centre by demonstrating that it can structurally accommodate a taller built form in the future.
- Whether the proposal responds sensitively to heritage interfaces where they affect or abut a heritage site.

9.0 Advertising signs

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Proposed C106

Advertising sign requirements are at Clause 52.05. All land located in Precinct 1 (except sub-precinct 1A and 1B) and Precinct 2 (except sub-precinct 2B) is in Category 1. Sub-Precinct 1A and 1B, Precinct 3, 4 (except sub-precinct 4A) and 5 are Category 2. Sub-precinct 2B and 4A are Category 3.

10.0 Other provisions of the scheme

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Proposed C106

None specified.

11.0 Reference documents

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Proposed C106

Traralgon Activity Centre Plan – Background Reports 2010
Traralgon Station Precinct Masterplan 2011
Car Parking Framework Review – Traralgon & Morwell 2014
Traralgon Activity Centre Plan 2017

Planning and Environment Act 1987

LATROBE PLANNING SCHEME

AMENDMENT C106

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Latrobe City Council, which is the planning authority for this amendment.

The amendment has been made at the request of Latrobe City Council.

Land affected by the Amendment

The amendment applies to land known as the Traralgon Activity Centre (TAC) as identified in Figure 1 below. The area is generally bounded by Grey Street to the north, Traralgon Creek and Princes Highway to the east, the railway precinct to the south, and the rear property boundary of Breed Street commercial properties (including Hubert Osborne Park) to the west. The amendment also affects land located at 112 McNairn Road, Traralgon East.



Figure 1 – TAC Study Area

What the amendment does

The amendment implements the land use and built form directions from the *Traralgon Activity Centre Plan (2017)* (TACP) by:

- Modifying Clauses 21.02, 21.07, 21.09 and 21.10 of the Municipal Strategic Statement to include policy objectives and directions for the use and development of land located within the TAC
- Introducing Clause 37.08 - Activity Centre Zone into the Latrobe Planning Scheme
- Introducing Schedule 1 to the Activity Centre Zone for the Traralgon Activity Centre into the Latrobe Planning Scheme that defines five precincts within the centre and prescribes the form of development in each precinct and sub-precincts that will meet the planning objectives for the TACP.
- Rezoning all Commercial 1 Zoned and Mixed Use Zoned land within the TAC to the Activity Centre Zone Schedule 1.
- Rezoning 14-22 Grey Street, Traralgon (PC353187, Lot 1 PS313145) and Grey Street, Traralgon (Lot 1 PS313144, Lot 1 TP411206) from the Public Park and Recreation Zone to the Activity Centre Zone Schedule 1.
- Rezoning George Street, Traralgon (CA 23 of 18), from the Commercial 1 Zone to the Public Park and Recreation Zone
- Rezoning George Street (CA 2008), Traralgon and 1 George Street (CA 2011), Traralgon from the General Residential Zone Schedule 1 to the Public Park and Recreation Zone.
- Correcting zone anomalies (split zoned - commercial and residential) located at 25-27 Breed Street (PC367937), 61A Breed Street (Lot 1 PS605971), 60 (Lot 1 TP519994, Lot 2 TP519994), 48 (Lot 1 TP575932, Lot 2 TP575932) and 46 (Lot 1 TP225186, Lot 2 TP225186) Grey Street, Traralgon by rezoning to the Activity Centre Zone Schedule 1.
- Correcting a zone anomaly (split zoned – Mixed Use, Commercial 1 and Public Use 4) at 39 Princes Street (Lot 2 PS404784K), Traralgon by rezoning to the Public Use Zone Schedule 4.
- Rezoning 112 McNairn Road, Traralgon East (L 1 PS 401791) from the Public Park and Recreation Zone to the General Residential Zone.
- Amending Latrobe Planning Scheme Zoning Maps 55, 56, and 57.

Strategic assessment of the Amendment

Why is the Amendment required?

The TAC is an important regional commercial centre, as a part of the broader Latrobe City. The TAC is expected to see a significant level of change, and as such a comprehensive and cohesive set of planning tools is needed to ensure that this change is appropriately managed.

The TAC is envisaged to be the focus of a substantial proportion of future employment growth and public investment providing significant job opportunities and commercial services; a strong and diverse retail sector; specialised goods and services to a large regional catchment; significant opportunities for housing development within the town centre; high levels of accessibility and vibrant centres of community activity with a range of public facilities.

The amendment is required to implement the strategic directions set out within the TACP by rezoning the Commercial 1 Zone and Mixed Use Zone land within the TAC to the Activity Centre Zone Schedule 1 (ACZ1). The schedule aims to incorporate the strategies set out under the four key themes of:

1. Public Realm
2. Land Use and Activity
3. Built Form and Height
4. Access and Movement

Additional minor rezonings are proposed to correct minor zoning anomalies within the Latrobe Planning Scheme to ensure the Scheme is more useable, by amending planning processes which have created a situation that is unjust, unreasonable or is clearly in error.

The amendment provides Latrobe City Council with a unique opportunity to take a holistic and integrated approach to the future use and development of the TAC. The provisions that are proposed to be introduced through the ACZ1 simplify planning controls for the TAC, making it clearer and simpler for all sectors and will strengthen Traralgon as the region's primary business and retail precinct whilst encouraging complementary mixed uses including upper level residential opportunities.

How does the Amendment implement the objectives of planning in Victoria?

- (a) *To provide for the fair, orderly, economic and sustainable use, and development of land;*

The amendment seeks to facilitate the rejuvenation and redevelopment of the TAC as the pre-eminent commercial centre for Gippsland by providing further guidance on development and public realm requirements.

- (c) *To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;*

The amendment seeks to facilitate improvements to the public realm and access to public transport increasing pedestrian permeability and passive surveillance within the activity centre by offering more diverse housing, shopping, employment and recreational opportunities.

- (d) *To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;*

The amendment seeks to enhance the significant landmarks and heritage areas within the TAC by identifying key view corridors and ensuring development respects the character of heritage buildings and providing transitional setbacks to ensure that there is little overshadowing.

- (f) *To facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e);*

The amendment ensures that clear directions are set for each precinct within the ACZ1 allowing for a more efficient process to facilitate development and achieve greater activity within the area.

- (g) *To balance the present and future interests of all Victorians.*

By facilitating the development of the Traralgon town centre as the pre-eminent commercial centre for Gippsland, the amendment encourages the sustained growth of the area. In turn, this promotes job opportunities and greater economic activity as the economy of Latrobe City transitions away from coal based industries.

How does the Amendment address any environmental, social and economic effects?

Environment

The amendment will give statutory effect to the TACP which considers Environmentally Sustainable Design objectives relating to new development. The amendment will assist in improving the built environment by ensuring integrated development that incorporates high quality design and energy efficiency in the TAC. It will also increase active transport by facilitating greater walkability and better public transport access reducing the reliance on automobiles.

Social

The amendment is expected to have a positive social impact by improving the range of commercial, employment and housing opportunities available in the centre. It promotes healthy lifestyle options and could reduce social isolation by increasing social interaction through increased foot traffic.

Economic

The amendment will assist in promoting economic growth by stimulating private and public investment in Traralgon, increasing competitiveness in the regional retail environment and providing a range of direct and indirect employment opportunities.

Does the Amendment address relevant bushfire risk?

The land affected by amendment is not at risk from bushfire.

Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) of the Act.

The amendment is consistent with Ministerial Direction 11 (Strategic Assessment Guidelines) as outlined in this report.

The amendment is consistent with Ministerial Direction 15 – the planning scheme amendment process under section 12(2) of the Act.

How does the Amendment support or implement the State Planning Policy Framework and any adopted State policy?

The amendment directly supports the following Clauses of the State Planning Policy Framework:

Clause 11 (Settlement) by:

- Providing a planning framework for the Traralgon Activity Centre. The amendment meets the objective of encouraging the concentration of major developments into activity centres which provide a variety of land uses which are highly accessible, and makes more efficient use of existing infrastructure, especially public transport

provisions. Furthermore, it provides for greater housing and employment opportunities in a centre with excellent access to services and public transport.

Clause 12 (Environmental and Landscape Values) by:

- Facilitating development that will house increased population growth within the TAC capitalises on opportunities for a larger population to live within a relatively small ecological footprint. In addition, by improving pedestrian permeability it will encourage greater physical activity reducing car usage. Greater connections to the existing parkland will also facilitate greater walkability.

Clause 15 (Built Environment and Heritage) by:

- Encouraging high quality urban design and ensuring that new land uses and development responds to the built form and prevailing town identity context of the centre. Heritage areas and significant landmarks will be protected and enhanced.

Clause 16 (Housing) by:

- Providing for a diverse range of housing.

Clause 17 (Economic Development) by:

- Ensuring that the centre has opportunities for commercial and residential growth, and providing a framework for the location and management of that growth within the centre.

Clause 18 (Transport) by:

- Encouraging and facilitating growth and development within the TAC which is well served by public transport but currently underutilised due to poor connectivity.

How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The amendment is consistent with the Local Planning Policy Framework (LPPF) and supports its objectives and strategies as follows:

Clause 21.02, Clause 21.03, Clause 21.04, Clause 21.05, Clause 21.07, Clause 21.08, Clause 21.09, Clause 21.10 by:

- Identifying areas suitable for urban growth and development through concentrating higher density residential development;
- Providing a diversity of choice in housing styles and designs;
- Improving the provision, quality and accessibility of public open space;
- Encouraging walkable centres by promoting low energy travel modes, such as walking and cycling through the expansion of safe cycling and pedestrian networks;
- Ensuring that development protects and enhances the key landscape features of the TAC by integrating buildings and landscape settings with open space and the environs;

- Promoting the use of water sensitive urban design (WSUD), including stormwater re-use; and encouraging new residential buildings to be environmentally sustainable;
- Improving the appearance of the built form along key transport routes;
- Creating high quality, safe and active retail areas by encourage all retail outlets to provide active street frontages;
- Encouraging art in public spaces to enhance the public realms;
- Identifying, recognising and protecting places of heritage, cultural and social significance;
- Encouraging a mix of retail, office, commercial, entertainment, leisure and community uses, and medium density housing to locate within activity centres;
- Encouraging increased intensity and scale of development within defined activity centres;
- Encouraging high quality, accessible and environmentally sustainable design;
- Providing for the safe storage of bicycles at all public destinations in the TAC;
- Acknowledging Traralgon's role as part of Gippsland's regional city and continuing to build on Traralgon's strength as one of the key regional commercial centres of Gippsland;
- Support implementation of the recommendations of the Traralgon Train Station Master Plan, including Stage 1: construction of a new bus interchange, plaza and station building; Stage 2: works to southside commuter car park, southern plaza and VRI Hall; Stage 3: development of residential and community facilities to the east and west of the southside commuter carpark.
- Providing well located and accessible car parking areas in the centre by implementing the Car Parking Framework Review Traralgon & Morwell 2014..

It is considered that the preparation of the TACP and the ACZ1 meets the relevant objectives, strategies and policies of the LPPF.

Does the Amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the Victoria Planning Provisions, in particular through the use of the ACZ1. The ACZ1 has been developed to improve and simplify the planning of activity centres by avoiding the need for often complex layering of conventional zones and overlays.

The ACZ1 provides a simpler planning structure in the centre, more flexibility in the types of uses and development permitted in the town centre and is able to be tailored via the schedule to suit the requirements of the activity centre.

Additionally, the ACZ1 encourages a mixture of uses and the intensive development and delivery of a diversity of housing at higher densities to make optimum use of the facilities and services.

By correcting the identified minor zoning errors in the Scheme, the amendment makes proper use of the Victoria Planning Provisions.

How does the Amendment address the views of any relevant agency?

Relevant Referral Agencies and other agencies were consulted in the preparation of the TACP and their comments incorporated in the final draft TACP. These agencies will be further consulted during the formal exhibition of the amendment.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The amendment complies with the relevant requirements of the *Transport Integration Act 2010* specifically Part 2, Division 2, 11 - *Integration of transport and land use* by recognising the need to:

- improve access and accommodation for coaches, buses and taxis;
- provide extra car parking spaces for commuters;
- upgrade passenger facilities at the train station;
- provide safe and direct pedestrian access into, within and through the precinct; and
- encourage the location of housing, employment and services in close proximity to a major rail and bus transport interchange.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

It is expected that the new planning scheme provisions will have a positive impact on the resource and administrative costs of the Latrobe City Council, in terms of greater clarity and simplicity of the proposed provisions for the TAC.

Additionally, more streamlined permit requirements within the ACZ1 are likely to have positive impacts on the resource and administrative costs of the responsible authority.

The minor zoning corrections are not expected to have any significant effect on the resource and administrative costs of the responsible authority as it corrects errors in the Scheme.

Where you may inspect this Amendment

The amendment is available for public inspection, free of charge, during office hours at the following places:

- The service centres of the planning authority Latrobe City Council located at:
 - 141 Commercial Road, Morwell Vic 3840;
 - 34-38 Kay Street, Traralgon Vic 3844;
 - 9-11 Philip Parade, Churchill Vic 3842; and
 - 1-29 George Street, Moe Vic 3825.
- Latrobe City's website: www.latrobe.vic.gov.au/C106

The amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at: www.delwp.vic.gov.au/public-inspection.

Submissions

Any person who may be affected by the amendment may make a submission to the Planning Authority. Submissions about the amendment must be received by 5 March 2018.

A submission must be sent to: Strategic Planning Department, Latrobe City Council, PO Box 264, Morwell, Vic 3840, or online at www.latrobe.vic.gov.au/C106 – Attention: Strategic Planning Department.

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: week of 14 May 2018
- panel hearing: week of 11 June 2018

Agenda Item: 14.3

**Agenda Item: Use and Development of land with an Office and
Reduction of Car Parking Requirements**

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council:

Issues a Notice of Decision to Grant a Permit for the Use and Development of land with an office and reduction of car parking requirements at 161-163 Princes Drive, Morwell (Lot 1 PS 626529), with the following conditions:

Endorsed Plans

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

Standard Conditions

2. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.
3. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority
4. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
 - a) transport of materials, goods or commodities to or from the land;
 - b) appearance of any building, works or materials;
 - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - d) presence of vermin;or otherwise, to the satisfaction of the Responsible Authority
5. All waste material not required for further on-site processing must be regularly removed from the site. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.
6. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.
7. Any external lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

Hours of Operation Condition

8. Except with the prior written consent of the Responsible Authority, the use

authorised by this permit may only operate between the hours of:

- a) Monday to Friday 7:30am to 5:30pm

Engineering Conditions

9. Before the use commences of the building hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority:
- a) The areas shown on the endorsed plans for vehicle access and car parking must be constructed to such levels that they can be used in accordance with the approved plans including line marking to indicate each car space and all access lanes; and clearly marked to show the direction of traffic along access lanes and roadways.
10. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
11. The areas set aside for car parking and vehicle access lanes must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.
12. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.

Permit Expiry

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

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

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

Executive Summary:

The proposal seeks to change the use of an existing retail showroom to an office, which will act as a 'Support and Safety Hub', undertake works associated with a façade upgrade, and reduce the number of car parking spaces required 161-163 Princes Drive, Morwell.

One submission in the form of an objection has been received to the application, which has raised the following concerns:

- Inaccuracies in the report;
- Use of private parking to justify the reduction of car parking; and
- The potential for any future development by the CFA to impact on-street parking.

Having considered the submissions and assessed the proposal against the relevant provisions of the Latrobe Planning Scheme (the Scheme), it is considered that the proposal is generally in accordance with the relevant objectives and decision guidelines of the Scheme. It is therefore recommended that a Notice of Decision to Grant a Planning Permit be issued.

Declaration of Interests:

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

Background:

Summary

Land: 161-163 Princes Drive, Morwell, known as L 1 PS 626529

Proponent: APP Corporation Pty Limited

Zoning: Mixed Use Zone

Overlay Parking Overlay – Schedule 2

A Planning Permit is required for the following:

- Pursuant to Clause 32.04-8 of the Scheme, a permit is required to undertake buildings and works associated with a Section Two use.
- Pursuant to Schedule 2 of Clause 45.09-2 of the Scheme, a permit is required to reduce the number of car parking spaces required under Clause 3.0.

- Pursuant to Clause 52.06-3 of the Scheme, a permit is required to reduce the number of car parking spaces required under Clause 52.06-5.

Proposal

The applicant seeks to change the use of the existing retail showroom to an office with a floor area of 1070m², undertake works associated with a façade upgrade, and seeks to a reduction in car parking spaces.

The office will act as a ‘Support and Safety Hub’ bringing together professionals from varying sources and employers. The proposed hours of operation will be from 7:30am to 5:30pm Monday to Friday. The public area of the office will comprise consulting rooms (six), family meeting rooms (three), and amenity areas. The restricted area will comprise 66 work stations, meeting rooms (four) and staff amenities.

Whilst the office will accommodate 66 work stations, it is not expected that all these staff will be present at one time due to the nature of the use.

The proposal seeks to alter the current facade facing Princes Drive using a wooden panel design with a variety of other materials in an articulated design and the addition of front facing windows onto 161-163 Princes Drive. This façade upgrade increases the ability of the building to respond to its surroundings and is keeping with the evolving urban design of commercial buildings in Morwell.

To use a building for an office totalling 1,070 sqm, 32 car parking spaces are required to be provided, the applicant has sought a waiver of 16 spaces as part of this application, this will be disused later in the report.

A copy of the development plans can be viewed as Attachment 1 of this report.

Subject Land and Surrounding Land Use

The subject site is located at 161-163 Princes Drive Morwell and is more formally known as Lot 1 on Plan of Subdivision 626529. The site is rectangular in shape and has an area of approximately 1357 square metres, being approximately 27 metres in width and approximately 48 metres in depth.

The southern frontage abuts Princes Drive which is zoned Road Zone – Category 1 (RDZ1). The northern boundary abuts two lots, with the majority (20 metres) abutting a lot with a dwelling. A small portion of the northern boundary abuts land used as a carpark and as access to this lot’s undercover parking via the easement of way. The eastern abuts an office building, and the western boundary abuts the Church of England.

The site is flat and is currently contains an existing building covering the majority of the lot. Pedestrian access is provided from Princes Drive. Vehicle access is provided from the rear of the lot, via an easement of way over the northern lot and onto Buckley Street.

The subject land is located within the existing Morwell Town Centre in an existing office and retail area zoned Multi-Use Zone (MUZ) immediately north of Princes Drive, approximately 190 metres north-west of the Morwell Train Station. The site is surrounded by established buildings used for a variety of retail, commercial, office and community uses.

An aerial image showing the site context can be viewed as Attachment 2 of this report.

History of Application

- Application was received on 8 November 2017.
- Further information was requested on 10 November 2017.
- Response to further information request was received on 1 February 2018.
- Notification period commenced on 1 February 2018.
- The notification period was completed on 23 February 2018.

Reasons for Proposed Resolution:

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the General Residential Zone;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Parking Overlay Schedule 2;
- Consistent with the 'Purpose' and 'Decision Guidelines' of Particular Provision at Clause 52.06 Car Parking;
- Consistent with Clause 65 (Decision Guidelines); and
- The objection received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered, while noting that some concerns raised in the objections do not form planning grounds on which the application should be refused.

Issues:

Strategy Implications

Morwell is identified as having a key role in supporting the region's commercial and government office centres. The Morwell Town Structure Plan identifies the subject land as being in Morwell's Primary Activity Centre and seeks to encourage new office development. This proposal includes the redevelopment of a currently underutilised

building as an office for a government department and is therefore considered to support Morwell's role within the region.

Communication

Notification:

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

At the completion of the advertising period, one submission in the form of written objection had been received.

A copy of this objection can be viewed at Attachment 3 of this report.

External:

There were no external referral requirements pursuant to Section 55 of the Act.

Internal:

The application was referred to Council's Infrastructure team for consideration, particularly in relation to car parking, drainage and local infrastructure. There was no objection to the granting of a planning permit subject to the inclusion of appropriate conditions.

Financial Implications

Additional resources or financial cost will be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 5 business days with an additional day required to attend and present at the appeal, total 6 business days. This equates to a financial cost in the order of \$2,400. This cost would be far greater if a consultant is required to attend on Councils behalf and would likely to be in excess of \$10,000.

Risk Analysis

There is a possible likelihood of risk occurring that may result in damage to Councils reputation if the application is not approved due to one objection received from the community. The site is located in the CBD of Morwell, which is in an area where office use is supported and a high level of employment is proposed to be generated by the proposal. To manage and limit the potential risk, the recommendation has been considered against the relevant sections of the Latrobe Planning Scheme.

Latrobe Planning Scheme

The State Planning Policy Framework (SPPF) and Local Planning Policy Framework (LPPF) have been considered as part of the assessment of this application.

The following clauses are relevant to the consideration of this application.

State Planning Policy Framework

- Clause 11.02-3 – Planning for growth areas
- Clause 11.03-2 – Activity centre planning
- Clause 11.07-1 Regional planning
- Clause 11.10- Gippsland
- Clause 15.01-1 Urban Design
- Clause 17 – Economic Development
- Clause 18 – Transport

Local Planning Policy Framework

- Clause 21.01 – Introduction:
- Clause 21.06 – Key issue: Built Environment:
- Clause 21.07 – Economic Development:
- Clause 21.08-2 – Key issue – Community infrastructure:
- Clause 21.09-3 – Morwell

Zoning

The land associated with the subject site located at 161-163 Princes Drive, Morwell is located within the Mixed Use Zone. The purpose and decision guidelines of the Mixed Use Zone have been taken into account as part of the assessment of this application and the proposal is considered to be generally consistent with the zoning provisions.

Overlay

The subject site is affected by the Parking Overlay Schedule 2 with the purpose and decision guidelines of the overlay been taken into account as part of the assessment of this application and the proposal is considered to be generally consistent with the overlay provisions.

Particular Provisions

Clause 52.06 Car Parking:

The proposal seeks to reduce the car parking requirement under the Parking Overlay which will be discussed later in this report.

Clause 52.34 Bicycle Facilities:

The proposal provides for three employee and one visitor secure bicycle parking spaces with no showers or change rooms required to be provided.

Decision Guidelines (Clause 65):

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.

Incorporated Documents (Clause 81):

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-street car parking, Standards Australia 2004
- Australian Standard AS2890.3-1993, Parking Facilities Part 3: Bicycle parking facilities, Standards Australia 1993

The application is considered to be consistent with the provisions of this document.

Strategic direction of the State and Local Planning Policy Frameworks:

The proposal is considered to be consistent with the State Planning Policy Framework of the Latrobe Planning Scheme. In particular, Clause 11.03-2 'Activity Centre Planning' encourages *'the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres which provide a variety of land uses and are highly accessible to the community'*, as the proposal is located within 200 metres of a major public transport interchange and in the Morwell Central Business District. The proposal is also supported by Clause 15.01-1 'Urban Design' as the proposal responds to the central location of the site, its interface with the public realm and the design direction for non-residential development in the Morwell Town Centre.

The proposal is also considered to be consistent with the Local Planning Policy Framework, specifically, Clause 21.07 – 'Economic Development' and Clause 21.06 – 'Built Environment' as this proposal provides an employment opportunity for up to 66 people, with enhancements to the building to improve the interface with the public realm. The strategy at Clause 21.09-3 identifies Morwell as having a key role in accommodating key commercial and government office centres. Further, the Morwell Town Structure Plan identifies this land as being in the Primary Activity Centre and seeks to encourage new office development.

'Purpose' and 'Decision Guidelines' of the Mixed Use Zone:

The proposal implements the SPPF including the Municipal Strategic Statement and local planning policies as detailed above. The proposal facilitates the use and redevelopment of an existing building to increase the delivery of community services, and provide employment in Morwell's primary activity centre. The proposal provides a use that complements the mixed-use nature of the locality. The proposal responds to the preferred neighbourhood character of the area with the proposed façade revitalisation and alterations.

'Purpose' and 'Decision Guidelines' of the Parking Overlay Schedule 2:

The proposal provides three car parking spaces (two tandems and one accessible) in the lower level of the building. The schedule requires car parking spaces to be

applied at rate of three to each 100 sqm of net floor area. For this proposal to use a building for an office totalling 1,070 sqm, 32 car parking spaces are to be provided.

The reduction which has been sought for the development has been detailed in the table below:

	Rate	Required spaces	Provided spaces	Total
Previously restricted retail	75% of 2.5 to each 100 sqm of leasable floor area (1.9 spaces per 100 sqm)	24	7	-17
Proposed Office	3 spaces per 100 sqm of net floor area	32(.4)	3	-29
Shortfall on existing			-4	-12
Reduction required				16

The submitted Traffic Impact Assessment submitted by the applicant demonstrates that there is appropriate provision of car parking space in the Morwell Activity Centre Parking Precinct to maintain a balance between car parking supply and demand, considering the impact of this proposal. It is identified in the traffic report that seven spaces are available on the subject land for car parking in addition to car parking being available in a number of private carparks within the area. Council officers note that there are only three spaces available on site and that there is no access to these private car parks. The inconsistencies in the report have been considered by Council officers in their assessment of the proposed car parking reduction.

The findings in the Traffic Assessment are consistent with the Car Parking Framework Review carried out by Council in August 2014. Car parking occupancy surveys were undertaken on Friday 4 May 2012 7 am to 7 pm. This study detailed that overall Morwell has 3,510 spaces, at the peak demand (1 pm) 1,811 spaces were being used which is an occupancy of 52 percent. It showed that north of the railway station only along Collins Street on-street parking was stressed in excess of 90 percent and along the length of Princes Drive between Collins Street and Church Street being near stressed.

The report further states that “*While there are high occupancy rates particularly in close proximity to the railway line, parking is available within a short walk (250m/4 minutes) of all ‘stressed’ areas*”.

It is therefore considered that there is sufficient on-street parking within the area to allow for a reduction of parking to be considered as part of the application. The application has been reviewed by Council’s Infrastructure team who has raised no objection to the reduction in parking that has been proposed as part of the application. Therefore a reduction in the number of car parking spaces requires is

considered to be appropriate in this instance and consistent with the purpose and decision guidelines of the Parking Overlay Schedule 2.

The study area for Morwell from the Car Parking Framework can be viewed as Attachment 4 of this report and the Traffic Assessment can be viewed in Attachment 5.

Clause 65 (Decision Guidelines):

The application is considered to appropriately respond to the guidelines pursuant to Clause 65.02 of the Scheme having been considered below within this report.

Community Implications

The application received one submission in the form of objection. The issues raised were:

1. Inaccuracies in the report.

It is noted that there are some inconsistencies with the provided reports from APP given the documentation was provided with the initial application and not amended which states that seven car parks were proposed to be located within the rear of the building. The revised plans submitted on 23 January 2018 and advertised shows a reduced the number of cars on site from seven to three which has been considered as part of the application for the reduction in car parking. The parking survey does reflect the correct condition of the onsite parking, which will has been noted and will be considered as part of the assessment of the application.

It should be noted that the parking survey of the existing street parking has shown that the existing streets could provide adequate parking to support a reduction of 16 spaces proposed by the application.

2. Use of private parking to justify the reduction of car parking.

It has been noted within the traffic reports that there has been consideration given to a number of private car parks within study area which has been noted in the study.

However, there is currently sufficient on-street parking within the area to allow for a reduction of parking to be considered as part of the application. The application has been reviewed by Council's Engineering Team who has raised no objection to the reduction in parking that has been proposed as part of the application. Therefore as discussed above in this report, a reduction in the number of car parking spaces requires is considered to be appropriate in this instance.

- The potential for any future development by the CFA to impact on-street parking.

Council has not received any planning permit application for the use and or development of land within the area from the CFA.

Given that there is no application lodged with Council by the CFA, any potential impact on street parking impacts that may occur as a result of a future proposed development cannot be considered or assessed.

Environmental Implications

There are no environmental implications associated with the proposed subdivision

Other

Council has the following options in regard to this application:





1. Issue a Notice of Decision to Grant a Permit.
2. Issues a Notice of Decision to Refuse to Grant a Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

Supporting Documents:

Nil

Attachments

- 1 [↓](#).  Development Plans
- 2 [↓](#).  Aerial Image
3. Objection (Published Separately) (Confidential)
- 4 [↓](#).  Map from Car Parking Framework Review
- 5 [↓](#).  Traffic Assessment

14.3

Use and Development of land with an Office and Reduction of Car Parking Requirements

1	Development Plans.....	311
2	Aerial Image	317
4	Map from Car Parking Framework Review	319
5	Traffic Assesment.....	321



REV	DESCRIPTION	DATE
A	For Townplanning	2018/01/09

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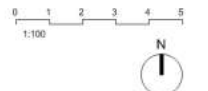
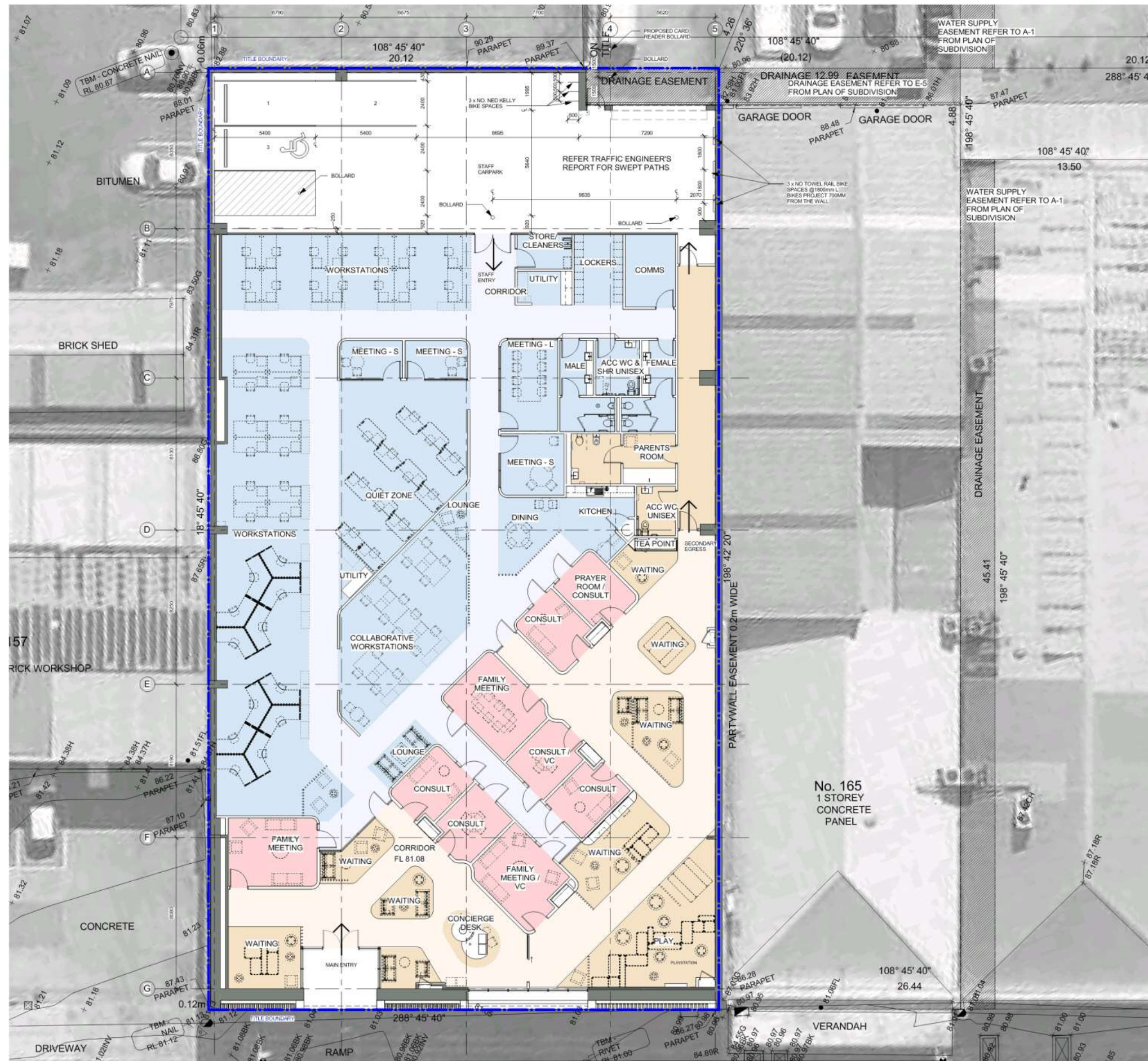
**FAMILY SAFETY
 VICTORIA**

**SUPPORT & SAFETY
 HUBS - MORWELL**

**EXISTING PLAN -
 GROUND**

Project No	16019
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Author	Checked By
Drawing No	Revision
AEC3-0001	A

**FOR
 TOWN PLANNING**



Area	Morwell 1070 sq. m*	
	No.	Attributes
Family/Public Access		
Public Entry / Egress	2	
Concierge Desk	1	
Waiting / Play Clusters	7	
Beverage Bay	1	
Parents Room / Toilet	1	
Toilet - Accessible	1	
Consult / Meeting		VC Prayer
Standard Consult - Meeting rooms	6	1 1
Family Large Consult- Meeting rooms	3	1
Staff Only areas		VC
Entry / Exits	1	
Workstations	66	
Small Meeting Rooms	3	1
Large Meeting Rooms	1	1
Breakout Lounges	3	
Kitchen / Breakout	1	
Print / Utility	2	
Comms Room	1	
Lockers (banks)	20	
Toilet - Male	2	
Toilet - Female	2	
Toilet - Accessible	1	
Carparking	3	
* External areas not included		

- G For Townplanning 2018/01/09
- F For Townplanning 2017/12/13
- E For Information 2017/11/01
- D For Townplanning 2017/11/01
- C For Information 2017/09/20
- B For Information 2017/08/15
- A For Information 2017/08/06
- REV

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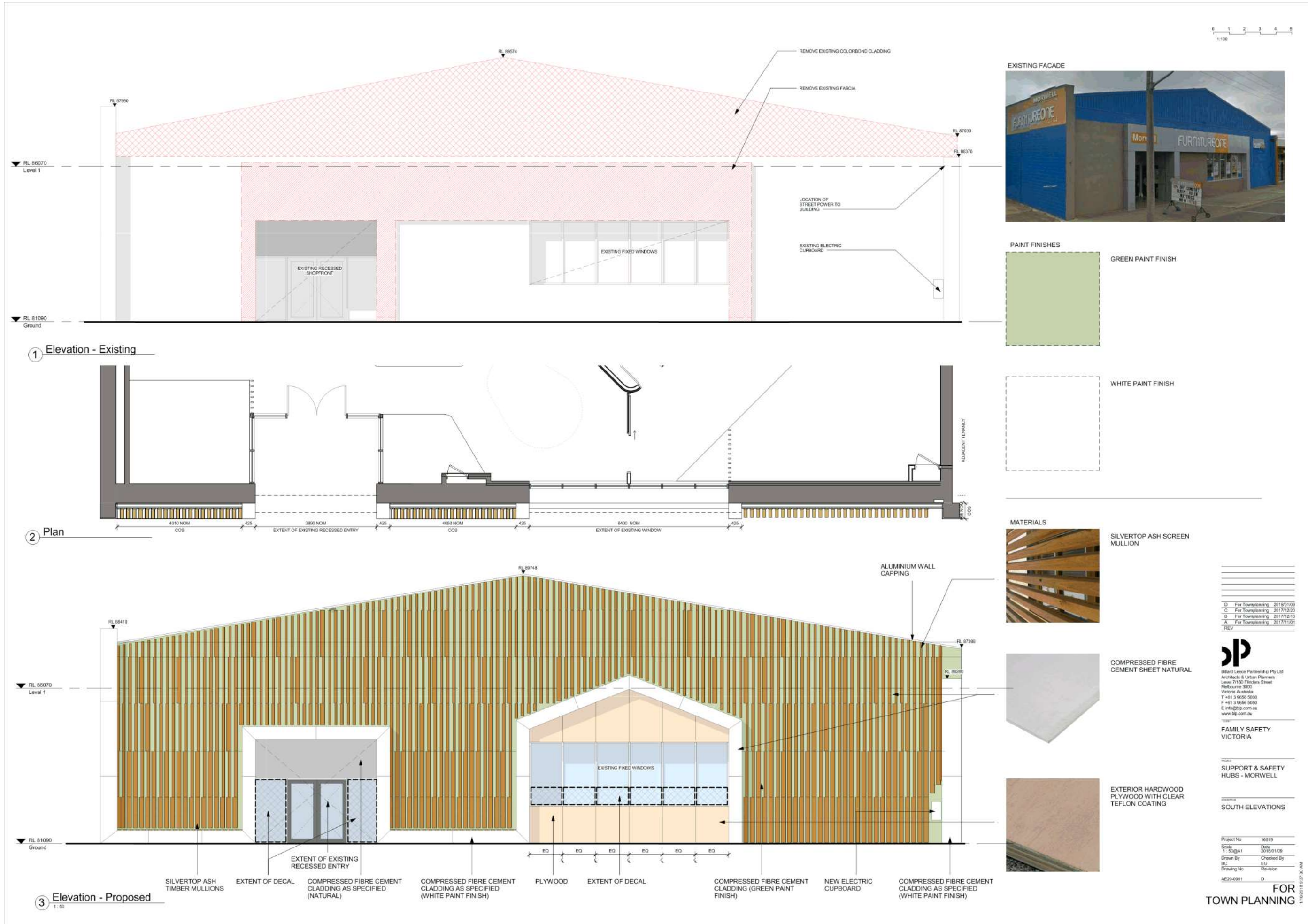
FAMILY SAFETY
 VICTORIA

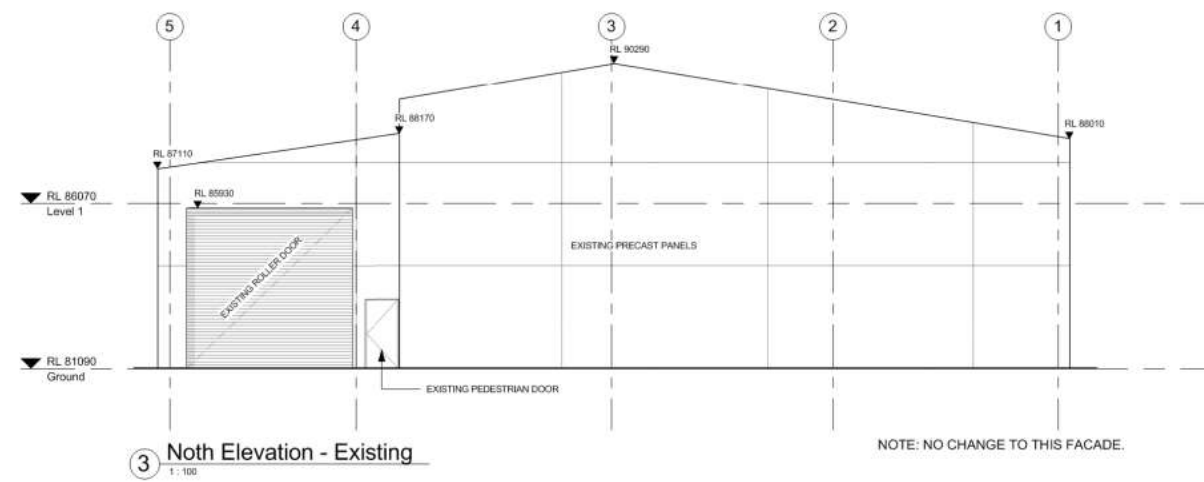
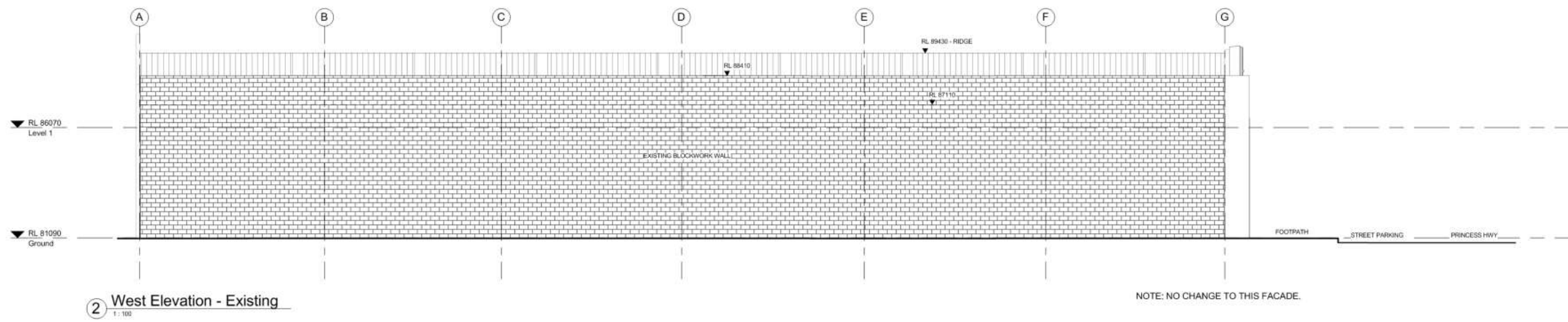
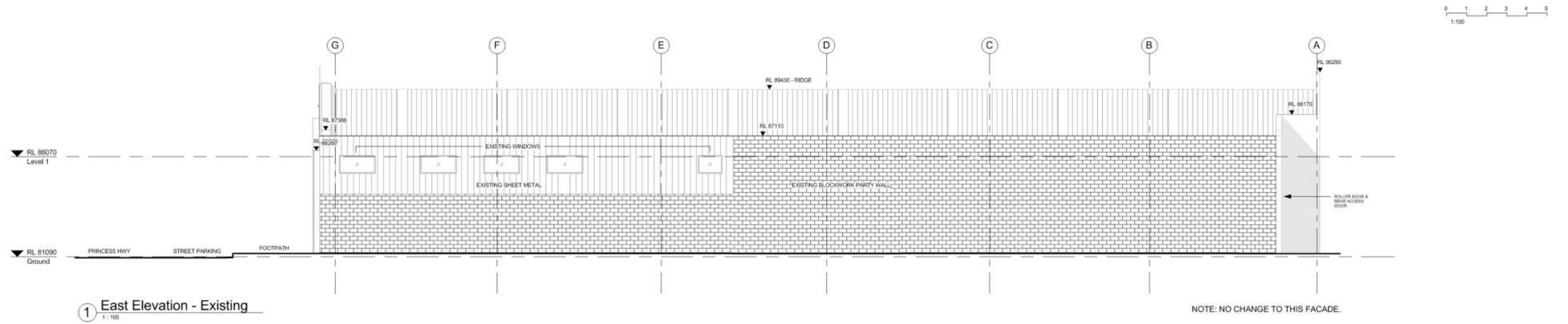
SUPPORT & SAFETY
 HUBS - MORWELL

GA PLAN - GROUND

Project No	16019
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Drawing No	AE10-0001
Revision	G

FOR
 TOWN PLANNING





REV	DESCRIPTION	DATE
B	For Townplanning	2018/01/09
A	For Townplanning	2017/12/20

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FAMILY SAFETY
VICTORIA



SUPPORT & SAFETY
HUBS - MORWELL

ELEVATIONS

Project No	16019
Scale	1:100@A1
Date	2018/01/09
Drawn By	Checked By
Author	Checker
Drawing No	Revision
AE20-0002	B

FOR
TOWN PLANNING



	<p>Aerial Image of Site Context 161 - 163 Princes Drive Morwell</p>	
<p>Note The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p>Disclaimer: The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information. The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for Dial Before You Dig. The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	<p>22/03/2018</p> <p>1:1500</p>	

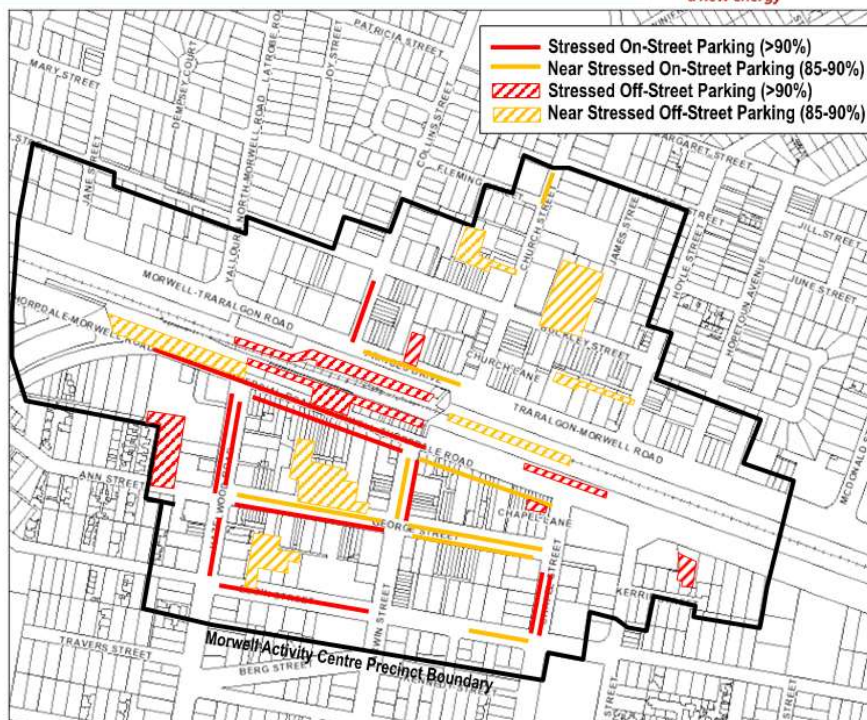


Figure 4: 'Stressed' and 'Near-Stressed' Parking Areas – Morwell (1pm Friday 4th May, 2012)

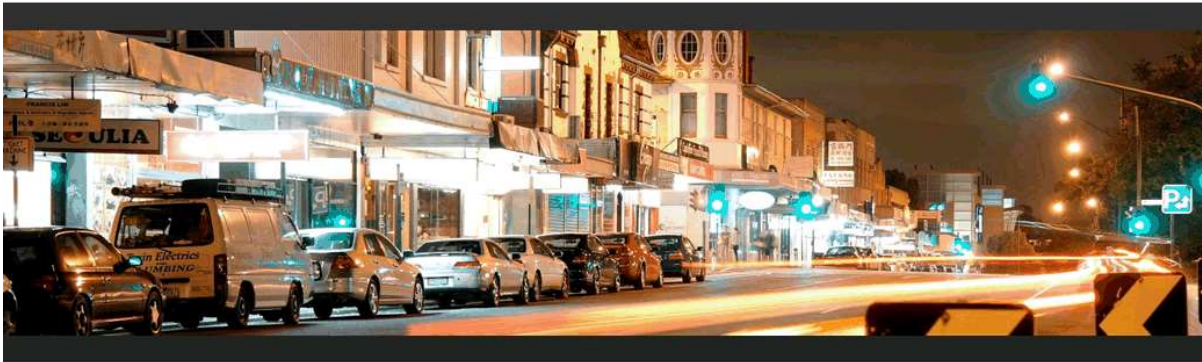
Car parking occupancy observations are set out below:

Traralgon

- On-street car parking demand in the Traralgon retail core is high but not 'stressed' (less than 85% overall within sub-precincts A and B), and on-street short-term car parking spaces are available at the peak time.
- Publicly available off-street car parking demand in the Traralgon retail core is very high (86% within sub-precincts A and B which is within the 'near-stressed' category at the peak time).
- The occupancy of publicly available off-street parking within the Traralgon retail core remained above 80% between 11:00am and 2:00pm on the peak day (Friday 19th November, 2011).
- The on-street car parking within the retail core is predominantly controlled by short-term restrictions.
- Much of the off-street parking is either unrestricted or has longer restrictions (3P at Stockland and in part of the Seymour Street carpark).
- The observed higher occupancy rate of off-street (predominantly long-term) parking compared with on-street (short-term) parking indicates that there may be an imbalance between short and long term parking supply versus demand in the Traralgon retail core, with a potential need to convert some existing short-term spaces to long-term restrictions to correct the imbalance.



**Family Safety Hub – 163 Princes Drive,
Morwell**
Transport Impact Assessment



170760TIA001B-F
13 December 2017

onemilegrid.com.au • 1/59 Keele Street, Collingwood, VIC 3066 • (03) 9939 8250



1 INTRODUCTION

onemilegrid has been requested by APP Corporation Pty Limited to undertake a Transport Impact Assessment of the proposed support and safety hub development at 163 Princes Drive, Morwell.

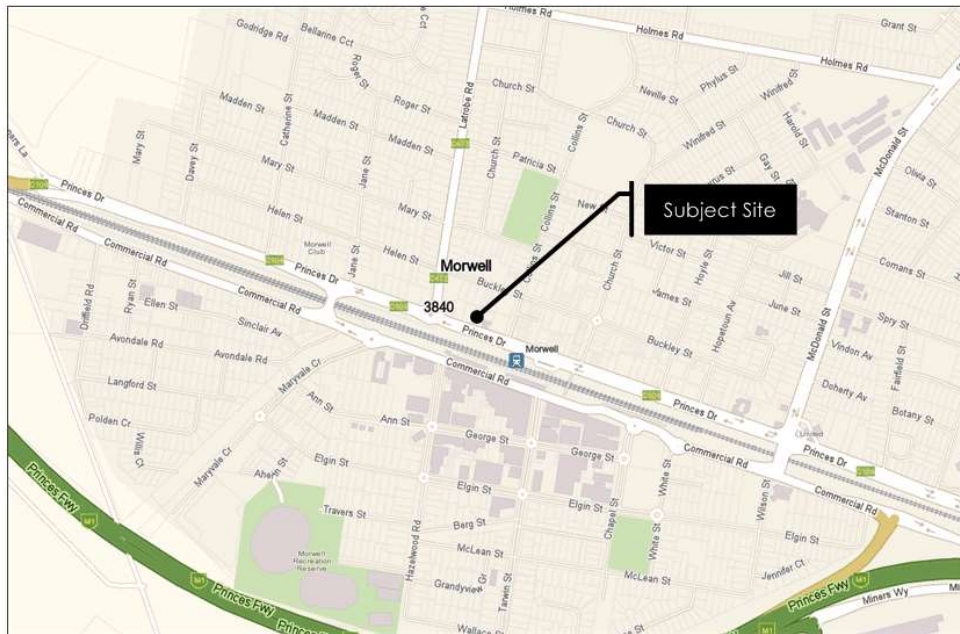
As part of this assessment the subject site has been inspected with due consideration of the development proposal, traffic data has been sourced and relevant background reports have been reviewed.

2 EXISTING CONDITIONS

2.1 Site Location

The subject site is located on the northern side of Princes Drive, approximately 45m to the east of the intersection with Latrobe Road, as shown in Figure 1.

Figure 1 Site Location



Copyright WhereIS

The site is located within the Morwell Activity Centre which includes retail and commercial uses to the east and south.

The subject site is currently occupied by a furniture store with a floor area of approximately 1,080 square metres. The existing site is advised to include seven parking spaces within the rear of the building with access site via the private car park to the north.

The private car park on the northern side of the site provides 59 parking spaces with access via two separate crossovers to Buckley Street.



The subject site and the private car park are shown in the aerial image included as Figure 2.

Figure 2 Subject Site Layout



Copyright Nearmap



2.2 Planning Zones

It is shown in Figure 3 that the site is located within a Mixed-Use Zone (MUZ), for which the permitted uses are listed in Clause 32.04 of the LaTrobe Planning Scheme.

Figure 3 Planning Scheme Zones



It is also noted that the subject site is located within a Parking Overlay, to which Precinct 2 Schedule to the Parking Overlay applies.

2.3 Road Network

2.3.1 Princes Drive

Princes Drive is an arterial road orientated generally east-west through Morwell. To the west the road continues as Morwell-Traralgon Road and to the east the road merges into Princes Highway.

At the frontage of the site, Princes Drive includes one traffic and one bicycle lane in each direction. Kerbside parking is provided on the northern side of the road and indented parking is provided on the southern side of the road.

A signed speed limit of 50km/h applies to Princes Drive.



2.4 Car Parking

Car parking surrounding the subject site includes generally unrestricted on-street parking and private off-street parking accessed via Buckley Street. In order to understand the existing use of parking in the area, Trans Traffic Surveys were commissioned to undertake a parking survey on Thursday 16th November 2017.

The parking survey area is shown in Figure 4. It is noted that there is no kerbside parking provided on Latrobe Road.

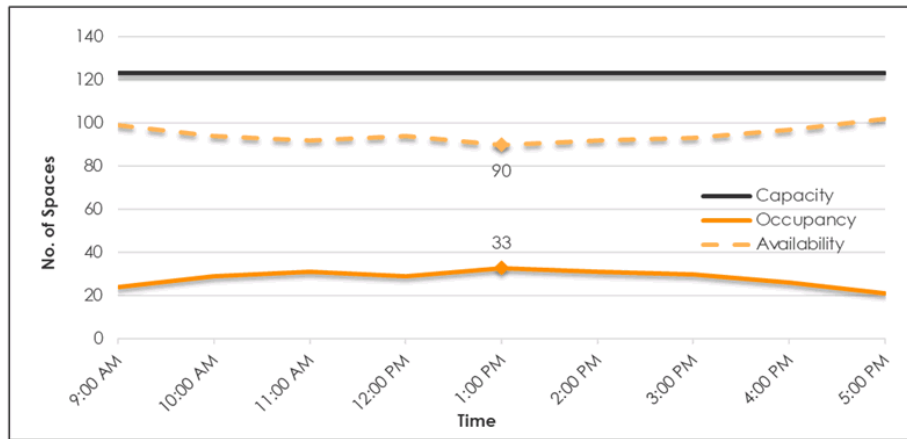
Figure 4 Parking Survey Area





The on-street parking areas include unrestricted parking and 2P restricted spaces, the 1/2P and 1/4P parking restrictions have been excluded from the survey results. The results for the on-street parking areas are shown in Figure 5.

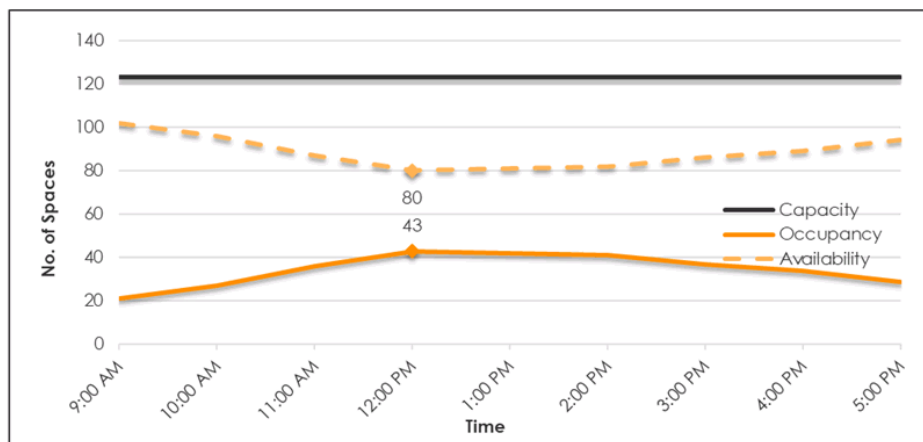
Figure 5 On-Street Parking Survey Results



On the Thursday, the surveys identified a constant supply of 123 parking spaces throughout the survey period. Peak occupancy occurred at 1:00pm when 33 spaces were occupied and a minimum of 90 spaces remained vacant. Parking utilisation varied between 27% and 17% of capacity.

The parking surveys also collected the private car parks at the rear of the site. The survey results for these private car parks are shown below in Figure 6.

Figure 6 Private Car Park Survey Results



The private car parks include a total parking provision for 123 parking spaces, 59 spaces within the western car park and 64 spaces within the eastern car park. The peak demand for these car parks occurred at 12:00pm when 43 spaces were occupied, resulting in 80 spaces remaining vacant.



2.5 Sustainable Transport

Morwell Train Station is located approximately 200m to the east of the site, providing excellent access to existing public transport services. As well as V-line train services, the station includes a bus interchange with services to Traralgon, Pakenham and Melbourne.

Princes Drive includes on-road bicycle lanes which provide convenient bicycle access to the subject site.



3 DEVELOPMENT PROPOSAL

It is proposed to repurpose the existing building on the site for a family support and safety hub. The site will be utilised for consulting sessions and includes separate work stations.

The proposed use will have a floor area of approximately 1,080 square metres. The centre is to operate during typical business hours (7:30am-5:30pm, Monday-Friday).

It is proposed to utilise the northern end of the site for a staff parking area, which includes three parking spaces (inclusive of one DDA parking space and two tandem spaces) accessed via the private car park on the northern side of the site via Buckley Street.

4 DESIGN CONSIDERATIONS

The parking in the rear of the site has been assessed to cater for up to three vehicles. A swept path assessment has been undertaken, utilising the B85 design vehicle, demonstrating the three vehicles parking independently and entering and exiting the site in a forward direction. The swept path assessment is included within Appendix A.

The tandem parking spaces are to be allocated to staff to ensure that they are managed appropriately.

The DDA parking space has an adjacent shared area in accordance with AS/NZS 2890-6.

5 BICYCLE PARKING CONSIDERATIONS

The bicycle parking requirements for the subject site are identified in Clause 52.34 of the LaTrobe Planning Scheme. The most applicable use to the proposed development is considered to be a 'office' which has been adopted below.

Table 1 Clause 52.34 – Bicycle Parking Requirements

Component	No/Area	Requirement	Total
Office	1,080 sqm	1 to each 300 sqm for staff	3
		1 to each 1,000 sqm for visitors	1

It is recommended that a minimum of four bicycle parking spaces be provided to meet the requirements of Clause 52.34 of the Planning Scheme.



6 CAR PARKING CONSIDERATIONS

6.1 Statutory Car Parking Requirements

The car parking requirements for a development are typically identified in Clause 52.06 of the LaTrobe Planning Scheme, though where parking requirements are specified under another provision of the planning scheme, the requirements of Clause 52.06 do not apply.

In this case, Schedule 2 to the Parking Overlay (PO2) provides parking requirements for office uses and specifies that for all other users that 75% of the rate from Column B in Table 1 of Clause 52.06 is to be used.

Table 2 Car Parking Requirements – Schedule 2 to the Parking Overlay

Use	No/Area	Rate	Car Parking Measure	Total
Office	1,080 sqm	3	to each 100m ² of net floor area	32

The proposed provision of three car parking spaces within the rear of the site results in a shortfall of 29 parking spaces from the requirements of the Planning Scheme.

Clause 52.06-7 of the LaTrobe Planning Scheme indicates that an application to reduce (including reduce to zero) the requirement for car spaces must be accompanied by a Car Parking Demand Assessment. The Assessment must assess the car parking demand likely to be generated by the proposed development, having consideration to:

- The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.
- The variation of car parking demand likely to be generated by the proposed use over time.
- The short-stay and long-stay car parking demand likely to be generated by the proposed use.
- The availability of public transport in the locality of the land.
- The convenience of pedestrian and cyclist access to the land.
- The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.
- The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land.
- Any empirical assessment or case study.

Practice Note 22 (June 2015) specifies that the provisions for reducing car parking requirements draw a distinction between the assessment of the likely demand for parking spaces (the Car Parking Demand Assessment), and whether it is appropriate to allow the supply of fewer spaces than assessed by the car parking demand assessment. These are two separate considerations, one technical while the other is more strategic. Different factors are taken into account in each consideration.

Accordingly, the applicant must satisfy the responsible authority that the provision of car parking is appropriate on the basis of a two-step process, which has regard to:

- The car parking demand likely to be generated by the use; and
- Whether it is appropriate to allow fewer spaces to be provided than the likely demands generated.

An assessment of the likely parking demands and the appropriateness of reducing the car parking provision below them is set out below.



6.2 Car Parking Demand Assessment

The proposed operation of the site for a family safety hub is unique in its proposed location in Morwell. For the purposes of the following assessment, the Planning Scheme parking rate for an office use has been adopted as the best representative parking demand for the proposal.

The proposed use of the site for a family safety hub will operate as a mixture of consulting areas and typical office areas. The consulting areas will operate with sessions where the families meet with consulting staff. The parking requirement for 32 spaces will be therefore reflective of staff and family demands.

The centre is to operate during typical business hours (7:30am-5:30pm, Monday-Friday) and will therefore generate a parking demand during these times.

Clause 52.06-7 of the LaTrobe Planning Scheme further indicates that a permit may be granted to reduce the number of parking spaces, in consideration of the following:

- The Car Parking Demand Assessment.
- Any relevant local planning policy or incorporated plan.
- The availability of alternative car parking in the locality of the land, including:
 - + Efficiencies gained from the consolidation of shared car parking spaces.
 - + Public car parks intended to serve the land.
 - + On street parking in non residential zones.
 - + Streets in residential zones specifically managed for non-residential parking.
- On street parking in residential zones in the locality of the land that is intended to be for residential use.
- The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.
- Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.
- The future growth and development of any nearby activity centre.
- Any car parking deficiency associated with the existing use of the land.
- Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.
- Local traffic management in the locality of the land.
- The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.
- The need to create safe, functional and attractive parking areas.
- Access to or provision of alternative transport modes to and from the land.
- The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.
- The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.
- Any other matter specified in a schedule to the Parking Overlay.
- Any other relevant consideration.



6.3 Review of Car Parking Provision

6.3.1 Parking Credit

The existing store on the site has a total retail floor area of 1,080 square metres and a provision for seven parking spaces. The Planning Scheme parking rate for a 'restricted retail premises' in this location is the same as an 'office' use, however it is reduced to 75% due to the Parking Overlay.

Application of this retail to the existing tenancy equates to a requirement for 24 parking spaces. The existing provision of seven on-site parking spaces therefore results in an existing parking shortfall for 17 spaces.

The proposed use of the site for the family health centre has a shortfall of 29 parking spaces, which is a net increase of 12 spaces from the existing use of the site (when adopting the Planning Scheme parking rates).

6.3.2 Parking Survey

The parking surveys included within Section 2.4 of this report identified a minimum availability for 90 on-street parking spaces within the survey area surrounding the site. It is noted that the parking survey was undertaken at a time that the existing restricted retail use on the site was operating.

The potential demand for up to 12 additional parking spaces within the on-street parking will leave 78 parking spaces within the vicinity of the site available for other users. As such, the anticipated parking demand generated by the proposed use of the site is not expected to negatively impact on the existing supply of on-street parking in the area.

6.3.3 Local Area Parking Management

The subject site is located within the Morwell Activity Precinct, categorised by the Parking Overlay. A number of uses to the east of the site, and further south of the train line, utilise a shared resource of on-street parking for the short term parking demands.

6.3.4 Alternative Modes of Transport

The subject site is well located within walking distance to Morwell Train Station, providing staff and visitors with access to alternative transport to and from the site than private vehicles.

6.3.5 Adequacy of Proposed Car Parking Provision

Based on the preceding parking assessment, the following is concluded:

- The proposed use of the site is projected to generate an increased demand for 12 on-street parking spaces;
- The parking surveys identified a minimum availability for 90 spaces within the vicinity of the site, which is able to cater for the increased demand for 12 spaces generated by the proposed development; and
- The subject site has convenient access to public transport, via Morwell Train Station, to offer an alternative to private vehicle use.



7 TRAFFIC CONSIDERATIONS

The proposed development is expected to generate peak hour traffic movements equivalent of staff arriving at the site in the morning and departing in the evening. It is also noted that the proposed development includes a reduced parking provision to the existing use of the site as a restricted retail premises.

Given the reduced on-site parking provision it is anticipated that the proposed redevelopment of the site will have no discernible impact on traffic conditions within the vicinity of the site.



8 CONCLUSIONS

It is proposed to redevelop the subject site for the purposes of a family and safety hub. The hub will have a floor area of approximately 1,080 square metres and an on-site parking provision for three spaces.

Based on the preceding assessment, the following is concluded:

- The changes to the parking at the rear of the site have been assessed to accommodate three B85 design vehicles;
- It is recommended that four bicycle parking spaces be provided to meet the requirements of Clause 52.34 of the Planning Scheme;
- The proposed provision of three car parking spaces results in a shortfall of 29 spaces from the requirements of the Parking Overlay and Planning Scheme;
- The parking assessment identified:
 - ✦ The proposed use of the site is projected to generate an increased demand for 12 on-street parking spaces;
 - ✦ The parking surveys identified a minimum availability for 90 spaces within the vicinity of the site, which is able to cater for the increased demand for 12 spaces generated by the proposed development; and
 - ✦ The subject site has convenient access to public transport, via Morwell Train Station, to offer an alternative to private vehicle use.
- Given the reduced on-site parking provision it is anticipated that the proposed redevelopment of the site will have no discernible impact on traffic conditions within the vicinity of the site.

INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

Agenda Item: 15.1

Agenda Item: Relocation of Traralgon Croquet Club

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorses the relocation of the Traralgon Croquet Club from Hubert Osborne Park in Traralgon to Glenview Park in Traralgon; and**
- 2. Authorises Council Officers to continue working with the Traralgon Croquet Club, Latrobe Valley Racing Club and the Traralgon Greyhound Club to refine the exact location at Glenview Park; and**
- 3. Informs the Traralgon Croquet Club, the Latrobe Valley Racing Club and the Traralgon Greyhound Club of this decision.**

Executive Summary:

- The Traralgon Croquet Club is situated at Hubert Osborne Park in Traralgon. Council intends to construct the new Gippsland Regional Aquatic Centre at a portion of Hubert Osborne Park that includes the land that the Croquet Club occupies.
- The Club accepts that they will need to relocate to accommodate the new aquatic centre.
- Officers have been working with the Croquet Club to review possible new locations for the Club to move to.
- A site at Glenview Park in Traralgon has emerged as the most suitable new location.
- Officers have been working with the existing users of Glenview Park, the Latrobe Valley Racing Club and the Traralgon Greyhound Club to facilitate this relocation.

- Options for exactly where the Croquet Club would be built have been developed and all parties have been consulted with. All parties are supportive of the Croquet Club being relocated to Glenview Park.
- This report seeks Council endorsement of the relocation to Glenview Park.

Declaration of Interests:

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

Background:

The proposed Gippsland Regional Aquatic Centre will be built at Hubert Osborne Park in Traralgon. This significant development will include a building with a footprint of around 6000 square metres and in addition will require sufficient car parking on the site. Council has previously endorsed this project on this site. It is not proposed currently that the development will encroach on the open parkland to the west of the site. Therefore the Croquet Club will need to be relocated to fit the new development on to the site.

The Traralgon Croquet Club has been previously supportive of the proposal to redevelop the land at Hubert Osborne Park for the purposes of developing the Gippsland Regional Aquatic Centre. Officers have had several meetings and discussions with the Croquet Club over recent months.

The costs for the relocation of the Traralgon Croquet Club are planned to be borne from the budget for the Gippsland Regional Aquatic Centre which has a total allocation of \$46 million from the Victorian Government.

A budget for the relocation will be developed during the design process. An early estimate is in the order of \$1.5 million for four courts, Club house and associated works. The Croquet Club has expressed a desire to see six courts provided. The Club has three courts at the moment. Further discussions will be undertaken with the Club regarding the number of courts to be provided at the site.

Reasons for Proposed Resolution:

Officers have worked with the Croquet Club to identify suitable sites around Traralgon. The Croquet Club had some priorities for possible sites. These were (in no order of preference):

- Access to public transport
- Security – passive surveillance
- Exposure – for promoting the Club and the sport
- Proximity to central Traralgon

- Space – for a minimum four courts, preferably six and with room for future expansion
- Space – for Club house, storage, access ways and adequate car parking

Officers added some additional criteria to protect the interests of Council and the Aquatic Centre project. These were (again, in no order of preference):

- Cost of development
- Likely duration of development
- Town Planning – new site to be appropriately located and zoned

Officers have reviewed multiple potential sites around Traralgon. These were narrowed down to five most suitable being:

- Glenview Park
- Agnes Brereton Reserve
- Old council depot at Dunbar Road
- VicRoads site at Grey St
- Traralgon West sport reserve

Attachment 1 provides a summary of the five sites and the advantages and disadvantages for each.

This summary document was discussed with the Croquet Club and the site that emerged as the most suitable is the site at the Glenview Park race track on McNairn Road, Traralgon.

The Latrobe Valley Racing Club and Traralgon Greyhound Club are both supportive of having the Croquet Club relocated to Glenview Park.

Glenview Park is the most suitable site because:

- The land is Council owned, unencumbered, flat and already zoned Public Park and Recreation therefore the cost of development is lower than other sites.
- Because of the above, the time to plan and build the development would be shorter than for other sites.
- There is a bus route along McNairn Road.
- The security at the site would be reasonable from a passive surveillance perspective and the increased activity at the park would be beneficial to all users.

- The site has potentially good exposure to McNairn Road depending on final location. Improvements to the Park's presentation to McNairn Road would be welcomed.
- The site is only approximately 2.7 km from the existing Croquet Club location at Breed Street.
- There is plenty of space on the site to accommodate this development and potential for future expansion.

Issues:

Strategy Implications

The development of the Gippsland Regional Aquatic Centre and the required relocation of the Traralgon Croquet Club is linked directly to 6 of the 7 Council plan objectives.

During the development or operation phases, the project will:

- Support job creation and industry diversification to enable economic growth in Latrobe City.
- Encourage improved education and training outcomes in Latrobe City
- Improve the liveability and connectedness of Latrobe City
- Provide a connected, engaged and safe community environment which is improving the well-being of all Latrobe City citizens.
- Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Communication

Several meetings have been held with the Traralgon Croquet Club and the Glenview Park user groups.

As a key part of the Gippsland Regional Aquatic Centre Project, regular updates about the Croquet Club relocation will be provided to Council via the Project Reference Group, Councillor Bulletins and project newsletters. It is possible that the construction contract for the new Club and grounds will necessitate a further Council procurement report if the project to build the Club house and grounds is procured as a single contract.

Financial Implications

All costs for the relocation of the Traralgon Croquet Club will be borne by the budget for the Gippsland Regional Aquatic Centre. This project has a total budget of \$46 million which is being provided to Council by the Victorian Government. The Croquet Club relocation itself is expected to cost in the order of \$1.5 million for a four court development.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Croquet Club relocation causes delays to Gippsland Regional Aquatic Centre project	Possible	<ol style="list-style-type: none"> 1. Work to a program and make all stakeholders and project partners aware of the program. 2. Prioritise the construction of the Croquet lawns themselves to ideally give a full spring/summer growing season for the grass to establish before play commences.
Community concerns/neighbour objections	Possible	<ol style="list-style-type: none"> 1. Write to neighbours as soon as scope is confirmed and generally inform the broader community of the scope and timing of the project. 2. Offer to meet with neighbours to discuss the project at an early stage. 3. Keep neighbours and community informed as the project progresses.
Ground conditions cause delays and/or added cost.	Possible	Conduct geotechnical investigation to ensure that project design is appropriate to the site conditions.

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

Legal and Compliance

Nil

Community Implications

There is the possibility of concerns being raised by neighbouring property owners along the south boundary of Glenview Park. They have had an open green space to their north boundary since the houses there were built.

However, the development of a Croquet Club would have minimal if any negative impacts on those neighbours.

Despite no planning permission being required for this development, as a good neighbour Council would write to those property owners to advise them of the development and welcome comments and discussion.

Environmental Implications

Nil

Consultation

In 2018 Council officers have met with the Traralgon Croquet Club four times and the Latrobe Valley Racing Club three times. Consultation with the Traralgon Greyhound Club has been via the Racing Club President.



Other

Nil

Supporting Documents:

Nil

Attachments

1   Site Options for Croquet Club

15.1

Relocation of Traralgon Croquet Club

- 1 Site Options for Croquet Club 343**

05/03/18

OPTIONS REVIEW: NEW LOCATIONS FOR TRARALGON CROQUET CLUB

General Notes:

4 Croquet courts minimum requested. Croquet Courts are 35 x 28 Yards = 32.04 x 25.6 metres.
 Allow + 1 metre of grass surface around courts for backswing. Say 33.5 x 27 metres x 4 courts = 3618 square metres for courts only.
 Each additional court requires + 900 m2
 Plus clubhouse at 200 m2
 Plus storage and general access ways at 300 m2
 Plus car parking space – 16.2 m2 x 20 spaces = 324 m2
 Therefore minimum total space needed approx. 4500 m2

Agnes Brereton Reserve



Advantages

- close to CBD
- owned by Council already
- existing car parking available
- plenty of space

Disadvantages

- Land Subject to Inundation Overlay effects part of the site – flooding risk is significant
- Open space is used casually for overflow football training, mediaeval group and school sports

Planning Zone: PPRZ - Public Park & Recreation

05/03/18

Dunbar Road



Advantages

- Plenty of space but irregular shaped block
- Close to CBD

Disadvantages

- Land owned by DELWP/DTF
- Land transfer will take minimum three months
- Land is contaminated
- Land is good site for future medium density residential when cleaned up
- Light industry site across the road detracts from amenity
- High cost likely

Planning Zone: MUZ – Mixed Use

05/03/18

Glenview Park



Advantages

- Land owned by Council and not part of existing leases with racing or greyhound clubs
- Good access – bus stop nearby
- Plenty of space - room for future expansion, room for informal parking for larger events
- Latrobe Valley Racing Club and Greyhound Club are both supportive of the Croquet Club moving here
- Flat site
- Good facilities at Glenview Park to support larger events/competitions if required
- Greater usage at Glenview Park will increase passive surveillance and enhance security for all clubs
- Council is about to seal the gravel access road and construct new entry pavement

Disadvantages

- Not in CBD
- Part of the land is used for horse float and truck parking so development would need to retain adequate space for this

Planning Zone: PPRZ – Public Park and Recreation

05/03/18

Traralgon West



	<p>Note The information shown on this map is derived from a variety of sources including, but not limited to, Victoria's State and Local Government Agencies data and Latrobe City Data.</p> <p>Disclaimer: The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall have no responsibility or liability whatsoever for any errors, omissions, defects or inaccuracies in the information.</p> <p>Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information.</p> <p>The situation of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for Dig Before You Dig.</p> <p>The completion of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	Traralgon West site	6/03/2018	
			Scale 1:1266	

Advantages

- Existing recreation reserve
- Close to CBD
- Existing car park

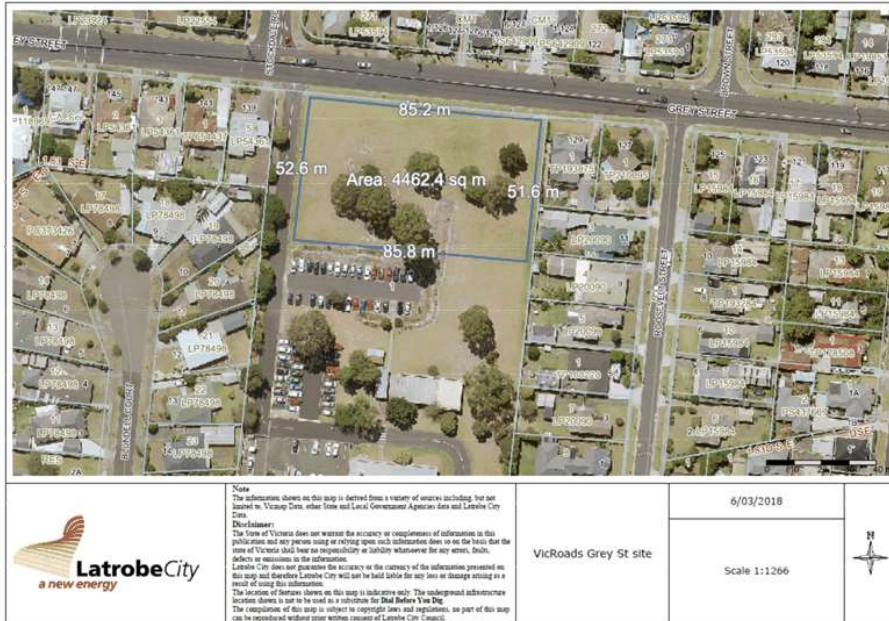
Disadvantages

- Land owned by Education Dept/ Catholic Archdiocese of Sale
- Site is quite tight – may not fit more than 3 courts
- Site is irregular shape

Planning Zone: GRZ1 – General Residential

05/03/18

VicRoads – Grey St



Advantages

- Close to CBD/existing club location
- Good access – bus stop nearby
- Suggested by croquet club members

Disadvantages

- Land is owned by VicRoads
- Site is quite tight – will not fit more than 3 courts

Planning Zone: PUZ4 - Public Use Zone 4

05/03/18

Summary

Site	Owner	Size	Access	CEPTED/ Universal Design	Existing Carpark	Time to Develop	Estimated cost to develop	Planning Zone
Agnes Brereton Reserve	LCC	5500m2+	Good	Good	Yes	Short	Medium	PPRZ
Dunbar Road - with new 99 year lease agreed	DELWP	5500m2+	Fair	Fair	No	Short/Medium	Medium	MUZ
Dunbar Road - without new lease (land is purchased by LCC)	DELWP	5500m2+	Fair	Fair	No	Medium/Long	High	MUZ
Dunbar Road - with new lease + further contamination clean up	DELWP	5500m2+	Fair	Fair	No	Long	Very high	MUZ
Glenview Park	LCC	5500m2+	Good	Fair	No	Short	Medium	PPRZ
Traralgon West Reserve	Education Dept.	Approx. 4400m2	Fair	Good	Yes	Medium	High	GRZ1
VicRoads	VicRoads	Approx 4400m2	Good	Good	No	Medium	High	PUZ4

Assumptions

Estimated cost to develop includes:

- Land - varies
- Croquet courts, lighting, irrigation and fences
- Clubhouse (assuming new build)
- Car park
- Project Management, Fees, Permits
- Contingency _____
- **Total**

Agenda Item: 15.2

Agenda Item: Removal of Trees at Morwell Recreation Reserve

Sponsor: General Manager, Infrastructure and Recreation

Council Plan Objective: Improve the amenity and accessibility of Council services.

Status: For Decision

Proposed Resolution:

That Council approves the removal of trees 1, 2, 3, 4, 5, 6, 7, 8 and 9 at the Morwell Recreation Reserve Netball Courts, at Morwell as detailed in attachment 1.

Executive Summary:

This report seeks a decision from Council regarding the proposed removal of nine trees in the vicinity of the soon to be constructed netball courts and pavilion at the Morwell Recreation Reserve.

The Morwell Recreation Reserve netball court redevelopment involves the construction of two new netball courts at Morwell Recreation Reserve. This project is to be delivered as part of the Latrobe Valley Sports and Community Initiative. Along with the construction of the new netball courts and sports lighting, is the upcoming construction of a new shared sports pavilion.

With the investment into the redevelopment of the Morwell Recreation Reserve netball courts, Council officers and the key stakeholder, Morwell Football Netball Club are keen to ensure that the newly constructed courts are not unduly impacted by the existing vegetation on the site, in particular the nine large trees that are situated close to the courts. Consideration has also been given to the potential impact of these trees on the soon to be constructed pavilion, which is to be shared between the Morwell Football Netball Club and Morwell Cricket Club.

In February 2018, Council's Environmental Sustainability Officer and Arborist were asked to assess the trees located within close proximity to the courts. The advice provided by Council's Environmental Sustainability Officer and Arborist was that all of the nine trees identified close to the courts were planted and non-remnant native vegetation and could be removed under an exemption to the *Clause 52.17 (Native Vegetation) of the Planning and Environment Act*.

Of the nine trees assessed, only two were found to be in reasonable condition. Although these two trees were found to be in reasonable condition, due to their proximity to the courts, leaf shedding and the potential risks associated with roots invading the court area and damaging the court pavement, it is recommended that the trees be removed.

Declaration of Interests:

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

Background:

The redevelopment of the Morwell Recreation Reserve netball courts will see the demolition of the existing netball court and warm up area and the construction of two new netball courts, car parking and the installation of new spectator and player seating. Separate projects will also provide the installation of sports lighting for the netball courts, and the construction of a new shared pavilion in the location to the south of the new netball courts.

The court redevelopment commenced in March 2018 and is expected to be completed in late April 2018, weather permitting. The construction of the pavilion is expected to be underway by May 2018.

During pre-planning for the reconstruction of the courts it was identified that there were nine trees that were very close to the netball courts. In order to ascertain the species and status of the nine trees, Council's Environmental Sustainability Officer and Arborist were asked to provide their assessment.

Council's Environmental Sustainability Officer undertook the initial site investigation and identified that the trees in question were native species, however that all were planted and could be removed under an exemption to the *Clause 52.17 (Native Vegetation) of the Planning and Environment Act*. This advice was also subsequently provided by Council's Arborist at a separate site visit.

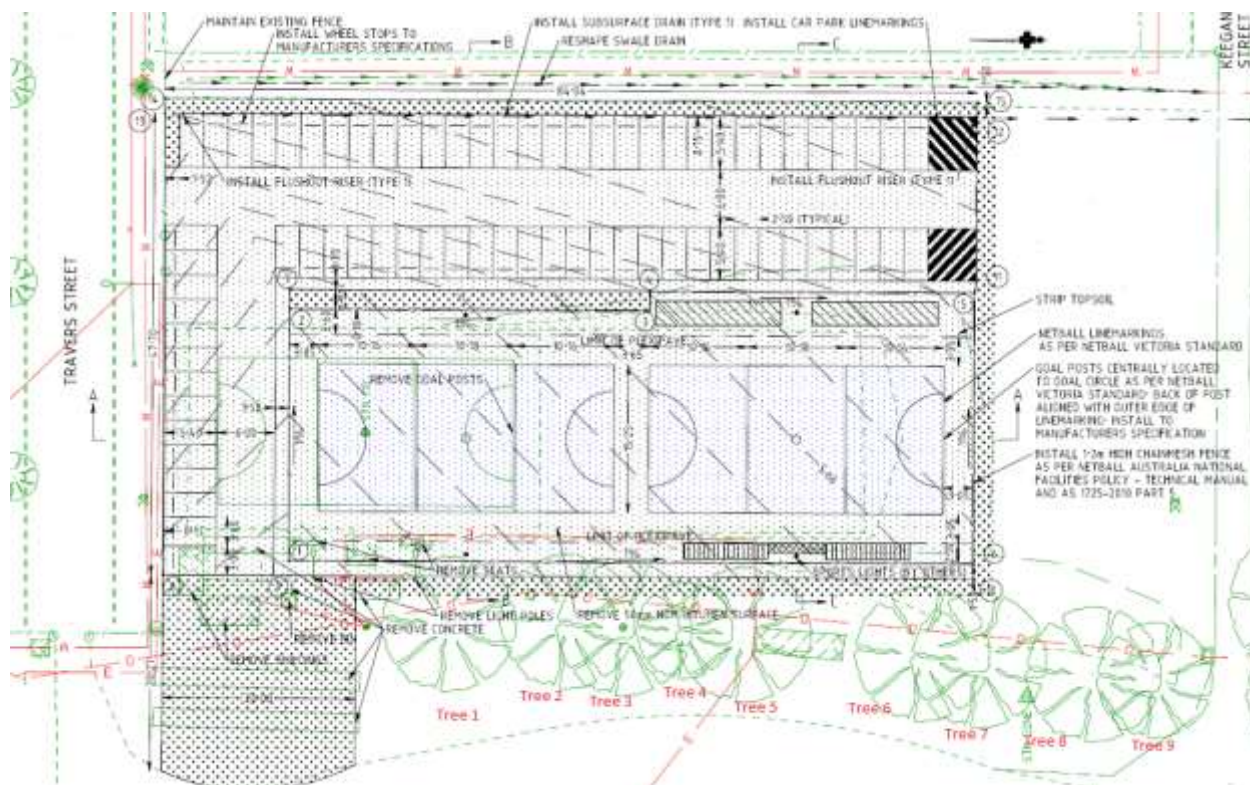
Of the nine trees assessed, only two were found to be in reasonable condition. Although these two trees were found to be in reasonable condition, due to their proximity to the courts, leaf shedding and the potential risks associated with roots invading the court area and damaging the court pavement, it is recommended that the trees be removed.

A planning permit is not required for the removal of these trees due to the exemption; this exemption also does not require the purchasing of offsets for the removal of these trees. Figure 1 below identifies the trees at the site and their proximity to the courts, whilst Attachment 1 provides a photograph of each tree and Attachment 2 shows the area for revegetation after removal of the trees and the indicative location of the new play space. The above exemption has been provided in email format by Council's Environmental Sustainability Officer and is provided as Attachment 3.

The nine trees identified for removal do not all fall under Council's Tree Policy of Dead/Dying/Dangerous where a Council officer is delegated to remove trees without a Council resolution.

Following the proposed removal of the trees, the area will be re-grassed, and after completion of the pavilion works at the site the area will be landscaped with suitable vegetation and the inclusion of a play space.

Figure 1- Morwell Recreation Reserve netball courts



Reasons for Proposed Resolution:

Removal of the trees is proposed due to their proximity to the courts, leaf shedding and the potential risks associated with roots invading the court area and damaging the court pavement. Council’s Arborist highlighted that due to the works at the netball courts being close to the nine trees’ root zones, this could potentially impact on the future health and structure of the trees if they were to remain.

Issues:

Strategy Implications

The removal of the existing trees and landscaping of the area with more suitable vegetation, as well as the addition of a new play space will provide the user groups and the community with improved amenity of the overall precinct.

Communication

The Morwell Recreation Reserve netball courts redevelopment and the construction of the shared pavilion have been subject to significant community engagement. During 2013 and 2014 Council completed the Morwell Recreation Reserve Master Plan.

The Morwell Football Netball Club has indicated their support for the removal of the nine trees recognising the long term risk to the courts and pavilion if they were to remain.

Financial Implications

The Federal Government has invested \$1.1 million in the redevelopment of the Morwell Recreation Reserve netball courts. The two new courts and car parking replace the old court and warm up area, which were in very poor condition, the redevelopment also includes the addition of new sports lighting for the courts. The Federal Government is also investing \$1.6 million into the construction of the new shared pavilion for the Morwell Football Netball Club and the Morwell Cricket Club.

To ensure that the investment into the reconstruction of these courts and the construction of the new pavilion is not compromised, all of the trees identified within close proximity to the courts and the site of the new shared pavilion have been identified for removal, so that the new assets are not affected by tree roots or debris from the trees. Root barriers will also be installed to minimise any future risks along the western edge of the courts.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Damage to courts and shared sports pavilion from falling debris	4	Removal of the 9 trees identified
Damage to courts from root ingress	3	Removal of the 9 trees identified and installation of root barriers around the court to prevent damage from future landscaping

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

Risk implications have been assessed in the preparation of this report. There is a real risk that if the identified trees are not removed that tree roots and debris from these trees could damage the netball courts; there is also the possibility of roots causing damage to the court pavement. The overhanging limbs and falling debris will also likely cause problems for the shared sports pavilion.

Legal and Compliance

Council's Environmental Sustainability Officer undertook the initial site investigation and identified that the trees in question were native species, however that all were planted and could be removed under an exemption to the *Clause 52.17 (Native Vegetation) of the Planning and Environment Act*.

Community Implications

There may be concerns raised by members of the public with regard to the removal of these trees from an amenity point of view; however the main stakeholder, the Morwell Football Netball Club supports the removal of the trees and replanting of suitable vegetation.

Environmental Implications

As previously mentioned, Council's Arborist highlighted that due to the works at the netball courts being close to the nine trees' root zones, this could potentially impact on the future health and structure of the trees if they were to remain.

Consultation

As the main stakeholder, the Morwell Football Netball Club, has been consulted on the removal of the nine existing trees and supports the removal of the trees and replanting of suitable vegetation and installation of a play space.

Other

Nil

Conclusion:

The Morwell Recreation Reserve netball court redevelopment involves the construction of two new netball courts at Morwell Recreation Reserve. This project is to be delivered as part of the Latrobe Valley Sports and Community Initiative. Along with the construction of the new netball courts and sports lighting, is the upcoming construction of a new shared sports pavilion.


Although the nine trees identified for removal do not all fall under Council's Tree Policy of Dead/Dying/Dangerous where a Council officer is delegated to remove trees without a Council resolution, they can be removed under an exemption to *Clause 52.17 (Native Vegetation) of the Planning and Environment Act*.


Removal is proposed due to the close proximity of the trees to the netball courts and future pavilion, leaf shedding and the potential risks associated with roots invading the court area and damaging the court pavement. Council's Arborist also highlighted that due to the works at the netball courts and future pavilion being close to the nine trees' root zones, this could potentially impact on the future health and structure of the trees if they are to remain.

Supporting Documents:

Morwell Recreation Reserve Master Plan

Attachments

- 1 [↓](#).  Attachment 1- Trees Identified for Removal at Morwell Recreation Reserve
- 2 [↓](#).  Attachment 2- Morwell Recreation Reserve Concept Precinct Plan

3↓.  Attachment 3- Exemption Email from Council's Environmental Sustainability Officer

15.2

Removal of Trees at Morwell Recreation Reserve

- 1 Attachment 1- Trees Identified for Removal at Morwell
Recreation Reserve 357**
- 2 Attachment 2- Morwell Recreation Reserve Concept
Precinct Plan 365**
- 3 Attachment 3- Exemption Email from Council's
Environmental Sustainability Officer 367**



**TREES IDENTIFIED FOR REMOVAL AT MORWELL
RECREATION RESERVE**

Tree #1



Tree #2



Tree #3



Tree #4



Tree #5



Tree #6

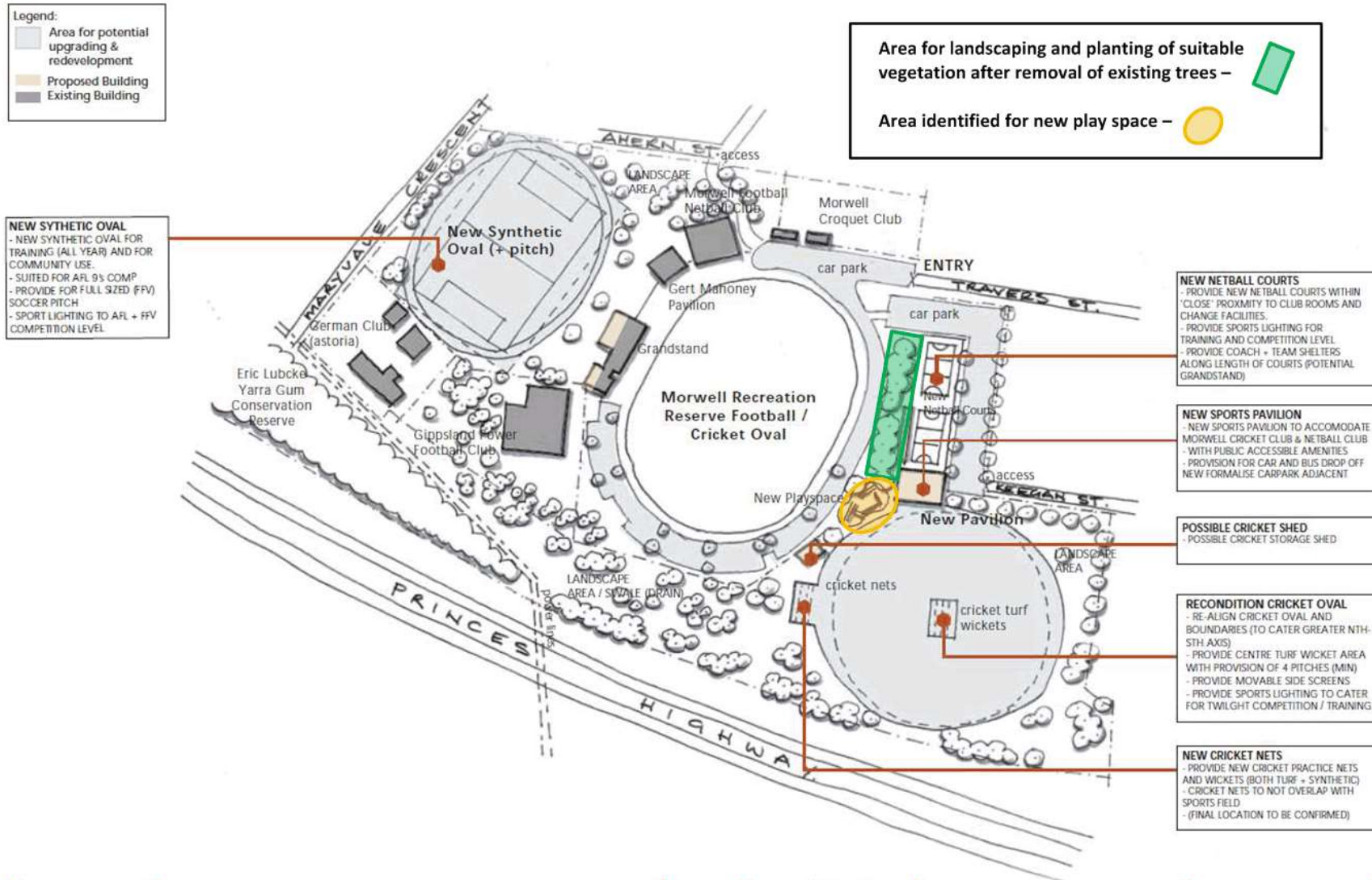


Tree #7



Trees #8 and #9





Preliminary Issue for Discussion - Spatial Site Plan
Latrobe City - Morwell Recreation Reserve Precinct
 Morwell Recreation Reserve



PRELIMINARY ISSUE
 Job Number: E2-171002 - A City No: SK - 02
 Scale: 1:2000 # A2 Date: 16.10.2017
 Job Leader: SJS P.2



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Josh Wilson

From: Sean-Paul Smith
Sent: Monday, 12 February 2018 12:34 PM
To: Josh Wilson
Cc: Larry Sengstock
Subject: 20180212 RE: Morwell Recreation reserve Tree Removals

Hi Josh,

In regards to the removal of Native Vegetation, my position as Environmental Sustainability Officer is to apply 52.17 (Native Vegetation) of the Planning and Environment Act (1987).

For the works to be conducted at the Morwell Netball Courts precinct, I will be applying an exemption for the removal so that no Offsets are required. This exemption from requiring a planning permit to remove, destroy or lop native vegetation will be under the under 2.22 - Planted Vegetation.

If there were concerns around the trees being planted, then I could utilise the findings of an arborist to remove trees where ill health/poor form was an issue.

As Council have clear guidance that the vegetation is planted, via my role and that of the tree crew from the Depot, I do not see the need to get a qualified arborist in to do a tree assessment.

Cheers, Sean

Sean-Paul Smith

Environmental Sustainability Officer
Latrobe City Council

STD work hours: MON-FRI between 0740-1600 hrs

[mailto: Sean-Paul.Smith@latrobe.vic.gov.au](mailto:Sean-Paul.Smith@latrobe.vic.gov.au)
Direct: (03) 5128 5420
Mobile: 0409 015 237

Phone: 1300 367 700
PO Box 264, Morwell 3840
141 Commercial Rd, Morwell 3840



<http://www.latrobe.vic.gov.au/>

From: Josh Wilson
Sent: Monday, 12 February 2018 12:15
To: Sean-Paul Smith
Cc: Larry Sengstock
Subject: Morwell Recreation reserve Tree Removals

Hi Sean,

Thanks for your time on site last week, much appreciated.

As discussed, LCC officers were looking to remove the 9 native planted trees shown in the attached image, however are open to the possibility of keeping two trees (those numbered #2 and #7) for amenity and to provide shade etc. to any users or patrons at the venue.

Can you please provide an assessment of the trees to be removed, I have met Ben Black on site and he was of the opinion that all could go if required, I will now have conversations with representatives from the Morwell Football Netball Club about the possibility of removing the trees, and see what their desired result would be.

I am of the opinion that by leaving the 2 trees identified, LCC will still significantly reduce the amount potential root damage and organic matter that would be dropped on the soon to be constructed netball courts and pavilion. Installation of root barrier along the edge of the courtside will also help reduce any future root damage.

I have received a quote from John Ruyg to carry out an arborists assessment on all 9 trees and will have this carried out once I receive the PO and John has returned from n overseas trip.

Regards,

Josh Wilson

**Project Manager- Major Recreation Projects
Civil Works Projects
Latrobe City Council**

[mailto: Josh.Wilson@latrobe.vic.gov.au](mailto:Josh.Wilson@latrobe.vic.gov.au)

Direct: 03 5128 5481

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<http://www.latrobe.vic.gov.au/>

Agenda Item: 15.3

Agenda Item: Establishment of Project Reference Groups- Major Recreation Projects (Ted Summerton Reserve, Morwell Recreation Reserve and Latrobe City Sports and Entertainment Stadium)

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Adopts the Ted Summerton Reserve Redevelopment Project Reference Group Terms of Reference as detailed in Attachment 1;**
- 2. Appoints Cr _____ (Chair) and Cr _____ to the Ted Summerton Reserve Project Reference Group Terms of Reference;**
- 3. Adopts the Morwell Recreation Reserve Redevelopment Project Reference Group Terms of Reference as detailed in Attachment 2; and**
- 4. Appoints Cr _____ (Chair) and Cr _____ to the Morwell Recreation Reserve Project Reference Group Terms of Reference;**
- 5. Adopts the Latrobe City Sports and Entertainment Stadium Redevelopment Project Reference Group Terms of Reference as detailed in Attachment 3; and**
- 6. Appoints Cr _____ (Chair) and Cr _____ to the Latrobe City Sports and Entertainment Stadium Project Reference Group Terms of Reference.**

Executive Summary:

As part of the consultation for the projects being delivered as part of the Latrobe Valley Sports & Community Initiative, Project Reference Group (PRG) Terms of Reference for Ted Summerton Reserve, Morwell Recreation Reserve and Latrobe City Sports and Entertainment Stadium have been prepared for Council's consideration (Refer to Attachments 1, 2 and 3).

In summary the Terms of Reference each suggest a membership that comprises a number of nominated stakeholders specific to each project. It is proposed that to streamline the management and to reduce the time commitment of Councillors each PRG will have up to two designated Councillors, one who will be the chair.

It is also proposed that the length of term for the membership of each of the PRG's, is to be in line with the overall timeline for the delivery of the projects.

Declaration of Interests:

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

Background:

In March 2017, the Victorian government announced the Latrobe Valley Sports & Community Initiative, an \$85 million package of sports programs and infrastructure to deliver high-quality sport facilities, support local community services and create jobs.

A portion of the funding received from the Latrobe Valley Sports & Community Initiative has been allocated to the following projects:

- Upgrades to Ted Summerton Reserve (TSR) - \$3 million;
- Upgrades to Morwell Recreation Reserve (MRR) - \$9 million; and
- Upgrades to Latrobe City Sports & Entertainment Stadium (LCSES) - \$1.7 million.

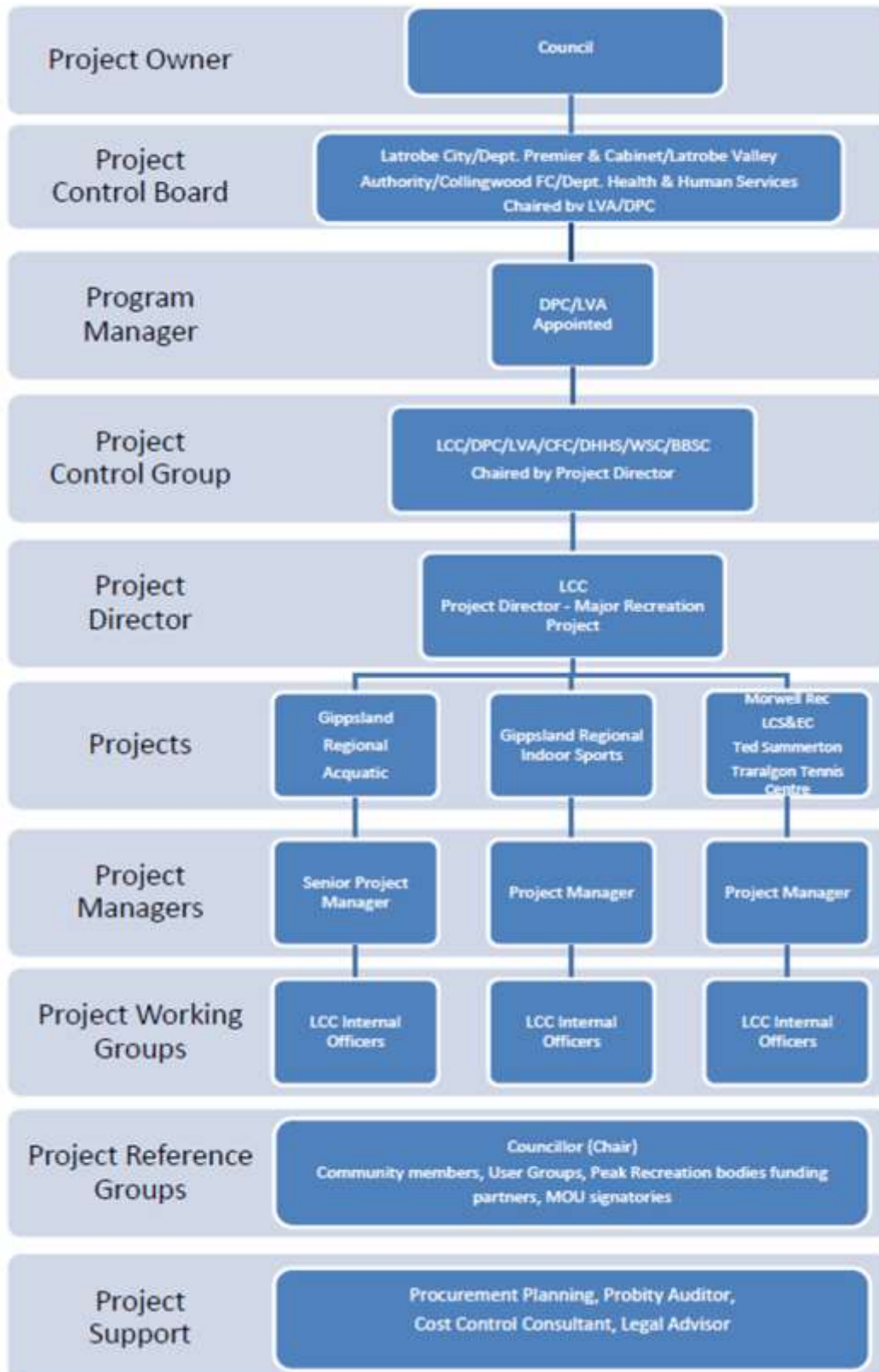
A report outlining the overall Project Governance Plan for all of the infrastructure projects funded as part of the Latrobe Valley Sports & Community Initiative was endorsed by Council at the 13 November 2017 Ordinary Council Meeting. In that plan (see Figure 1), the overall structure and hierarchy was identified and the process for approvals for individual projects was endorsed. The Project Governance Plans are to be used as a basis for the formation of PRG's specific to each project.

Each of the PRGs are designed to provide the opportunity for nominated stakeholders to be informed of the progress of the projects but also to provide them with the opportunity to give and receive feedback on the positioning and design aspects of the facilities.

The nominated stakeholders appointed to the PRGs will also be given the opportunity to provide feedback on the included components to ensure the facilities meet the needs of the user groups and are "fit for purpose".

Each of the PRG Terms of Reference identify the nominated stakeholders that will be consulted throughout the projects. The membership has been compiled based on the current user groups at each of the project sites, however if there are other groups or individuals that are identified throughout the process as needing to be included then these shall be added as necessary.

Figure 1- Project Governance Plan



Currently the projects identified to be delivered are as follows:

Ted Summerton Reserve

- Construction of an indoor Cricket Centre of Excellence (including indoor cricket wickets) and associated car parking; and
- Construction of new outdoor cricket nets.

Morwell Recreation Reserve

- Redevelopment of the netball courts (including the provision of sports lighting and car parking);
- Construction of a shared sports pavilion (to be occupied by the netball and cricket clubs);
- Construction of a synthetic oval and associated lighting;
- Upgrade of the existing football change rooms and office space; and
- Realignment of the oval at the Keegan Street Reserve and replacement of the outdoor cricket nets.

Latrobe City Sports and Entertainment Stadium

- Construction of an outdoor synthetic soccer pitch and lighting.

This report seeks Council's endorsement of the PRG Terms of Reference for Ted Summerton Reserve, Morwell Recreation Reserve and Latrobe City Sports and Entertainment Stadium. Council officers also seek Council's endorsement of the suggested membership for each PRG, as well as the proposal that each PRG has up to two Councillors appointed, and that one will be the chair.

Reasons for Proposed Resolution:

Each of the Terms of Reference suggests a membership that comprises a number of nominated stakeholders specific to each project. It is proposed that to streamline the management and to reduce the time commitment of Councillors each PRG will have up to two designated Councillors, one who will be the chair. If the chair is unable to attend a meeting, they may designate the duties to the other designated Councillor.

It is proposed that the length of term for the membership of each of the PRG's, is to be in line with the overall timeline for the delivery of the projects.

The key purpose of the PRG's will be to report back to Council and provide appropriate advice, information and feedback relating to each of the projects.

Issues:

Strategy Implications

By having up to two Councillors appointed to each PRG, of which one Councillor will be the chair, the time commitment required of Councillors will be minimised. If the chair is unable to attend a meeting, they may designate the duties to the other designated Councillor. Having up to two Councillors on each of the PRG's will help to ensure transparency throughout the process.

Communication

The existing user groups and relevant stakeholders have been kept informed during the development of the projects at each site.

Financial Implications

There are no financial implications.

Risk Analysis

The establishment of the Project Reference Groups will help mitigate risks by taking a consultative approach to the delivery of each of the projects.

Legal and Compliance

Establishing the Project Reference Groups and adopting of the Terms of Reference ensures Latrobe City Council is complying with the previously adopted Project Governance Plan for the Major Recreation Projects.

Community Implications

Inclusion of the identified user groups at each of the venues to the Project Reference Groups will reduce any community issues with the projects, allowing the members of the PRG's to become champions for each of the projects.

Environmental Implications

Nil

Consultation

The establishment of the Project Reference Groups is one part of the consultation for these projects, and are required to be established under the previously adopted Project Governance Plan for the delivery of these projects. Further engagement will continue upon adoption of the reports recommendation.

Other

Nil

Conclusion:




A briefing report was present to Council on 19 March 2018 outlining the draft Terms of Reference and requesting feedback on the proposed memberships, duration of the PRG's.

With the project governance structure established and the Project Reference Groups established for GRAC and TSS, it is now appropriate to establish Project Reference Groups for Ted Summerton Reserve, Morwell Recreation Reserve and Latrobe City Sports and Entertainment Stadium.

Supporting Documents:

Major Recreation Projects – Overall Project Governance Plan

Attachments

- 1 [↓](#).  TSR PRG Terms of Reference
- 2 [↓](#).  MRR PRG Terms of Reference
- 3 [↓](#).  LCSES PRG Terms of Reference

15.3

Establishment of Project Reference Groups- Major Recreation Projects (Ted Summerton Reserve, Morwell Recreation Reserve and Latrobe City Sports and Entertainment Stadium)

1	TSR PRG Terms of Reference	377
2	MRR PRG Terms of Reference	389
3	LCSES PRG Terms of Reference.....	401

Ted Summerton Reserve Redevelopment Project Reference Group

Terms of Reference



February 2018





CONTENTS:

1. **Establishment of the Project Reference Group**
2. **Objectives**
3. **Membership**
 - Composition of the Project Reference Group
 - Length of appointment
 - Selection of members and filling of vacancies
 - Co-option of members
 - Attendance at meetings
 - Resignations
4. **Proceedings**
 - Chair
 - Meeting Schedule
 - Meeting procedures
 - Quorum
 - Voting
 - Minutes
 - Reports to Council
5. **Review of Project Reference Group and Duration of the Project Reference Group**
6. **Authority and Compliance Requirements**



1. Establishment of the Project Reference Group

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

2. Objectives

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



2.4.1.2. Contribute to the development of media and communication strategies.

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

2.4.2. Policy and Strategy Development

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

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

3. Membership

Composition of the PRG

3.1. The PRG will comprise of 9 members plus LCC officers, being:

3.1.1. Up to two x Councillors, one whom shall be nominated as Chair

3.1.2. One x Gippsland Cricket League nominated representative

3.1.3. One x Central Gippsland Cricket Association nominated representative

3.1.4. One x Cricket Victoria nominated representative

3.1.5. One x Moe Cricket Club nominated representative

3.1.6. One x Moe Football Club nominated representative

3.1.7. One x Moe CFA nominated representative

3.1.8. One x Sport and Recreation Victoria nominated representative

3.1.9. LCC officers

3.1.9.1. One x LCC Project Owner

3.1.9.2. One x Project Director

3.1.9.3. One x Project Manager (including PRG secretariat)

3.1.9.4. LCC officers as required (Ex Officio)



Length of appointment

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

Selection of members and filling of vacancies

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

Co-option of members

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

Attendance at meetings

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

Resignations

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



4. Proceedings

Chair

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

Meeting schedule

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

Meeting procedures

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

Quorum

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

Voting

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



Minutes of the Meeting

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

Reports to Council

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

5. Review of PRG and Duration of the PRG

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



5.4. The review must consider:

5.4.1. The PRG's achievements;

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

5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

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

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

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



Appendix 1: Agenda Template



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



Appendix 2: Minutes Template



[Name] Advisory Committee Minutes

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

Meeting Chair: < Name >

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

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





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





<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
<p><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>			
No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): <ul style="list-style-type: none"> • 		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> 1. Item Heading Action(s): <ul style="list-style-type: none"> • 2. Item Heading Action(s): <ul style="list-style-type: none"> • 		
<p>Next Meeting: <Provide details of the next meeting date, time and location>.</p>			



Morwell Recreation Reserve Redevelopment Project Reference Group

Terms of Reference



March 2018





CONTENTS:

1. **Establishment of the Project Reference Group**
2. **Objectives**
3. **Membership**
 - Composition of the Project Reference Group
 - Length of appointment
 - Selection of members and filling of vacancies
 - Co-option of members
 - Attendance at meetings
 - Resignations
4. **Proceedings**
 - Chair
 - Meeting Schedule
 - Meeting procedures
 - Quorum
 - Voting
 - Minutes
 - Reports to Council
5. **Review of Project Reference Group and Duration of the Project Reference Group**
6. **Authority and Compliance Requirements**



1. Establishment of the Project Reference Group

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

2. Objectives

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



2.4.1.2. Contribute to the development of media and communication strategies.

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

2.4.2. Policy and Strategy Development

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

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

3. Membership

Composition of the PRG

3.1. The PRG will comprise of 9 members plus LCC officers, being:

3.1.1. Up to two x Councillors, one whom shall be nominated as Chair

3.1.2. Two x Morwell Football Netball Club nominated representatives (one from football and one from netball)

3.1.3. One x AFL Victoria nominated representative

3.1.4. One x Morwell Cricket Club nominated representative

3.1.5. One x Morwell Croquet Club nominated representative

3.1.6. One x Gippsland Power Football Club nominated representative

3.1.7. One x Sport and Recreation Victoria nominated representative

3.1.8. LCC officers

3.1.8.1. One x LCC Project Owner

3.1.8.2. One x Project Director

3.1.8.3. One x Project Manager (including PRG secretariat)

3.1.8.4. LCC officers as required (Ex Officio)



Length of appointment

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

Selection of members and filling of vacancies

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

Co-option of members

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

Attendance at meetings

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

Resignations

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

4. Proceedings

Chair

- 4.1. The nominated Councillor shall Chair the meetings.



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

Meeting schedule

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

Meeting procedures

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

Quorum

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

Voting

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

Minutes of the Meeting

- 4.12. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.13. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted



actions and resolutions of the PRG (see appendix two for the minutes template).

- 4.14. Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently ECM electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

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

5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
 - 5.4.1. The PRG's achievements;
 - 5.4.2. Whether there is a demonstrated need for the PRG to continue; and
 - 5.4.3. Any other relevant matter.



6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The PRG must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.
- 6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



Appendix 1: Agenda Template



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



Appendix 2: Minutes Template



[Name] Advisory Committee Minutes

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

Meeting Chair: < Name >

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

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





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





[Name] Advisory Committee Minutes

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

Meeting Chair: < Name >

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

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

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



Latrobe City Sports and Entertainment Stadium Redevelopment Project Reference Group *Terms of Reference*



February 2018





CONTENTS:

1. **Establishment of the Project Reference Group**
2. **Objectives**
3. **Membership**
 - Composition of the Project Reference Group
 - Length of appointment
 - Selection of members and filling of vacancies
 - Co-option of members
 - Attendance at meetings
 - Resignations
4. **Proceedings**
 - Chair
 - Meeting Schedule
 - Meeting procedures
 - Quorum
 - Voting
 - Minutes
 - Reports to Council
5. **Review of Project Reference Group and Duration of the Project Reference Group**
6. **Authority and Compliance Requirements**



1. Establishment of the Project Reference Group

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

2. Objectives

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



2.4.1.2. Contribute to the development of media and communication strategies.

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

2.4.2. Policy and Strategy Development

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

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

3. Membership

Composition of the PRG

3.1. The PRG will comprise of 8 members plus LCC officers, being:

3.1.1. Up to two x Councillors, one whom shall be nominated as Chair

3.1.2. One x Falcons 2000 Soccer Club nominated representative

3.1.3. One x Gippsland Football Club nominated representative

3.1.4. One x Football Federation Victoria- Gippsland nominated representative

3.1.5. One x Referees nominated representative

3.1.6. One x Latrobe Valley Soccer League nominated representative

3.1.7. One x Sport and Recreation Victoria nominated representative

3.1.8. LCC officers

3.1.8.1. One x LCC Project Owner

3.1.8.2. One x Project Director

3.1.8.3. One x Project Manager (including PRG secretariat)

3.1.8.4. LCC officers as required (Ex Officio)



Length of appointment

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

Selection of members and filling of vacancies

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

Co-option of members

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

Attendance at meetings

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

Resignations

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



4. Proceedings

Chair

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

Meeting schedule

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

Meeting procedures

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

Quorum

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

Voting

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



Minutes of the Meeting

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

Reports to Council

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

5. Review of PRG and Duration of the PRG

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



5.4. The review must consider:

- 5.4.1. The PRG's achievements;
- 5.4.2. Whether there is a demonstrated need for the PRG to continue; and
- 5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The PRG must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.
- 6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



Appendix 1: Agenda Template



[Name] Advisory Committee			
Meeting Day, XX Month Year			
Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
<small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>	All	
4.	Confirmation of Minutes <i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting <i>Review of action progress from previous meetings</i>	All	
6.	Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i> • • • •		
7.	General Business • • •	All	



Appendix 2: Minutes Template



[Name] Advisory Committee Minutes

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

Meeting Chair: < Name >

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

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





[Name] Advisory Committee Minutes

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

Meeting Chair: < Name >

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

No.	Item	Responsible Person	Timeframe
4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): • • 2. Item Heading Action(s): • •		
6.	Items for Consideration		
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): • 2. Item Heading Action(s): •		





[Name] Advisory Committee Minutes

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

Meeting Chair: < Name >

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

No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): •		
7.	General Business		
	List the item and action agreed and assign any follow up actions and expected timeframes 1. Item Heading Action(s): • 2. Item Heading Action(s): •		
Next Meeting: <Provide details of the next meeting date, time and location>.			



Agenda Item: 15.4

Agenda Item: Draft Building Asset Management Plan 2018

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorses the draft Building Asset Management Plan 2018 for public exhibition for 4 weeks from 5 April 2018 to 5 May 2018; and**
- 2. Receives a report with a draft Building Asset Management Plan 2018 that considers the community feedback.**

Executive Summary:

- Council is the custodian of infrastructure assets that service the community across the transport, stormwater drainage, open space and recreation, buildings, and waste sectors. As a large asset owner, it is responsible risk management to prepare Asset Management Plans (AMPs) to ensure that assets are being managed well.
- Council Officers have consolidated and reviewed much of the information and data around the building asset portfolio and have prepared a simple Core Asset Management Plan that uses/represents existing practices, service levels, resources, and expenditures.
- This draft Building Asset Management Plan 2018 (BAMP) is presented for Council's consideration and release for public exhibition between 5 April and 4 May 2018.
- The BAMP considers a building portfolio that has:
 - a 'Brownfields' replacement value of \$275,271,000; and,
 - a 'Greenfields' replacement value of \$357,057,000.
- The process of community consultation provides an opportunity for the public provide feedback on the Plan.

- Following public exhibition, a further report will be prepared and a final draft BAMP presented by July 2018.

Declaration of Interests:

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

Background:

Council is the custodian of infrastructure assets servicing the community across the transport, stormwater drainage, parks and recreation, buildings, and waste sectors. It is responsible risk management to prepare Asset Management Plans (AMPs) to ensure that the assets are being managed well.

Council officers have consolidated and reviewed much of the information and data around the building asset portfolio and have prepared a simple Core Asset Management Plan that uses/represents existing practices, service levels, resources, and expenditures. The draft Building Asset Management Plan (BAMP) is presented for Council's consideration and endorsement to undertake public exhibition.

This draft Building Asset Management Plan considers a building portfolio of 526 buildings comprising 334 major structures and 192 minor structures with a:

- 1) a 'Brownfields' replacement value of \$275,271,000; and,
- 2) a 'Greenfields' replacement value of \$357,057,000;

The draft BAMP has been prepared using building age and useful life data to model required renewal expenditure for the remaining life of the building.

Data collection is underway to enable a more accurate reflection of the key financial data (especially written down value, also known as depreciated replacement cost) based on the condition of the building by component. This methodology will be reflected in an update of the Plan.

Within the BAMP, data has been collated to understand the relationship between the building and the services being provided from within the buildings. Table 5.1a from the BAMP (below) illustrates the connection between services, buildings and the values that underpin them. The 'percentage of portfolio column' allows Council to discuss the spread of buildings in each sector and to understand how much it costs to hold the buildings annually for each service.

Table 5.1a: Council Building Assets covered by this Plan

Category	Service	Proposed Divisional Responsibility	Number of Structures	% of Portfolio Value	Annual Depreciation	Predicted Annual Maintenance																																																																												
Administrative & Operational Services	Council Services	Corporate Services	10	14%	\$627,395	\$524,779																																																																												
	Council Operations	Infrastructure Recreation	44				Community & Cultural Services	Arts & Events	City Development	8	24%	\$1,080,128	\$899,698	Activity & Interest (Non-Sporting)	Community Services	21	Heritage & History	City Development	12	Community Venues	Community Services	14	Public Amenity	Infrastructure Recreation	10	Service Clubs	Community Services	2	Passive & Active Recreation Services	Leisure & Indoor Sport	Infrastructure Recreation	23	46%	\$2,135,728	\$1,738,725	Open Space	Infrastructure Recreation	81	Recreation	Infrastructure Recreation	122	Human Services	Emergency Services	City Development	1	12%	\$509,394	\$437,890	Family Services	Community Services	89	Public Housing	Community Services	8	Education & Learning	Community Services	10	Aging Services	Community Services	6	Transport	Community Services	4	Youth Activity	Community Services	3	Commercial Services	Property	Corporate Services	9	5%	\$232,004	\$183,712	Economic Development	City Development	45	Commercial	City Development	4	Grand Total	All	All
Community & Cultural Services	Arts & Events	City Development	8	24%	\$1,080,128	\$899,698																																																																												
	Activity & Interest (Non-Sporting)	Community Services	21																																																																															
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	Economic Development	City Development	45																																																																															
	Commercial	City Development	4																																																																															
Grand Total	All	All	526	100%	\$4,584,649	\$3,784,803																																																																												

Level of Service and Maintenance Management System

The level of service can be thought to contain two discrete categories: *service provision*, being the number of and the size of the asset (buildings in this case), and the *functional level of service*, being the condition at which the asset will be maintained.

The service provision requirement for buildings is set by the service providers, for example Community Services for Community Halls, Preschools, etc. through analyses of usage, service type, frequency, client cohort; and Corporate Services for operational buildings. The existing functional level of service is an a cumulative assessment developed over years of building management practice, tempered by the available budget.

These levels of service will be developed as time and resources allow, and in conjunction with development of the Maintenance Management System.

Council is developing the Maintenance Management System that would form a framework to:

- measure performance; and
- develop the sophistication of the system.

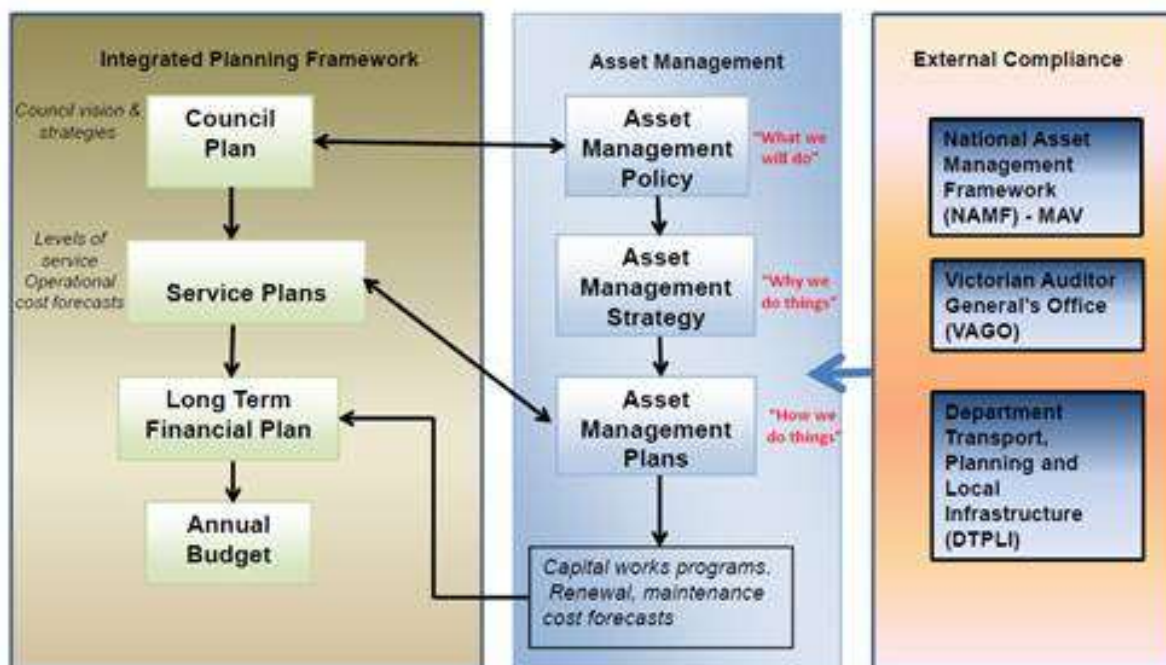
Lifecycle Management

Lifecycle management is the selection of options to create, operate, maintain, and renew or dispose of an asset over the full life cycle that sustainably provides the service at the lowest cost. At Latrobe City, the current practice has been derived by applying engineering judgement to renewal and maintenance challenges, tempered by the available budget.

Proactive maintenance and planned renewal activities are intended to reduce the reactive maintenance responses thus reducing costs over the life of the asset. Renewal is planned to maintain the integrity of the asset (as well as meet service targets) and thus reduce the maintenance effort and extend the assets life.

The lifecycle management processes are subject to continual review and improvement over time as more information and better modelling of treatments are developed.

Asset Management Planning Framework



Financial Summary

The asset capital value as reported to Council's External Auditor is as shown in Figure 6.2 from the draft BAMP shown below. These are 'Greenfield' values that indicate the estimated cost to develop a "paddock" with infrastructure. 'Brownfield' is a measure used to represent the cost incurred to replace existing assets. This usually is more costly due to the need for traffic control, minor repairs to adjacent

infrastructure (e.g. repairing pavement failures when resurfacing), accommodating resident and pedestrian access.

The present brownfield Current Replacement Cost (the total value of the asset group) is estimated to be \$275,083,694 million. A full review of the methodology to define the brownfield costs will be developed in conjunction with the development of the Maintenance Management System and future revisions of the BAMP.

The estimated annual maintenance expenditure is \$7,784,803 and the estimated operational expenditure (comprising management overheads and asset management and Essential Services Measures such as fire extinguisher maintenance) is \$186,828,000. This is derived from an estimated apportionment of works by crews on buildings assigned against the overall wages budget. Improvement of the data collection (refined financial apportionment) is a key improvement item in the Plan as part of the larger maintenance management systems project currently underway.

Figure 6.2 is from the BAMP and shows the estimated operating, maintenance renewal. Renewal is projected to be fairly consistent at \$3,100,000 until 2023 when it reduces to \$770,000 per annum from 5 years before returning to \$2,577,000 ongoing. This increase is explained as follows.

Figure 6.2: LTFP Annualised Expenditure Projections (\$,000)

Latrobe City - BUILDINGS										
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Cap Ex Renewal / Replacement of existing assets	3,100	3,100	3,100	3,100	3,100	3,100	770	770	770	770
Cap Ex Upgrade / New assets	0	15,700	24,100	33,500	0	0	0	0	0	0
Overhead cost - existing assets	187	187	187	187	187	187	187	187	187	187
Overhead cost - New assets	0	9	22	40	40	40	40	40	40	40
Maintenance cost - existing assets	3,612	3,612	3,612	3,612	3,612	3,612	3,612	3,612	3,612	3,612
Maintenance cost - New assets	0	167	423	778	778	778	779	779	779	779
Disposal of Surplus assets	0	0	0	0	0	0	0	0	0	0
Annual Funding Requirement	6,893	22,768	31,437	41,211	7,711	7,711	5,382	5,382	5,382	5,383

Average Annual Funding Requirement	\$22,004*	\$5,848
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* It should be noted that the average annual expenditure of \$22 million is exaggerated by the extra-ordinary expenditure on recreation and leisure facilities over 2019 - 2021.

** Overhead allowance is for Building Maintenance Staff wages (not included in Maintenance Cost calculations) and internal staff directly related to monitoring assets conditions and planning

The above cost profile for building assets needs to be considered in conjunction with those for other asset categories and incorporated into the Long Term Financial Plan.

It should be noted that the difference between “Predicted Required Expenditure” in Figure 5.1a (\$3.78m) from the BAMP is different from the prediction in Table 1 “Predicted Required Expenditure” (\$3.61m) due to the a conservative prediction that some buildings will be retired instead of rebuilt.

Table 1 shows the relative comparison between predicted and actual expenditure. It does not include operating costs such as electricity and staff wages at the facilities but does include a simple estimated allowance for overheads for staff planning for and developing the portfolio.

Table 1 - Provisioning for the next 10 Years of the Building Service

Cost Element	Predicted Required Expenditure	Actual Current Expenditure	Variance	Provisioning
Overheads	\$187	\$187	\$0	100%
Maintenance	\$3,612	\$1,618	\$1,994	45%
Renewal	\$2,149	\$2,465	-\$316	115%
Upgrade	\$0	\$0	\$0	100%
Disposal	\$0	\$0	\$0	100%
New	Not included in analysis			N/A
All	\$5,948	\$4,270	\$1,678	72%

Plan Improvement and Monitoring

The main improvement areas (included in the following table extracted from the BAMP Appendix D) include those shown in Table 2:

Table 2 – BAMP Improvement Plan

IMPROVEMENTS

IMPROVEMENTS
<p>Further refine and develop building information including:</p> <ul style="list-style-type: none"> • overall portfolio and categorisation, • hierarchy, • component data.
<p>Investigate expanding systems to collect customer satisfaction and level of service compliance information, and to assist user groups to manage their buildings, such as the online booking system.</p>
<p>Develop service levels in consultation with the service providers, building operators and building maintenance staff</p>
<p>Progress implementing a Maintenance Management System (MMS) to identify the current allocation of maintenance funding and allow a more strategic approach to managing maintenance and renewal.</p>
<p>Develop the analysis of financial and renewal strategies using the components of buildings instead of a single figure for a building.</p>
<p>Develop Facility Management Plans for key facilities as this is beyond the scope of this Asset Management Plan.</p>
<p>Extend the Social Infrastructure Plan development underway in Moe and surrounding area to the whole municipality to inform service provision and needs analysis.</p>
<p>Review the Building Maintenance Team's responsibilities to ensure that the Council resources are being best utilised. This includes assessment of tasks such as bridge and boardwalk maintenance; lighting, drinking fountains, power sources, bus shelter and traffic light maintenance, facility fences, pre-school playgrounds.</p>
<p>Develop more accurate funding predictions.</p>

Reasons for Proposed Resolution:

Officers have developed the BAMP using internal resources and existing information.

The Plan is a key strategic document and the community's input is important in relation to the Plan.

Issues:

Strategy Implications

The BAMP fits within Council's Objective 6:

Ensure Council operates openly, transparently and responsibly.

And Indicator 6.4:

Asset management plans for major asset categories in place.

Communication

Engagement to date has been entirely internal with functional areas responsible for asset management, asset development, asset maintenance and service providers. The recommendation proposes public exhibition of the BAMP for 4 weeks, with opportunity for community to provide feedback through submissions.

Financial Implications

Table 3 - Provisioning for the next 10 Years of the Building Service

Cost Element	Predicted Required Expenditure	Actual Current Expenditure	Variance	Provisioning
Overheads	\$187	\$187	\$0	100%
Maintenance	\$3,612	\$1,618	\$1,994	45%
Renewal	\$2,149	\$2,465	-\$316	115%
Upgrade	\$0	\$0	\$0	100%
Disposal	\$0	\$0	\$0	100%
New	Not included in analysis			N/A
All	\$5,948	\$4,270	\$1,678	72%

The summary of the financial predictions within the BAMP are shown in Table 3 for each category of expenditure.

The most notable variance is in Maintenance of \$1,994,000 that includes the estimated \$900,000 is associated with new/committed projects such as Gippsland Regional Aquatic Centre, Latrobe Creative Precinct, Traralgon Sports Stadium Upgrade, Cricket Centre of Excellence, Keenagers Table Tennis expansion, Morwell Recreation Reserve Pavilion that are forecast to be included.

Adopting this Plan does not commit Council to fund this shortfall, however sets the scene for evaluating service provision and functional service levels.

Risk Analysis

A BAMP is responsible risk management practice. Through the Plan Council is able to understand the risks associated with assets and develop strategies, maintenance regimes and asset management responses to effectively manage those risks.

Consultation

Engagement to date has been internal.

The recommendation proposes public exhibition of the BAMP for 4 weeks, to provide the community with the opportunity to submit feedback.

The intent of the consultation process is to make the community aware of the Plan, seek feedback on the levels of service contained within it, and to identify any gaps or risks not identified by Council.

The consultation plan is as follows.

- Exhibition of the document within the various service centres
- Included in Council's Noticeboard in the Latrobe Valley Express
- Members of the public will have the opportunity to make an appointment to speak with an officer
- Made available on Council's website (including information on where to access hard copies)

Advertising to inform the community about the draft Building Asset Management Plan and of the opportunity to provide feedback in a newspaper circulating in the City will occur at the commencement of the exhibition period and for a second time two weeks into the exhibition period.

Supporting Documents:

Nil

Attachments

1 [↓](#).  Draft Building Asset Management Plan 2018

15.4

Draft Building Asset Management Plan 2018

- 1 Draft Building Asset Management Plan 2018 423**



Draft Building Asset Management Plan 2018



Draft Final





Document Control		 			
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V2	13 March 2018	Draft	LCC	K Delaney	

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TABLE OF CONTENTS

1 EXECUTIVE SUMMARY 5
1.1 Context 5
1.2 The Building Assets Service 6
1.3 What does it Cost? 7
1.4 What we will do 8
1.5 What we cannot do 9
1.6 Managing the Risks 9
1.7 Confidence Levels 9
1.8 The Next Steps 9
2 INTRODUCTION 11
2.1 Background 11
2.2 Goals and Objectives of Asset Management 14
2.3 Plan Framework 15
2.4 Core and Advanced Asset Management 15
2.5 Initial Findings 15
2.6 Community Consultation 17
3 LEVELS OF SERVICE 18
3.1 Customer Research and Expectations 18
3.2 Strategic and Corporate Goals 18
3.3 Legislative Requirements 19
3.4 Community Levels of Service 19
3.5 Technical Levels of Service 20
4 FUTURE DEMAND 25
4.1 Demand Drivers 25
4.2 Asset Programs To Meet Demand 25
5 LIFECYCLE MANAGEMENT PLAN 27
5.1 Data and assets 27
5.2 Infrastructure Risk Management Plan 33
5.3 Routine Operations and Maintenance Plan 33
5.4 Renewal/Replacement Plan 37
5.5 Creation/Acquisition/Upgrade Plan 40
5.6 Disposal Plan 42
6 FINANCIAL SUMMARY 43
6.1 Financial Statements and Projections 43
6.2 Funding Strategy 49
6.3 Valuation Forecasts 50
6.4 Key Assumptions made in Financial Forecasts 52
6.5 Forecast Reliability and Confidence 53
7 PLAN IMPROVEMENT AND MONITORING 55
7.1 Status of Asset Management Practices 55
7.2 Monitoring and Review Procedures 56
7.3 Performance Measures 56
8 REFERENCES 57
9 APPENDICES 58
9.1 Appendix A - Budgeted Expenditures Accommodated in LTFP 59
9.2 Appendix B - Abbreviations 60
9.3 Appendix C - Glossary 61
9.4 Appendix D - BAMP Improvement Plan 69



Draft Building Asset Management Plan (BAMP) 2018

I EXECUTIVE SUMMARY

I.1 Context

Council owns, operates and maintains a portfolio of buildings that provides facilities for our community and provides facilities for Council operations. The building assets make up a part of the property portfolio which includes land, buildings and other structures that Council owns, manages or has an interest in. This portfolio has been amassed over a long period of time with many buildings inherited from the four previous shire councils that existed prior to the amalgamation to form the Latrobe City Council in 1994. Council's buildings have a current 'Greenfields' replacement value of **\$357,056,895**. This asset management plan includes under Council's care and control:

- **334** Major Structures;
- **192** Minor Structures;
- being in total **526** buildings with a;
 - a 'Brownfields' replacement value of **\$275,271,000; and**
 - a 'Greenfields' replacement value of **\$357,056,895**.

Most building renewal does not entail the complete demolition and replacement of the existing structure but often a replacement or major refurbishment of a component, that returns the building to a serviceable state with a close to original useful life. Therefore for this asset class the 'Brownfields' replacement cost is often less than that of the original 'Greenfields' construction cost.

Council operates and maintains the portfolio of community buildings to achieve the following strategic objectives:

- Ensure the Council's buildings are fit for their current use and managed in a way that meets community expectations;
- Ensure the inspection and maintenance planning and overall management of Council's buildings is sufficient to ensure that Council is meeting its legislative responsibilities for the safety of its employees and users of the buildings in a systematic, efficient, effective and documented way; and
- Improve to the lifecycle management of buildings and the services that the buildings support.

The purpose of this Building Asset Management Plan (BAMP) is to facilitate our understanding of:

- The true cost of owning and maintaining the building portfolio by building by service;
- The long term financial planning for building renewals, upgrade and new expenditure; and
- The challenges and required improvements ahead.

This BAMP uses the building's overall age when calculating remaining life etc. This simple methodology produces a less refined outcome than a condition-based assessment of the individual building components. Future iterations of this plan will move to a condition-based method which will be more representative as it will highlight that components of buildings have different ages, conditions and that deteriorate at different rates.

As opposed to a single figure (value/life etc.) for a building as a whole, buildings can be also be valued and managed as individual components. This is exemplified by the ability to replace a single component such as a roof independent of the other components. Both methods assist with decision-making about Council's existing building/facilities portfolio, to present asset information, and to predict the financial requirements for long-term renewal, but the componentised method allows for more precise prediction.



Draft Building Asset Management Plan (BAMP) 2018

The community desire is generally for increased and improved services, be that safer roads, better parks, modern buildings or lower levels of stormwater inundation. Unfortunately, the funding available to meet these demands is not increasing at the same rate as this desire for increased services.

Good asset management practice enables a more efficient approach to maintaining assets. By doing more with less, through knowing what assets we have, what the services are that we need to provide, what condition our assets are in and by monitoring the effect that our actions are having on the useful life and serviceability of our assets targeted expenditure can be made to sustain service delivery.

Asset Management requires a proactive approach to asset maintenance and planning to identify works before costly and dangerous asset failures occur. As an organisation using Asset Management practices, the community expects Council to know which assets are in need of replacement and when and to evaluate the impact of different funding scenarios and different management practices on the useful lifespan of our building assets and to demonstrate effective use of funds. This plan commences this process for the Latrobe City building assets.

1.2 The Building Assets Service

The Latrobe City Council building portfolio is primarily comprised of the following assets:

- 334 Major structures; and
- 192 minor structures.

Council provides and maintains 526 buildings in partnership with various community and user groups to enable Council to deliver its many services for ratepayers and community general use. The building assets used to deliver services to the municipality are significant in both terms of asset value and asset quantity.

As well as the buildings owned by Council there are approximately 536 community owned and managed building that provide services to our community. In total it is estimated that there are approximately 1062 community buildings being either major structures and minor structures available to the community.

Table 1.1a and Table 1.1b summarised the known buildings categorised whether they are major or minor structures grouped into the services being delivered from those buildings.



Draft Building Asset Management Plan (BAMP) 2018

Table 1.1a : Latrobe City owned/managed Buildings by Service Group


Category	Service	Proposed Divisional Responsibility	Count of Major Structures	Estimated Valuation (Greenfield)	Count of Minor Structures	Estimated Valuation (Greenfield)	Combined Major and Minor Value	% of Portfolio	Building Occupancy Examples
Administrative & Operational Services	Council Services	Corporate Services	6	\$40,223,876	4	\$68,817	\$40,292,693	11%	Headquarters, Service Centres
	Council Operations	Infrastructure Recreation	41	\$9,047,807	3	\$166,975	\$9,214,782	3%	Works Depots
Community & Cultural Services	Arts & Events	City Development	7	\$52,577,622	1	\$536,250	\$53,113,872	15%	Performing Arts Centre, Visitor Information centre,
	Activity & Interest (Non-Sporting)	Community Services	12	\$7,097,951	9	\$148,854	\$7,246,805	2%	Pigeon, Bridge, Dog Obedience,
	Heritage & History	City Development	7	\$8,217,717	5	\$73,817	\$8,291,534	2%	Homesteads, Courthouse
	Community Venues	Community Services	12	\$14,822,525	2	\$107,163	\$14,929,688	4%	Halls, Meeting Places
	Public Amenity	Infrastructure Recreation	6	\$1,134,610	4	\$21,333	\$1,155,943	0%	Toilets
	Service Clubs	Community Services	2	\$139,309	0	\$0	\$139,309	0%	Sheds, Clubrooms
Passive & Active Recreation Services	Leisure & Indoor Sport	Infrastructure Recreation	22	\$98,225,844	1	\$115,000	\$98,340,844	28%	Leisure Centres, Stadiums
	Open Space	Infrastructure Recreation	16	\$2,405,257	65	\$1,695,567	\$4,100,825	1%	Rotundas, BBQ Shelters, Gazebos, S
	Recreation	Infrastructure Recreation	109	\$61,239,130	13	\$349,846	\$61,588,976	17%	Pavilions
Human Services	Emergency Services	City Development	1	\$450,000	0	\$0	\$450,000	0%	SES / CFA facilities
	Family Services	Community Services	32	\$22,662,680	57	\$816,425	\$23,479,105	7%	Preschools, Maternal and Child Health Centres, Childcare
	Public Housing	Community Services	8	\$1,095,000	0	\$0	\$1,095,000	0%	Yallourn North and Yinnar Units
	Education & Learning	Community Services	3	\$1,125,375	7	\$87,029	\$1,212,404	0%	Training facilities, traffic school
	Aging Services	Community Services	6	\$5,645,971	0	\$0	\$5,645,971	2%	Senior Citizens Centres
	Transport	Community Services	3	\$7,556,745	1	\$300,000	\$7,856,745	2%	Bus Terminals, Taxi Ranks
	Youth Activity	Community Services	2	\$1,562,875	1	\$8,250	\$1,571,125	0%	Scout and Guide Halls
Commercial Services	Property	Corporate Services	5	\$3,501,125	4	\$242,134	\$3,743,259	1%	Vacant Buildings,
	Economic Development	City Development	30	\$12,726,192	15	\$325,274	\$13,051,465	4%	Airport, Caravan Parks, Tourism
	Commercial	City Development	4	\$536,550	0	\$0	\$536,550	0%	Shop, Restaurant
Grand Total	All	All	334	\$351,994,161	192	\$5,062,733	\$357,056,895		



Draft Building Asset Management Plan (BAMP) 2018

Table I.1b : Known Crown (DELWP) and Community owned/managed Buildings by Service Group

Category	Service	Proposed Divisional Responsibility	Count of Major Structures	Estimated Valuation (Greenfield)	Count of Minor Structures	Estimated Valuation (Greenfield)	Combined Major and Minor Value	% of Portfolio
Administrative & Operational Services	Council Services	Corporate Services	0	\$0	0	\$0	\$0	0%
	Council Operations	Infrastructure Recreation	0	\$0	0	\$0	\$0	0%
Community & Cultural Services	Arts & Events	City Development	9	\$10,967,168	26	\$4,674,896	\$15,642,064	17%
	Activity & Interest (Non-Sporting)	Community Services	23	\$6,996,977	13	\$226,867	\$7,223,844	8%
	Heritage & History	City Development	1	\$1,656,294	1	\$30,000	\$1,686,294	2%
	Community Venues	Community Services	14	\$18,426,625	2	\$22,538	\$18,449,163	20%
	Public Amenity	Infrastructure Recreation	0	\$0	1	\$5,333	\$5,333	0%
	Service Clubs	Community Services	9	\$5,588,500	3	\$32,954	\$5,621,454	6%
Passive & Active Recreation Services	Leisure & Indoor Sport	Infrastructure Recreation	1	\$68,300	0	\$0	\$68,300	0%
	Open Space	Infrastructure Recreation	3	\$190,504	8	\$183,420	\$373,924	0%
	Recreation	Infrastructure Recreation	54	\$24,091,852	281	\$4,968,876	\$29,060,728	31%
Human Services	Emergency Services	City Development	14	\$3,319,969	0	\$0	\$3,319,969	4%
	Family Services	Community Services	0	\$0	0	\$0	\$0	0%
	Public Housing	Community Services	35	\$6,409,156	0	\$0	\$6,409,156	7%
	Education & Learning	Community Services	7	\$445,000	8	\$125,763	\$570,763	1%
	Aging Services	Community Services	0	\$0	0	\$0	\$0	0%
	Transport	Community Services	0	\$0	0	\$0	\$0	0%
	Youth Activity	Community Services	11	\$3,382,865	11	\$438,525	\$3,821,390	4%
Commercial Services	Property	Corporate Services	0	\$0	0	\$0	\$0	0%
	Economic Development	City Development	0	\$0	0	\$0	\$0	0%
	Commercial	City Development	1	\$200,000	0	\$0	\$200,000	0%
Grand Total	All	All	182	\$81,743,210	354	\$10,709,171	\$92,452,381	100%



Draft Building Asset Management Plan (BAMP) 2018

1.3 What does it Cost?

The projected expenditure necessary to provide the buildings/facility services covered by this BAMP, which includes operations, maintenance, renewal and the upgrade of existing assets over the next 10 year planning period, is on average **\$ 5,950,000** per year.

The funding allocated for this period is on average **\$4,270,000** per year which includes capital expenditure for new and upgrade projects, maintenance, operations and an allowance for renewal based on asset modelling of the building assets. This is a funding under-allocation on average of **\$1,680,000** per year.

Latrobe City Council's building assets have been categorised as either very long, long, medium or short life assets with assumed useful lives of 125 years, 80 years, 50 years and 25 years respectively.

Using simple analysis, based on these assumed useful lives, buildings with origins before 1893 for very long-life buildings, 1938 for long life buildings, 1968 for medium life buildings and 1993 for short life buildings are forecast to be due for renewal this year.

However, experience and evidence shows that some assets deteriorate faster than others and will require renewal sooner than that suggested by their expected useful life and other last longer than that expected.

Council will, and does, fund critical projects and renewal as required. Projected expenditure required to provide for the assets included in this BAMP compared with planned expenditure are shown in Figure 1.3, below, and are compared to the available funding as is currently included in the Long Term Financial Plan.

Figure 1.3.1: Projected & Planned Expenditure

Latrobe City – BUILDINGS - Projected and Planned Expenditure	\$000's
10 year total cost [10 yr Overheads, Maint, Renewal, New & Upgrade Projected Expenditure]	59,496
10 year average annual cost	5,950
10 year total budget [10 yr Overheads, Maint, Renewal, New & Upgrade Budget]	42,696
10 year average annual budget	4,270
10 year AM financial indicator	72%
10 year average annual funding shortfall (-ve shortfall, +ve Surplus)	-1,680

The projected operating and capital expenditure for the next forty years is presented graphically in Figure 1.1 below. It should be noted that the scale is over \$45m and smaller differences of up to \$1m are not readily discernible.

Generally the Long Term Financial Plan (LTFP) funding is in alignment with that required to continue with the current level of service, albeit the LTFP and current *financial* reports are based on an average life of 80 years, and not componentised to calculate the incremental renewal works.



Figure 1.1 - Projected & Planned Expenditure

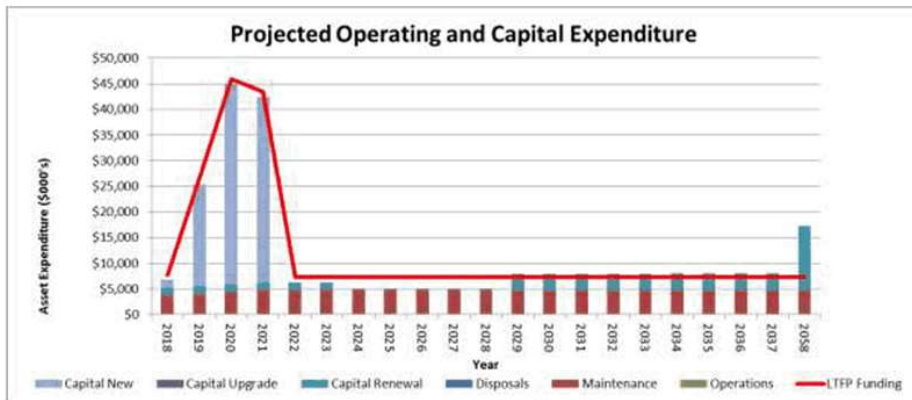
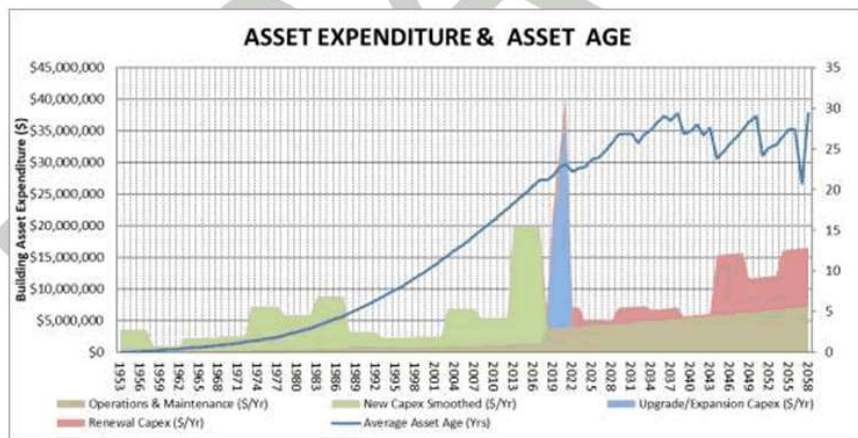


Figure 1.2, outlines the history of investment in building assets. The creation of assets began in the early 1880s. The figure shows the steady increase in asset age and the minor renewal task starting in 2018 and ramping up significantly in 2043.

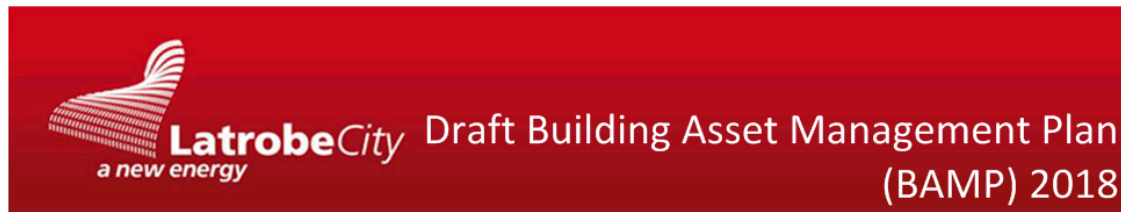
Figure 1.2 - Building Investment History and Asset Age



1.4 What we will do

Council plans to finance the operations, maintenance, and renewal of the building portfolio to meet the current service level.

The current service level however, is not well defined, being based on experience of providing the service and adjusting the budgets to meet expressed community satisfaction levels. Only since 2016 has Council specifically funded General Building Renewal, recognising the need for less targeted renewal (e.g. roof renewal and kitchen renewal).



1.5 What we cannot do

Council is not responsible for renewal and maintenance of buildings that it does not control. Legacy arrangements have meant that Council provides some services to such buildings. Maintaining and renewing non-Council buildings is not budgeted for in the Long Term Financial plan or routine budgets. Should Council formally wish to increase support for buildings not under its control the BAMP and financial projections will need to be revised.

1.6 Managing the risks

There are risks associated with providing the buildings / facility service and not being able to complete all identified activities and projects.

The identified major risks include:

- No dedicated manager of all Council owned/managed building assets and facilities; and
- Maintenance funding is being diverted from maintenance to renewal and upgrade.

We will endeavour to manage these risks, within funding constraints through:

- Exploring the role of a dedicated facilities manager in the next revision of this BAMP;
- Ensuring upgrades and unplanned renewals to buildings are to be subject to capital bids;
- Continued effort to rationalise collected data and improved processes to ensure data completeness and accuracy; and
- Requesting funding for renewals as required and monitor trends of maintenance requirements.

1.7 Confidence Levels

This BAMP is based on a **MEDIUM** level of confidence, primarily as the database was developed incrementally over some 10 years, and the current data set has been created from a variety of sources with varying degrees of accuracy. The data has not been robustly tested to provide a measure of completeness and accuracy; this will take a considerable investment in time and will be fully completed by the next iteration of this plan.

There is greater confidence in the calculation of the financial information; however the results are based on asset quantities with **HIGH** confidence and asset age with **MODERATE** confidence. This plan has not incorporated asset condition but has used age and useful life as predictor of the remaining useful life. This is a broad approach to asset planning thus reducing the overall confidence level in the timing of the required cashflow for renewal.

1.8 The Next Steps

This plan is a preliminary plan and until condition data is received and analysed, any decisions to expand the building portfolio should be assessed for full life cycle costs and a clear understanding of available budget.

Appendix D is the improvement plan that articulates in more detail the work required to increase the accuracy and usefulness of this AMP. Table 1.8.1 lists the key next steps to enhance and implement this plan.

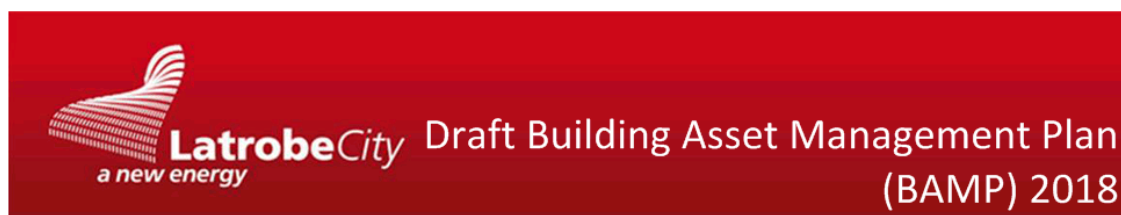


Table 1.8.1 – initial “Next Steps” to develop this plan

ID	Initial Findings
1	There is a wide range of building types and distribution that is being made available to community and for council services by Latrobe City. Buildings owned by Community/service groups provide a significant contribution to the buildings available to the community.
2	A municipal-wide Social Infrastructure Planning process would assist in facility planning by benchmarking provisioning levels against indicators.
3	The existing online booking system be expanded to all Council facilities and access be made available to community groups to manage their buildings.
4	The Building Maintenance team responsibilities should be reviewed to ensure that the operations are targeted to the team confined to buildings and structures only and that the building maintenance funding be reviewed and levels considered in light of industry standards and customer desired service levels.
5	Some services that are underpinned by buildings are not well-understood. Within the building portfolio, there is no clear differentiation as to which buildings provide a service that Council provides, supports or whether occupation is actually a tenancy arrangement.
6	Implementation of Maintenance Management System (MMS) to identify the current allocation of maintenance funding and allow a more strategic approach to managing maintenance and renewal, including identifying the extent of the Building Maintenance team’s responsibilities.
7	Many of the vacant buildings (or buildings likely to become vacant) are not suitable for re-occupation without significant investment to attend to outstanding regulatory requirements and compliance. There is no budget allowance to support re-tenanting.
8	Upgrades and unplanned renewal requests from business units should be part of the budget/capital planning process and accompanied by a business case.
9	Development of service levels in consultation with the service providers, building operators and building maintenance staff.



Draft Building Asset Management Plan (BAMP) 2018

2 INTRODUCTION

2.1 Background

This BAMP aids responsive management of assets (and the services provided from these assets), compliance with regulatory requirements, and is a platform to communicate funding needs to provide the required levels of service over forward planning periods.

Council does not have a specific legislated duty to provide building infrastructure. The BAMP follows the format recommended in Section 4.2.6 of the International Infrastructure Management Manual¹.

The BAMP is to be read with Latrobe City Council's Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- Long Term Financial Plan,
- The Strategic Resources Plan,
- Annual Business Plan and
- Risk Management Policy.

At the time of preparing this plan there remain several categories of assets for which Council does not have complete data. Where Council Officers have an estimate of the needed statistics, these have been included, as are indicative the level of confidence scores for the data on which this plan is based has been considered. Council continues to increase the accuracy of the data to improve the projections of costs. Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.1.

¹ IPWEA, 2011, Sec 4.2.6, *Example of an Asset Management Plan Structure*, pp 4|24 – 27.

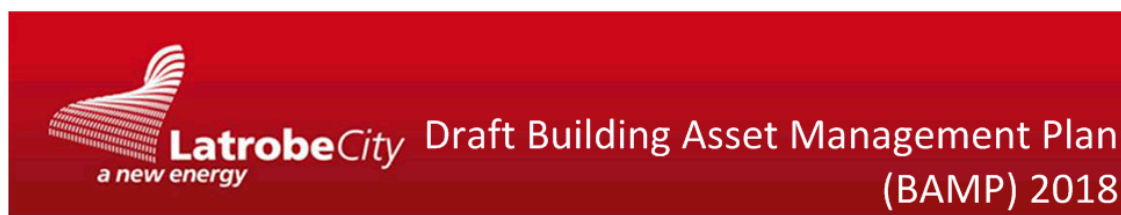


Table 2.1.1 – Internal Key Stakeholders

Internal Key Stakeholder	Role in Asset Management Plan
Councillors	Represent the needs of community/stakeholders, Allocate resources to meet the organisation’s objectives in providing services while managing risks, Ensure the organisation is financially sustainable.
CEO/General Manager	Overall stewardship and responsibility to provide the support structure and resources to allow adequate management of the building assets.
Manager Infrastructure Development	Manage strategic planning, construction of new, and renewal and maintenance of existing assets.
Co-ordinator Infrastructure Planning	Provide support and undertake strategic asset planning.
Team Leader Asset Strategy	Coordinate Strategic Planning activities.
Asset Assessment Officers	Data collection, condition reporting and spatial location of assets.
Co-ordinator Major Projects and Building Maintenance	Manage reactive and planned asset maintenance and renewal programs.
Team Leader Building Maintenance	Respond to reactive maintenance requests and undertake programmed maintenance and some smaller renewal projects.
Co-ordinator Property and Statutory Services	Responsibility for legal documentation and user agreements
Coordinator Recreation Liaison	Liaison with and compliance checking of user groups to seasonal and other occupation agreements (Recreation).
Council Business Units	Responsible for operational delivery and service planning

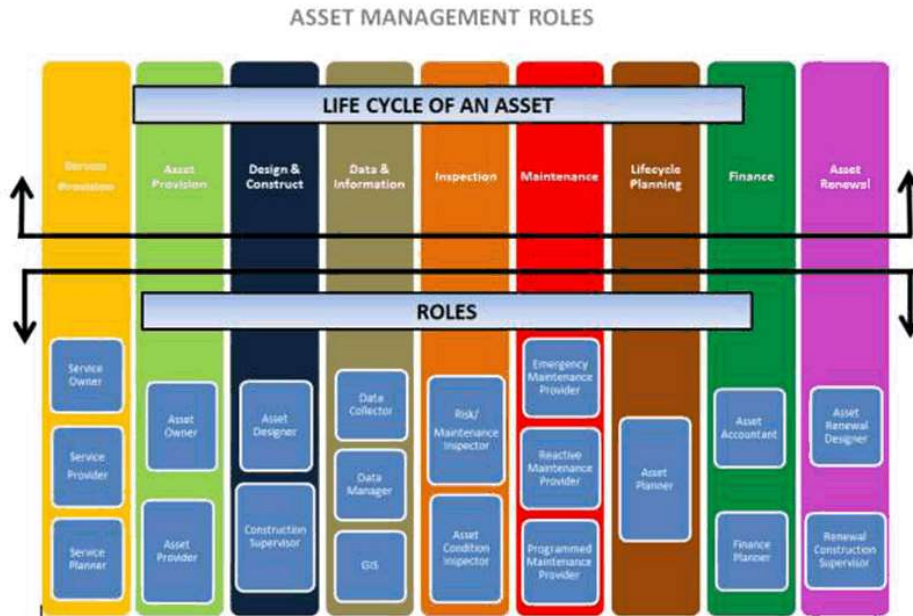
Table 2.1.2 – External Key Stakeholders

External Key Stakeholder
Council’s customers
Community and general users
Local businesses and charities
Recreational users and sporting groups – as users of facilities
Tourists and visitors
Council’s Insurer
State and Federal Government

Our organisational structure for service delivery from infrastructure assets is detailed in Figure 3a and Figure 3b.



Figure 3a : Organisational Structure/Roles



The functions that have been identified in the Asset Management Strategy are not fully reflected in the organisational structure. This is a matter that has been included in the improvement plan but it should be appreciated that the organisational structure is unlikely to fully reflect the functions of asset management due to a range of organisational objectives and priorities.

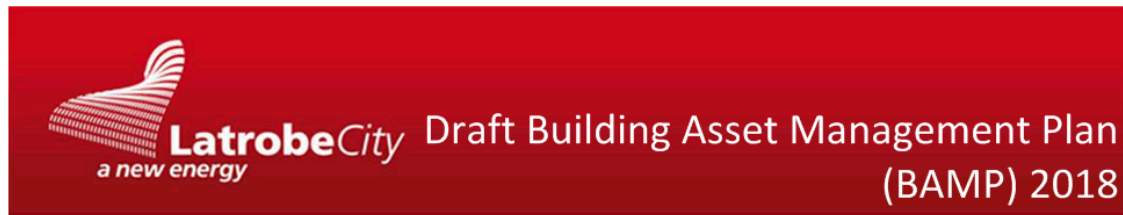
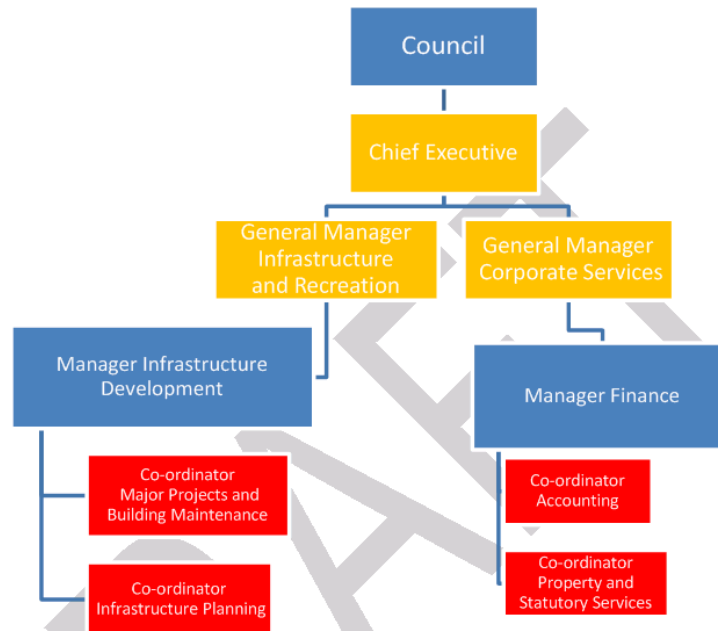


Figure 3b : Organisational Structure/Org Chart supporting Building Assets



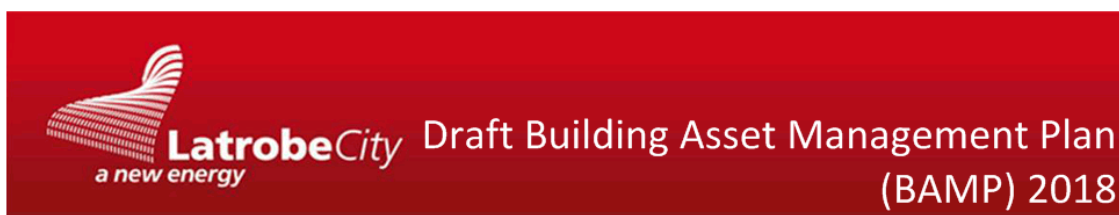
2.2 Goals and Objectives of Asset Management

The organisation exists to provide services to its community. Some of these services are provided by infrastructure assets. Council has acquired infrastructure assets by 'purchase', through construction by our staff or through contract, and by gifting of assets constructed by developers and others to meet increased service provision.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future users.

The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment.
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Managing risks associated with asset failures,
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed, and
- A plan for continuing improvement in asset management practices.



This plan outlines how Council will support its objective to plan, develop and maintain a network of sustainable infrastructure. The purpose of the plan is to:

- Improve the understanding of levels of service
- Identify long term life cycle costs associated with the provision of current levels of service
- Better understand and forecast asset related costs and management options
- Improve decision making based on costs and benefits
- provide the ability to balance out forward funding demands
- justify forward works programs and expenditure
- manage risk associated with asset failures
- provide a framework to continuously improve asset management practices.

2.3 Plan Framework

Key elements of this AMP plan are:

- Predicting future demand, how this will impact on future service delivery, and how this is to be met.
- Specifying the Building and Building Maintenance Functional levels of service.
- Identifying a lifecycle management approach that outlines how Council will manage its existing and future assets to provide the defined levels of service.
- Estimating the funds required to provide the defined services.
- Developing the building asset management improvement plan.

2.4 Core and Advanced Asset Management

This BAMP is prepared as a 'core' (i.e. basic) asset management plan in accordance with the International Infrastructure Management Manual². It meets legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is essentially where the level of service is not analysed against community expectations or Council's ability to fund different service delivery strategies – existing practices and funding without optimised decision analysis.

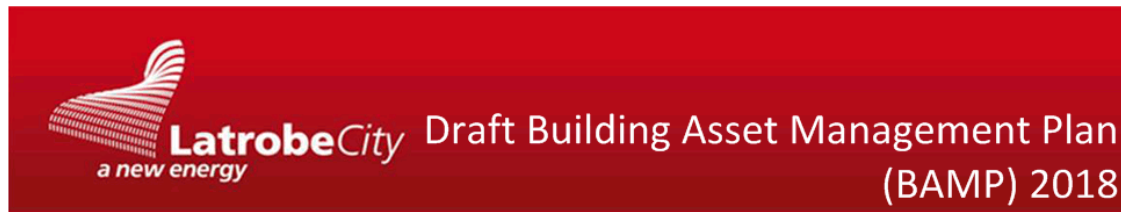
Future revisions of the BAMP will move towards 'advanced' asset management using a 'bottom up' approach, gathering asset information for individual assets inclusive of asset condition assessment to support the optimisation of activities and programs to meet agreed service levels in a financially sustainable manner.

2.5 Initial Findings

- **1. A wide range of building types and distribution is being made available to our community and for council services. Buildings owned by Community/service groups provide a significant contribution to the buildings available to the community.**

There is no central facilities management function which oversees the wide building/facility portfolio and ensures that all sites are managed with consistent principles. Facilities have been managed in part by service

² IPWEA, 2011, IIMM.



areas of Council, and where there has not been a clear delegation of responsibility the management of properties has fallen to Building Maintenance and Property and Statutory Services.

The approach has resulted in different service levels, maintenance and renewal outcomes. It is particularly evident in the areas of facilities for interest groups/single use facilities and rural public halls.

- **2. A municipal-wide Social Infrastructure Plan would assist in facility planning.**

Council has embarked on a Social Infrastructure Plan for Moe and this approach could be extended to the entire municipality. The benefits of completing a Council wide plan are more pronounced in Latrobe City where three of its main towns are located close to each other and cross - facility sharing and facility duplication occurs or can occur. This process typically takes an inventory of all Council and Community facilities and compares it against population-based benchmarks for determining the suitability of service provision. This exercise has been valuable for understanding the provision of infrastructure and services.

- **3. Recommendation of an online booking system for all Council facilities.**

There is varied understanding of utilisation (numbers of users, occupancy and frequency of use data) in Council facilities. A booking system for all Council facilities would centralise customer access to information and allow decisions can be made with good utilisation data. This would also improve community access due to being able to readily determine availability.

- **4. The Building Maintenance service should be confined to buildings and structures only and funding to industry standards be considered.**

The Building Maintenance Department undertakes tasks that are outside what would normally be termed building maintenance and renewal. It is recommended that tasks such as bridge and boardwalk maintenance; lighting, drinking fountains, power sources, bus shelter and traffic light maintenance, facility fences, pre-school playgrounds be reviewed and if necessary resourced differently.

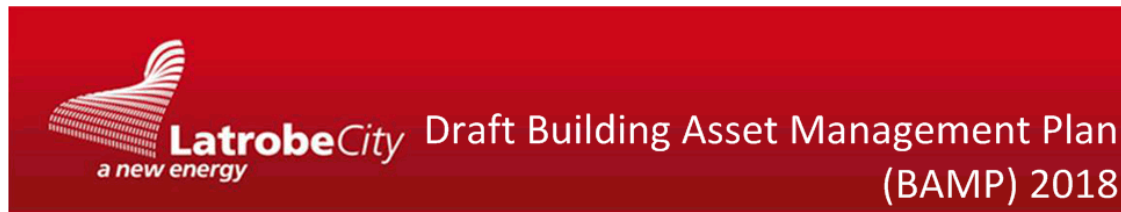
The accepted industry estimation, of the amount of maintenance funding required to ensure a building portfolio is well maintained, ranges between 0.5% and 1.5% of the building's total replacement value per annum depending on the building's complexity and hierarchy. In Latrobe City Council's case, based on current Replacement Cost of \$357M and proposed complex structures of \$73.3M to become operational the next 5 years, an annual building maintenance budget of \$3.78M should be considered.

- **5. Some services that are underpinned by buildings are not well-understood. Within the building portfolio, there is no clear differentiation as to which buildings provide a service that Council provides, supports or whether occupation is actually a tenancy arrangement.**

Incomplete service planning means that Council does not have a clear understanding of long-term service needs and associated building needs. Tenancy arrangements are varied and historical occupation over time has blurred the distinction between what is a rental and what is a building providing a service that Council supports. This plan begins the process of understanding the actual building requirements so that how a service is provided can be explored and Council can continue to provide appropriate services.

- **6. Implementation of Maintenance Management System (MMS) to eliminate an imbalance in the allocation of maintenance funding.**

MMS is required for efficiency of operation, ticketing of works, traceability of actions, compliance and retention of asset history and expenditure per building.



- **7. Many of the vacant buildings (or buildings that become vacant) are not suitable for re-occupation without significant investment to attend to meeting regulatory requirements and compliance. There is no budget allowance to support re-tenanting.**

Increased regulation has meant that buildings can be required to have quite rigorous and expensive fit-outs to bring them to a compliant state that would allow occupation. Decisions to re-tenant buildings

- **8. Upgrades and unplanned renewal requests from business units should be part of a budget/capital planning process and accompanied by a business case.**

If business units require upgrades or renewals for buildings that underpin their service, they should present a strong business case via the capital works process and there should be an understanding of the timelines required to deliver new building assets.

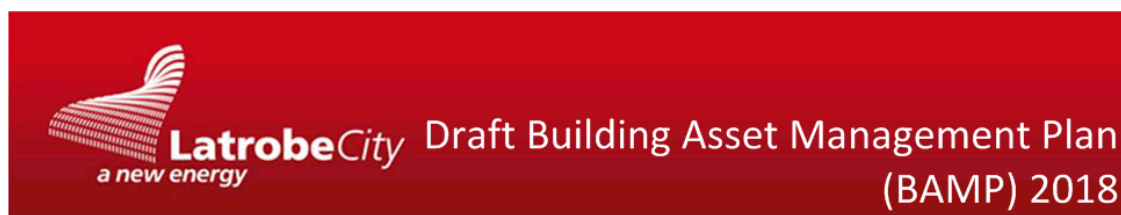
- **9. Development of service levels in consultation with the service providers, building operators and building maintenance staff.**

Service levels for buildings are complicated due to the many and various components within the building, the close relationship between renewal of a component and maintenance, and the expectations of the users across the portfolio.

The service levels included in this Core plan are a high level statement of the service expectations and considerable consultation will be undertaken to create a suite of useful and meaningful level of service definitions.

2.6 Community Consultation

This plan is a 'core' plan designed to give an overview of the buildings service and to identify what information and investigation is required to better manage the assets in accordance with good asset management principles. Therefore it is to be followed up with a more comprehensive second plan with detailed condition data and information. There could be wide community interest in a future revision of this building asset management plan that articulates the detailed arrangements of individual buildings.



3 LEVELS OF SERVICE

3.1 Customer Research and Expectations

The organisation has not carried out any research on customer expectations. This will be undertaken for future updates of the BAMP.

The levels of service developed for this plan are based on current adopted technical levels of service that have been the experience of Council in delivering the service and responding to community requests and complaints. They are unfortunately not as specific as would be desired. Consultation with the service providers (e.g. community services) and user groups is planned.

3.2 Strategic and Corporate Goals

This BAMP is prepared under the direction of the organisation's vision, mission, goals and objectives.

Our vision is:

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

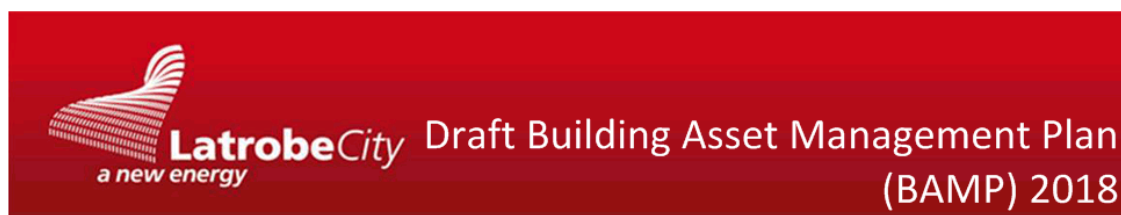
Our mission is:

To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.

Relevant organisational goals and objectives and how these are addressed in the BAMP are included in Table 3.2.

Table 3.2: Organisational Goals and how these are addressed in this Plan

Goal	Objective	Strategic Directions	How Goal and Objectives are addressed in AM Plan
APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION	To provide facilities and services that are accessible and meet the needs of our diverse community.	Develop and maintain community infrastructure that meets the needs of our community.	To document how Latrobe City Council will provide the stormwater drainage service provision and level of service.
EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE OBJECTIVES	Work to minimise rate increases for our community.	Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.	To analyse existing services and lifecycle management plans that will optimise the service delivery.



The organisation will exercise its duty of care to ensure public safety in accordance with Council's risk management policies. Management of infrastructure risks is covered in Section 5.2.

3.3 Legislative Requirements

The organisation will meet legislative requirements including Australian and State legislation and regulations. These include:

Table 3.3.1: Legislative Requirements

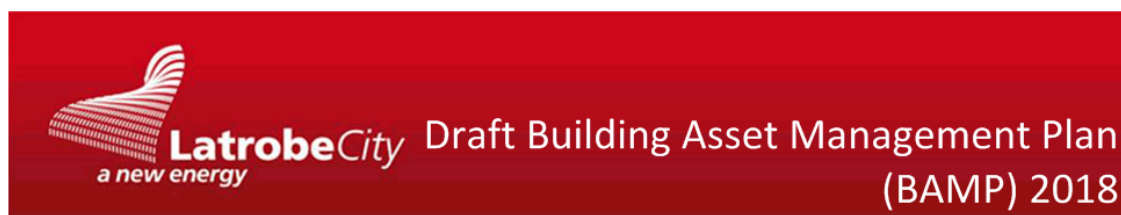
Legislation
Local Government Act 1989
Building Act 1993, Building Regulations 2006 and Plumbing Regulations 2008
Occupational Health and Safety Act 2004
Disability Discrimination Act 1992
Disability (Access to Premises – Buildings) Standards 2010

3.4 Levels of Service

Latrobe City Council has not historically defined service levels, and developing meaningful and useful levels of service is a long and timely exercise. A review of the industry asset management plans has not to date yielded a comprehensive and applicable template, nor does Council have a good information dataset either on funding spent against discrete activities or buildings, or a readily usable dataset of customer requests and responses. Therefore this plan has developed interim levels of service as shown in Table 3.4 using the classic format for levels of service.

Table 3.4 - Interim Community Levels of Service.

LEVELS OF SERVICE				
Service Attribute	Service Objective	Performance measure	Current Performance	Target Performance
Quality	Facilities are presentable, fit for the intended purpose, and clean	Performance is currently informally measured by officers based on user feedback. Quality related complaints are not treated as urgently as safety and function issues. Cleanliness is the most common complaint and is usually related to public toilets	Repairs are programmed as soon as reasonably practical depending on their urgency. Cleaning when required is usually undertaken within 24 hours of an inspection. Performance information to be collected.	To Be Determined
Function	Meet defined requirements (size etc.) and functions as required	Customer complaints in respect of availability of buildings and where they are not functioning as designed	Performance information to be collected.	To Be Determined



Safety	Facilities are safe to use and operate	Number of safety issues noted by public		To Be Determined
	Essential services	Essential Services monitored and met for major buildings	Essential services are maintained and recorded as per schedule	
Cost Effectiveness	Service is provided in a cost effective manner and is affordable to the user			

3.5 Technical Levels of Service

Below is a detailed list of the Essential Services Measures (ESM) Maintenance, Reactive and Programmed tasks undertaken by Council’s Building Maintenance Department. Further iterations of this plan will explore the building hierarchy and develop target responses times to these requests.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleansing, mowing grass, utilities, inspections, etc,
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. cleaning of building, utilities),
- Renewal – the activities that return the service capability of an asset to its original status (e.g. frequency and cost of building renewal),
- Upgrade – the activities to provide a higher level of service (eg replacing a building with a larger sized building),
- Expansion – the activities that result in an asset providing an expanded level of service (where more customers can be serviced from a location),
- New – the activities to provide a new asset which in turn provides a new service (i.e. the construction of a new senior citizens centre)


Service and asset managers plan, implement and control technical service levels to reflect and meet the customer service levels.³

This list shows the breadth of responses to service Council’s buildings and facilities and underpins the recommendation that other non- building tasks be removed from this team.

Table 3.5.1 - Technical Levels of Service (Preliminary)


Component	Activity Type	Activity Title	Target Response
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³ IPWEA, 2011, IIMM, p 2.22




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Component	Activity Type	Activity Title	Target Response
FIRE SERVICES	ESM	Fire Dampers	ESM schedule
WARNING SYSTEMS	ESM	Emergency Warning and Intercom System	ESM schedule
FIRE SERVICES	ESM	Fire Brigade Connections	ESM schedule
FIRE SERVICES	ESM	Automatic Sprinkler Systems	ESM schedule
FIRE SERVICES	ESM	Fire Detection Systems	ESM schedule
FIRE SERVICES	ESM	Smoke and Heat Detectors	ESM schedule
FIRE SERVICES	ESM	Smoke and Heat Ventilation Systems	ESM schedule
FIRE SERVICES	ESM	Fire Hose Reel System	ESM schedule
FIRE SERVICES	ESM	Fire Hydrant Systems	ESM schedule
FIRE SERVICES	ESM	Fire Blankets	ESM schedule
FIRE SERVICES	ESM	Fire Isolated Lift Shafts	ESM schedule
LIFT	ESM	Lift Warning Systems	ESM schedule
DOORS	ESM	Fail Safe Systems	ESM schedule
FIRE SERVICES	ESM	Fire and Smoke Doors	ESM schedule
EXIT PATHS	ESM	Exit and Escape Paths	ESM schedule
FIRE SERVICES	ESM	Fire Isolated Stairs, Ramps & Passageways	ESM schedule
SIGNS	ESM	Exit Signs	ESM schedule
LIFT	ESM	Lift Mechanical Programmed Maintenance	ESM schedule
DOORS	ESM	Automatic Doors Programmed Maintenance	ESM schedule
PLUMBING FIXTURES	ESM	Backflow Prevention Devices Programmed Maintenance	ESM schedule
DISABILITY HOISTS	ESM	Disability Hoists - NOT BUDGETED	ESM schedule
BUILDING	REACTIVE	Ad hoc Painting	TBD
HVAC	REACTIVE	Air-conditioner Maintenance	TBD
FITTINGS	REACTIVE	Alarm Maintenance	TBD
BUILDING	REACTIVE	Asbestos Removal	TBD
DOORS	REACTIVE	Automatic Doors	TBD
DOORS	REACTIVE	Door Maintenance	TBD
FITTINGS	REACTIVE	Battery Replacement	TBD
BBQ	REACTIVE	BBQ Maintenance	TBD
BLINDS	REACTIVE	Blind Maintenance	TBD
PLUMBING	REACTIVE	Boiler Maintenance	TBD
PLUMBING FIXTURES	REACTIVE	Boiling Water Unit Maintenance	TBD



Draft Building Asset Management Plan (BAMP) 2018

Component	Activity Type	Activity Title	Target Response
FLOOR COVERINGS	REACTIVE	Carpet Maintenance	TBD
CEILING	REACTIVE	Ceiling Maintenance	TBD
CEILING	REACTIVE	Ceiling Structural Repair	TBD
PLUMBING FIXTURES	REACTIVE	Clear Blocked Drain	TBD
PLUMBING FIXTURES	REACTIVE	Clear Blocked Toilet/ Drain	TBD
FITTINGS	REACTIVE	Clock Maintenance	TBD
CURTAINS	REACTIVE	Curtain Maintenance	TBD
BUILDING	REACTIVE	Demolish building	TBD
FURNITURE	REACTIVE	Desk/ Cabinet/Shelving Maintenance	TBD
DOORS	REACTIVE	Door Maintenance	TBD
DOORS	REACTIVE	Doorbell Maintenance	TBD
HVAC	REACTIVE	Ducted Vacuum Repair	TBD
EAVES	REACTIVE	Eaves Maintenance	TBD
ELECTRICAL FIXTURES	REACTIVE	Electrical Maintenance	TBD
LIGHTING	REACTIVE	Emergency Evacuation Lighting Maintenance	TBD
FANS	REACTIVE	Fan Maintenance	TBD
FLOOR COVERINGS	REACTIVE	Floor Covering Maintenance	TBD
GAS SERVICES	REACTIVE	Gas Fitting Maintenance	TBD
GAS SERVICES	REACTIVE	Gas Meter Maintenance	TBD
GATE	REACTIVE	Gate Maintenance	TBD
GLAZING	REACTIVE	Glass Panel Replacement GPO Maintenance	TBD
PLUMBING FIXTURES	REACTIVE	Grease Trap Maintenance	TBD
GUTTERING	REACTIVE	Guttering Maintenance	TBD
HANDRAILS	REACTIVE	Handrails/ Balustrades Maintenance	TBD
HVAC	REACTIVE	Heater Maintenance	TBD
HVAC	REACTIVE	Hot Water Service Maintenance	TBD
HVAC	REACTIVE	HVAC Maintenance	TBD
HVAC	REACTIVE	Hygiene/Amenity Fixture Maintenance	TBD
LIFT	REACTIVE	Lift Maintenance	TBD
LIGHTING	REACTIVE	Light Maintenance	TBD
LOCKS	REACTIVE	Lock Maintenance	TBD
WALLS	REACTIVE	Partition Maintenance	TBD
PATHS (CLOSE TO BUILDINGS ONLY)	REACTIVE	Path Maintenance	TBD
BUILDING	REACTIVE	Pest Control	TBD
PLUMBING FIXTURES	REACTIVE	Plumbing Fixture Maintenance	TBD



Draft Building Asset Management Plan (BAMP) 2018

Component	Activity Type	Activity Title	Target Response
RAMPS	REACTIVE	Ramp Maintenance	TBD
ROOF	REACTIVE	Roof Cladding Maintenance	TBD
ROOF	REACTIVE	Roof Structural Maintenance	TBD
BUILDING	REACTIVE	Rubbish Removal	TBD
SECURITY SERVICES	REACTIVE	Security Check	TBD
PLUMBING FIXTURES	REACTIVE	Septic Tank Maintenance	TBD
SHADE SCREEN ON PERGOLA	REACTIVE	Shade screen Maintenance	TBD
SHOWER	REACTIVE	Shower Maintenance	TBD
SHUTTERS	REACTIVE	Shutter Maintenance	TBD
SINKS	REACTIVE	Sink/Basin Maintenance	TBD
SKYLIGHTS	REACTIVE	Skylight Maintenance	TBD
STAIRS	REACTIVE	Stair Maintenance	TBD
DRAINAGE	REACTIVE	Storm water Drain Maintenance	TBD
WALLS	REACTIVE	Structural Wall Maintenance	TBD
COMMUNICATIONS	REACTIVE	Switchboard Maintenance	TBD
TAPWARE	REACTIVE	Tapware Maintenance	TBD
FITTINGS	REACTIVE	Tile Maintenance	TBD
FLOORING	REACTIVE	Timber Decking Maintenance	TBD
TOILET/URINAL	REACTIVE	Toilet / Urinal Maintenance	TBD
WALLS	REACTIVE	Wall Maintenance	TBD
TANKS	REACTIVE	Water tank Maintenance	TBD
WINDOWS	REACTIVE	Window Maintenance	TBD
BUILDING ADVICE	REACTIVE	Requests from Internal Officers	TBD
SOLAR PANELS	REACTIVE	Cleaning and Maintenance	TBD
SAFE ROOF ACCESS	REACTIVE	Repair, Inspection and Installation	TBD
DISABILITY HOISTS	REACTIVE	Repair - NOT BUDGETED	TBD
PAINTING MAINTENANCE PROGRAM	PROGRAMMED	Painting maintenance program	As per schedule
AIR CONDITIONER MAINTENANCE PROGRAM	PROGRAMMED	Air conditioner maintenance program	As per schedule
BATTERY REPLACEMENT PROGRAM	PROGRAMMED	Battery replacement program	As per schedule
SAFE ROOF ACCESS PROGRAM	PROGRAMMED	Safe roof access program -not budgeted	As per schedule
EAVES MAINTENANCE	PROGRAMMED	Eaves maintenance program	As per schedule
FLOOR COVERING MAINTENANCE	PROGRAMMED	Floor covering maintenance program	As per schedule
GUTTERING MAINTENANCE	PROGRAMMED	Guttering maintenance program	As per schedule
HEATER MAINTENANCE	PROGRAMMED	Heater maintenance program	As per schedule



Latrobe City Draft Building Asset Management Plan
(BAMP) 2018

Component	Activity Type	Activity Title	Target Response
HOT WATER MAINTENANCE	PROGRAMMED	Hot water maintenance program	As per schedule
HVAC MAINTENANCE	PROGRAMMED	Hvac maintenance	As per schedule
LIFT MAINTENANCE	PROGRAMMED	Lift maintenance program	As per schedule
LIGHT MAINTENANCE	PROGRAMMED	Light maintenance program	As per schedule
LOCK MAINTENANCE	PROGRAMMED	Lock maintenance program	As per schedule
ROOF CLADDING AND STRUCTURAL	PROGRAMMED	Roof cladding and structural	As per schedule
SWITCHBOARD MAINTENANCE	PROGRAMMED	Switchboard maintenance program	As per schedule
TIMBER DECKING MAINTENANCE	PROGRAMMED	Timber decking maintenance program	As per schedule
WINDOW MAINTENANCE	PROGRAMMED	Window maintenance program	As per schedule
SOLAR PANELS MAINTENANCE	PROGRAMMED	Solar panels maintenance -not budgeted	As per schedule

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4 FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

The portion of building construction costs of the following committed project such as Gippsland Regional Aquatic Centre, Latrobe Creative Precinct, Traralgon Sports Stadium Upgrade, Cricket Centre of Excellence, Keenagers Table Tennis expansion, Morwell Recreation Reserve Pavilion have been included in this plan and total **\$73,300,000** out of a total construction budget of **\$95,100,000** for these projects.

Three development plans have facilities planned from Community Infrastructure funds – Gaskin Rise (Churchill preschool extensions) , Traralgon North and Lake Narracan. (community facilities, sporting reserves, North Shore relocations.) As the timing of these developments is unknown they have not been included in this iteration of the plan.

4.2 Asset Programs to Meet Demand

The new assets required to meet growth will be constructed/acquired by Council.

New assets constructed/acquired by Council are shown below in Figure 4.4 The cumulative value of new contributed and constructed assets will be further refined in future editions of this plan.

Figure 4.4a: Upgrade and New Assets to meet Demand

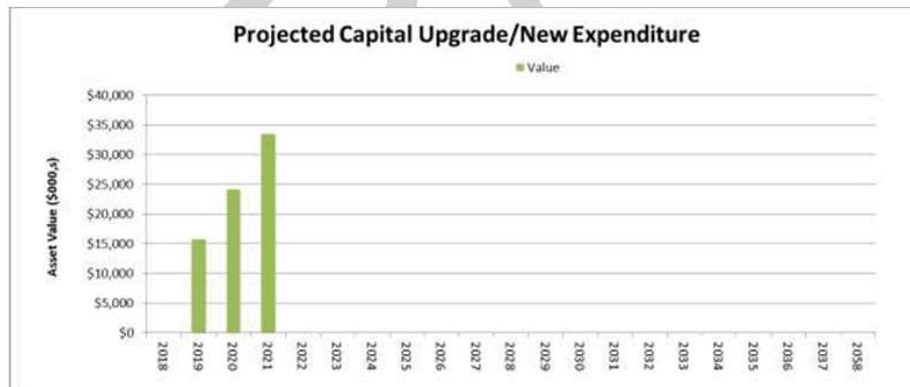




Figure 4.4b: Upgrade and New Assets to meet demand (Cumulative)



Acquiring these new assets will commit the organisation to fund ongoing operations, maintenance and renewal costs for the period that the provision of service from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5.

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5 LIFECYCLE MANAGEMENT PLAN

5.1 Data and assets

This section relates to long term management and operation at historic funding levels to provide the current levels of service (defined in Section 3) while optimising life cycle costs.

In order to estimate operational expenditure and focus planned maintenance activities, a quantitative desktop analysis has been conducted of available data including the current Geographical Information System (GIS) and Asset Management System (AMS) datasets. To properly prioritise actions and mitigate operational risks, building assets have also been subject to a preliminary ranking and categorised in a hierarchical structure, and rated for relative risk by examining a number of key factors. Improving this accuracy is one of the key actions identified in this BAMP improvement plan.

5.1.1 Physical parameters

The assets covered by the BAMP are shown in Table 5.1a. Table 5.1.b is for Community and State facilities and is included only for reference.

Table 5.1a: Council Building Assets covered by this Plan

Category	Service	Proposed Divisional Responsibility	Number of Structures	% of Portfolio Value	Annual Depreciation	Predicted Annual Maintenance																																																																												
Administrative & Operational Services	Council Services	Corporate Services	10	14%	\$627,395	\$524,779																																																																												
	Council Operations	Infrastructure Recreation	44				Community & Cultural Services	Arts & Events	City Development	8	24%	\$1,080,128	\$899,698	Activity & Interest (Non-Sporting)	Community Services	21	Heritage & History	City Development	12	Community Venues	Community Services	14	Public Amenity	Infrastructure Recreation	10	Passive & Active Recreation Services	Service Clubs	Community Services	2	46%	\$2,135,728	\$1,738,725	Leisure & Indoor Sport	Infrastructure Recreation	23	Open Space	Infrastructure Recreation	81	Human Services	Recreation	Infrastructure Recreation	122	12%	\$509,394	\$437,890	Emergency Services	City Development	1	Family Services	Community Services	89	Public Housing	Community Services	8	Education & Learning	Community Services	10	Aging Services	Community Services	6	Transport	Community Services	4	Youth Activity	Community Services	3	Commercial Services	Property	Corporate Services	9	5%	\$232,004	\$183,712	Economic Development	City Development	45	Commercial	City Development	4	Grand Total	All	All
Community & Cultural Services	Arts & Events	City Development	8	24%	\$1,080,128	\$899,698																																																																												
	Activity & Interest (Non-Sporting)	Community Services	21																																																																															
	Heritage & History	City Development	12																																																																															
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	Leisure & Indoor Sport	Infrastructure Recreation	23																																																																															
	Open Space	Infrastructure Recreation	81																																																																															
Human Services	Recreation	Infrastructure Recreation	122	12%	\$509,394	\$437,890																																																																												
	Emergency Services	City Development	1																																																																															
	Family Services	Community Services	89																																																																															
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	Economic Development	City Development	45																																																																															
	Commercial	City Development	4																																																																															
Grand Total	All	All	526	100%	\$4,584,649	\$3,784,803																																																																												



Table 5.1b: Community & State Authority Building Assets (Not Council managed)*

Category	Service	Assumed Divisional Responsibility	Number of Structures	% of Portfolio	Annual Depreciation	Predicted Annual Maintenance
Administrative & Operational Services	Council Services	Corporate Services	0	0%	\$0	\$0
	Council Operations	Infrastructure Recreation	0			
Community & Cultural Services	Arts & Events	City Development	35	53%	\$635,582	\$515,458
	Activity & Interest (Non-Sporting)	Community Services	36			
	Heritage & History	City Development	2			
	Community Venues	Community Services	16			
	Public Amenity	Infrastructure Recreation	1			
	Service Clubs	Community Services	12			
Passive & Active Recreation Services	Leisure & Indoor Sport	Infrastructure Recreation	1	32%	\$485,184	\$312,731
	Open Space	Infrastructure Recreation	11			
	Recreation	Infrastructure Recreation	335			
Human Services	Emergency Services	City Development	14	15%	\$191,275	\$149,686
	Family Services	Community Services	0			
	Public Housing	Community Services	35			
	Education & Learning	Community Services	15			
	Aging Services	Community Services	0			
	Transport	Community Services	0			
	Youth Activity	Community Services	22			
Commercial Services	Property	Corporate Services	0	0%	\$2,667	\$2,120
	Economic Development	City Development	0			
	Commercial	City Development	1			
Grand Total	All	All	536	100%	\$1,314,707	\$979,995

* Not Council owned or managed. Included for reference only

The Predicted Annual Maintenance has been calculated using an industry standard of 1.06% due to the absence of building specific maintenance calculations based on specific buildings.



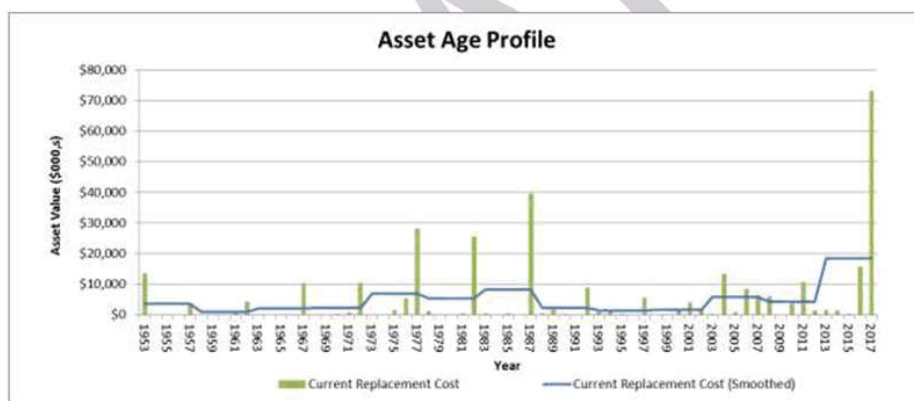
Table 5.1b : Assets not covered by this Plan

Asset Type
Crown Land not managed directly by Council (and therefore the buildings upon it)
Community owned assets on Council Land considered to be owned/controlled by clubs/group, with or without formal agreement

The age profile of the Council assets include in the BAMP is shown in Figure 2. Age profile information has been either identified by previous building valuers or estimated based on the apparent age associated buildings or by reference to the origin of associated buildings or from the neighbourhoods where the assets are located.

The graph in Figure 4 shows the total value of the assets for the year acquired or last renewed in each year. All values are current values.

Figure 4: Asset Age Profile



Due to the size and the spread nature of building assets they are only practically viewable on Council's GIS system.

5.1.2 Asset capacity and performance

At the time of preparing this plan, service performance deficiencies are not known were not recorded. A the need for a building is driven by service reviews such as the Recreational Needs Analysis recently undertaken that. A future iteration of this plan will include at least suspected deficient buildings.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
	None identified in this plan



5.1.3 Asset condition

Condition Rating	Description	Expected Remedial Action	% Remaining Life
1 – Excellent	Asset is as new and can be expected to perform adequately and reach its expected life.	No additional maintenance required Routine maintenance required only	95%
2 – Good	Asset is sound, operationally safe, functional and displays superficial defects only	Minor maintenance intervention required. No component replacement required.	75%
3 – Moderate	Asset is functional but shows signs of moderate wear & tear. Deferred maintenance works are evident	Minor maintenance intervention and/or minor component replacement required	50%
4 – Poor	Asset functionality is reduced. Asset has significant defects affecting major components and runs a serious risk of imminent breakdown	Significant ongoing maintenance intervention or major component or asset replacement required	25%
5 –Very Poor	Asset is not functional. Condition cannot be improved without replacement	Asset requires decommissioning and/or replacement	5%

Table 5.1.3a: Known asset condition and other issues

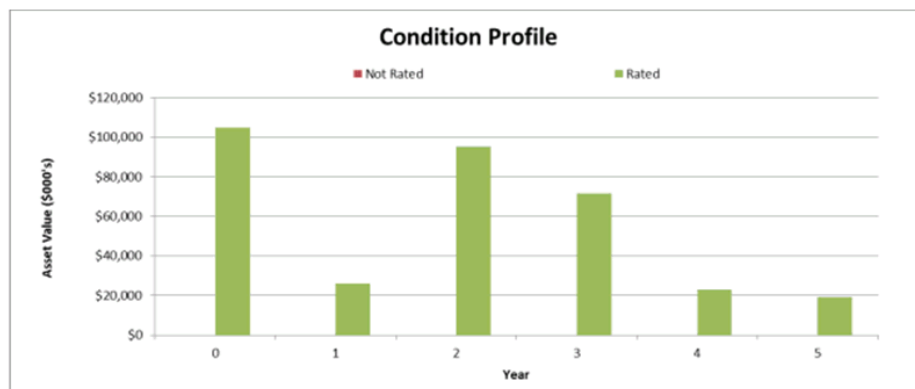
Location	Service Deficiency
N/A	Not part of this plan

Figure 5.1.3b shows the condition profile of the asset category using the IIMM 1 (very good) – 5 (very poor) condition. The graph shows the total value of assets for each condition grading. A zero value represents asset that are new. All values are current values.

The average condition by age (based on the IIMM criteria) is **1.7**.



Figure 5.1.3b : Age Based Asset Condition Profile (Average Condition 1.7)



Condition will be measured using a 1 – 5 grading system⁴ as detailed in Table 5.1.3.

Table 5.1.3: Simple Condition Grading Model

Condition Grading	Description of Condition
1	Very Good: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair: significant maintenance required
4	Poor: significant renewal/rehabilitation required
5	Very Poor: physically unsound and/or beyond rehabilitation

5.1.4 Asset valuations

Asset valuations are of two types, depending on their application. 'Greenfields' based valuation is based on the cost to construct an asset in an undeveloped area. The Greenfields valuation is required for Asset Valuation Reporting purposes. 'Brownfields' based valuation is based on the costs for construction in a developed situation and better reflects the actual cost to replace established assets and is used to determine the replacement costs for asset planning purposes. Care has been taken to note which figure is used in this plan.

Assets were last revalued at 30 June 2013. Assets are valued at Fair Value in accordance with AASB13 Fair Value Measurement. The values listed below are 'Greenfields' values with the associated "Brownfield" values presented for comparison.

⁴ IPWEA, 2011, IIMM, Sec 2.5.4, p 2|79.

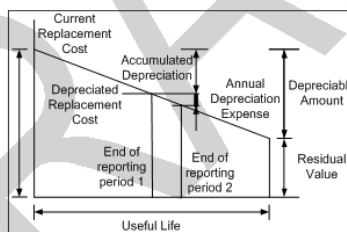


Table 5.1.1 – Greenfield Financial Asset Reporting values

Criteria	Greenfield value	Brownfields value
Current Replacement Cost	\$357,056,895	\$275,271,000
Accumulated Depreciation	\$108,335,187	
Depreciated Replacement Cost ⁵	\$232,062,906	
Annual Depreciation Expense	\$4,686,000	

It should be noted that when most building assets are renewed the renewal is aimed at reinstating as close to as possible the original designed useful life and the return to build to a state whereby it provided the same level of service as that originally provided for. This often does not require the complete replacement of all elements (components) of the building. Often some repair to the substructure, and superstructure is all that is required with subsequent recladding and a fitout will return the building to an appropriate state. This is why for building asset the brownfields replacement value may be less than that of the Greenfield's replacement cost.

Figure 5.1.1 – Asset Financial reporting value explanation

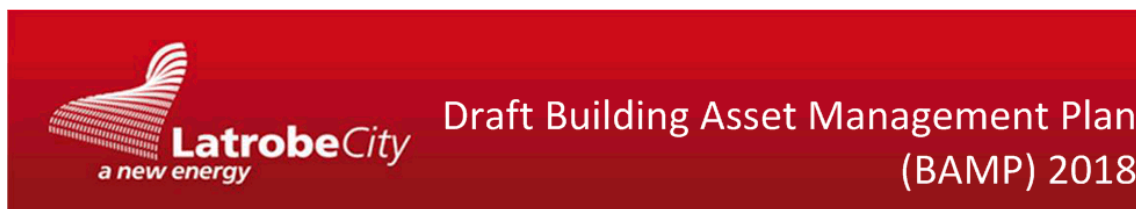


Useful lives will be independently reviewed in future revisions of this BAMP. This will be undertaken during the upcoming independent asset valuation.

Table 5.1.2 – Asset consumption and depreciation ratios

Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time. Criteria	Brownfields value
Rate of Annual Asset Consumption (Depreciation/Depreciable Amount)	1.38%
Rate of Annual Asset Renewal (Capital renewal exp/Depreciable Amount)	0.72%

⁵ Also reported as Written Down Current Replacement Cost (WDCRC).



On a long life asset, the rate of Annual Asset Consumption and rate of Annual Asset Renewal can misrepresent the immediate financial position by reflecting constant renewal when renewal demand does not occur until asset reach their useful life.

Council plans to renew assets at **52.6%** of the rate they are being consumed and will be increasing its asset stock by **0.22%** in each year.

5.2 Infrastructure Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets has identified some of the critical risks. The typical risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

In order to assess these risks, each building asset is assigned a Risk Rating derived from Table 5.2.

Table 5.2. - Risk Rating likelihood and consequence criteria and weighting

		Likelihood of Failure				
		Improbable	Remote	Occasional	Probable	Frequent
Consequence of Failure	Negligible	Acceptable	Acceptable	Acceptable	Moderate	Moderate
	Low	Acceptable	Moderate	Moderate	High	High
	Moderate	Acceptable	Moderate	High	High	Very High
	Significant	Moderate	High	High	Extreme	Extreme
	Catastrophic	Moderate	High	Very High	Extreme	Extreme

Critical risks, being those assessed as 'Extreme' - requiring immediate corrective action and 'Very High' - requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.2.

5.2.1 Risk of Building Failure

The risk of Building Failure has not been specifically addressed in this plan as required by the default AMP template. All except the small and less consequential buildings are inspected at least every second year by building maintenance officer inspections and condition assessment visits.

The small and inconsequential buildings are not formally inspected by building maintenance officers, relying on the regular users to note any faults for formal inspection.

5.2.2 Insurance

Council has a process to report any incidents when they occur.

5.3 Routine Operations and Maintenance Plan

Maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again. Maintenance excludes rehabilitation or renewal.



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Maintenance activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Maintenance may be classified into Reactive, Planned and Specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and should be managed through a maintenance management system (MMS).

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacing air conditioning units, etc. This work falls below the capital/maintenance threshold but may require a specific budget allocation.

Table 5.3.1: Staffing levels

Position	Effective Full Time (EFT)
Co-ordinator Major Projects and Building Maintenance	0.25
Team Leader Building Maintenance	1.0
5 Full Time workers	5.0
1 Apprentice	1.0
Total	7.25 EFT

5.3.1 Operations and Maintenance Plan

Actual past operational and maintenance expenditure is shown in Table 5.3.1.

Table 5.3.2: Maintenance Expenditure Trends

Year	Building Maintenance Department Expenditure		
	Operations and	Administration	Total
2014/15	\$1,157,000	\$715,000	\$1,872,000
2015/16	\$1,079,000	\$715,000	\$1,794,000
2016/17	\$1,117,000	\$718,000	\$1,835,000

Assessment and prioritisation of reactive maintenance is undertaken by Council officers using experience and judgement.

These estimates have been reflected in projected maintenance figures of this plan.

The accepted industry estimation, of the amount of maintenance funding required to ensure a building portfolio is well maintained, ranges between .5% and 1.5% of total replacement value per annum. In Latrobe City Council's case, based on current Replacement Cost of **\$357M** and proposed complex structures of **\$73.3M** to come on line in the next 5 years, an annual building maintenance budget of **\$3.78M** should be considered.



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5.3.2 Asset Hierarchy and Criticality

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

To assist in monitoring service delivery and calculating risk, the organisation's service hierarchy is shown in Table 5.3.2.

Table 5.3.4: Draft Building Hierarchy

Building Hierarchy	Service Level Descriptors
HIERARCHY A	High level regional Facility, complex facility, core council service and/or very high use
HIERARCHY B	Major town facility and/or high use
HIERARCHY C	Minor facility in a major town and/or medium use
HIERARCHY D	Main facility in a small town/hamlet and/or medium to low use
HIERARCHY E	Very low use or vacant

Table 5.3.4b: Draft Building Criticality

Criticality	Structure Types
Latrobe City Council Buildings & Structures	
1	LCC-1- (Major Structures : HQ, Service Centres)
2	LCC-2- (Major Structures : Preschools, MCH, Works Depot, Public Toilets)
3	LCC-3- (Major Structures : Community Halls, Recreation, Freight, Airport)
4	LCC-4- (Minor Structures : HQ, Service Centres, Preschools, MCH, Work Depots, Recreation, Freight, Airport, Tourism)
5	LCC-5- (Minor Structures : BBQ shelters, Picnic shelters, Cubby Houses, Vacant unused)
Committees, Clubs, Associations and Emergency Services Buildings & Structures	
2	CCA-1- (Major Structures : Emergency Services)
3	CCA-2- (Major Structures : Community Halls, Show Pavilions, Public Toilets)
4	CCA-3- (Major Structures : Clubrooms)
4	CCA-4- (Minor Structures : Emergency Services, Community Halls, Show Pavilions, Clubrooms)
5	CCA-4- (Minor Structures : Sporting shelters, Cubby Houses,)

Building criticality is being developed to classify buildings by a range of factors for prioritising limited funds. This will be refined for the next plan.



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5.3.3 Operations and Maintenance Strategies

The organisation will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. This is being developed as part of a maintenance management system and the following proposed/identified activities will be modified as that plan/system develops.

The operation and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner,
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50 – 70% planned maintenance desirable as measured by cost),
- Maintain a current infrastructure risk register for assets and present service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council/Board,
- Review current and required skills base and implement workforce training and development to meet required operations and maintenance needs,
- Review asset utilisation to identify underutilised assets and appropriate remedies, and over utilised assets and customer demand management options,
- Maintain a current hierarchy of critical assets and required operations and maintenance activities,
- Develop and regularly review appropriate emergency response capability,
- Review management of operations and maintenance activities to ensure Council is obtaining best value for resources used.

5.3.3.1 Maintenance and operation of Critical Assets

Critical assets are those assets which have a high consequence of failure but not necessarily a high likelihood of failure. By identifying critical assets and critical failure modes, organisations can target and refine investigative activities, maintenance plans and capital expenditure plans at the appropriate time.

Operations and maintenances activities may be targeted to mitigate critical assets failure and maintain service levels. These activities may include increased inspection frequency, higher maintenance intervention levels, etc.

At present a specific program of inspection has not been developed or costed. This will be developed in conjunction with the stakeholders as time and resources allow.



Figure 5.3.3: Projected Operations and Maintenance Expenditure



Deferred maintenance are works that are identified for maintenance and unable to be funded and are to be included in future risk assessment and analysis.

Maintenance is funded from the operating budget where available. This is further discussed in Section 6.2.

5.4 Renewal/Replacement Plan

Renewal and replacement expenditure is major work that does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade or expansion or new works expenditure.

5.4.1 Renewal Plan

The data from the asset register has been used to project the renewal costs using acquisition year and useful life to determine the renewal year. Condition Assessment to determine renewal is proposed to be used in future iterations of this Plan.

The useful lives of assets used to develop projected asset renewal expenditures are shown in Table 5.4.1. Asset useful lives which were last reviewed on June 30, 2013⁶

Table 5.4.1: Useful Lives of Assets

Asset Category	Life Group	Current Useful Life per valuation	Useful life Modelled in BAMP
Major Structures	Very Long Life	80 years	125 years
Major Structures	Long Life	80 years	80 years
Major Structures	Medium Life	80 years	50 years
Minor Structures	Short Life	80 years	25 years

⁶ Last formal revaluation of building assets



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This table shows the current life used in Council's building valuation (2013) compared to a more refined useful life based on a specific estimate of the remaining life or an assessment of the components of a building.

A revised building valuation will occur in 2018 which will update useful lives based on building components.

5.4.2 Renewal and Replacement Strategies

The organisation will plan capital renewal and replacement projects to meet level of service objectives and minimise infrastructure service risks by:

- Planning and scheduling renewal projects to deliver the defined level of service in the most efficient manner,
- Undertaking project scoping for all capital renewal and replacement projects to identify:
 - the service delivery 'deficiency', present risk and optimum time for renewal/replacement,
 - the project objectives to rectify the deficiency,
 - the range of options, estimated capital and lifecycle costs for each options that could address the service deficiency,
 - evaluate the options against evaluation criteria adopted by the organisation, and
 - select the best option to be included in capital renewal programs,
- Using 'low cost' renewal methods (cost of renewal is less than replacement) wherever possible,
- Maintain a current infrastructure risk register for assets and service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council/Board,
- Review current and required skills base and implement workforce training and development to meet required construction and renewal needs,
- Maintain a current hierarchy of critical assets and capital renewal treatments and timings required :
- Review management of capital renewal and replacement activities to ensure Council is obtaining best value for resources used.

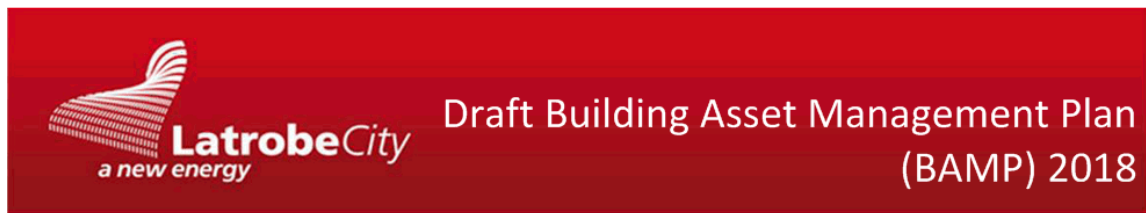
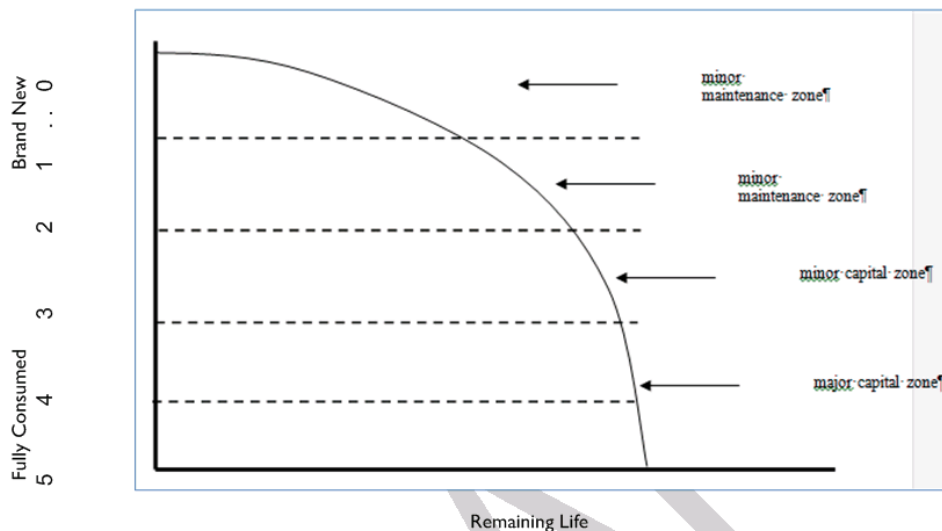


Figure 5.4.2 Condition and its relationship to intervention



5.4.3 Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (eg replacing a bridge that has a 5 T load limit with a bridge with a 5 T load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (eg roughness of a road).⁷

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure (criticality – see Appendices),
- Have a high utilisation and subsequent impact on users would be greatest,
- The total value represents the greatest net value to the organisation,
- Have the highest average age relative to their expected lives,
- Are identified in the BAMP as key cost factors,
- Have high operational or maintenance costs, and
- Where replacement with modern equivalent assets would yield material savings.⁸

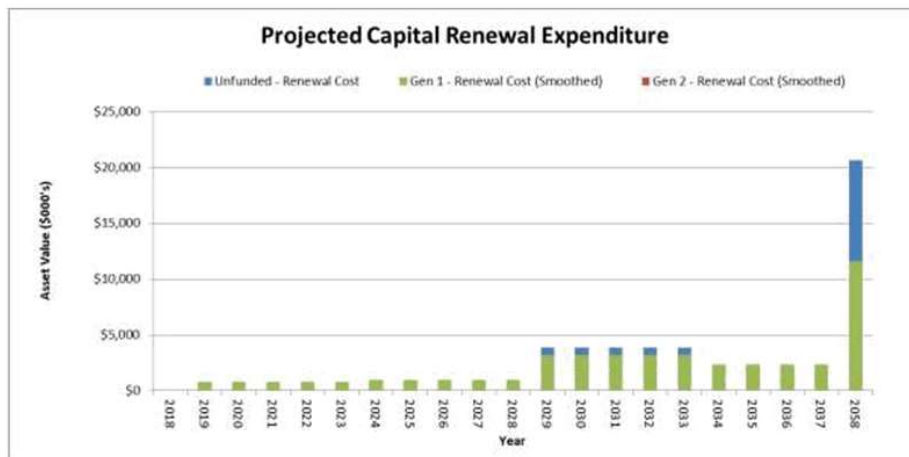
⁷ IPWEA, 2011, IIMM, Sec 3.4.4, p 3|60.

⁸ Based on IPWEA, 2011, IIMM, Sec 3.4.5, p 3|66.



5.4.4 Summary of future renewal and replacement expenditure

Fig 5.4.4: Projected Capital Renewal and Replacement Expenditure



Renewals and replacement expenditure in Latrobe City’s capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

5.5 Creation/Acquisition/Upgrade Plan

5.5.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as Councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 5.5.1.

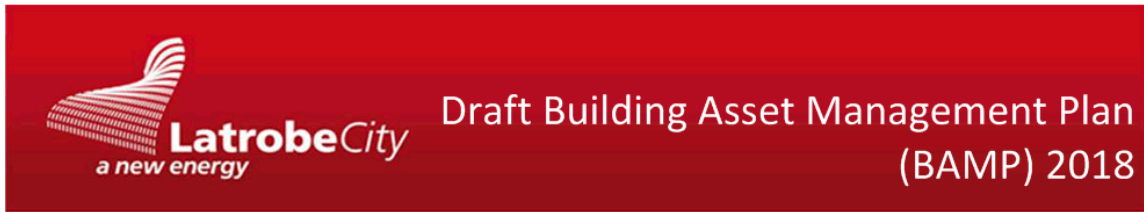


Table 5.5.1: New Assets Priority Ranking Criteria

Criteria	Weighting (%)
Reducing community risk profile	50
Reduce maintenance activity	30
Improve environmental outcomes	15
Promote economic benefits	5
Total	100%

5.5.2 Capital Investment Strategies

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,

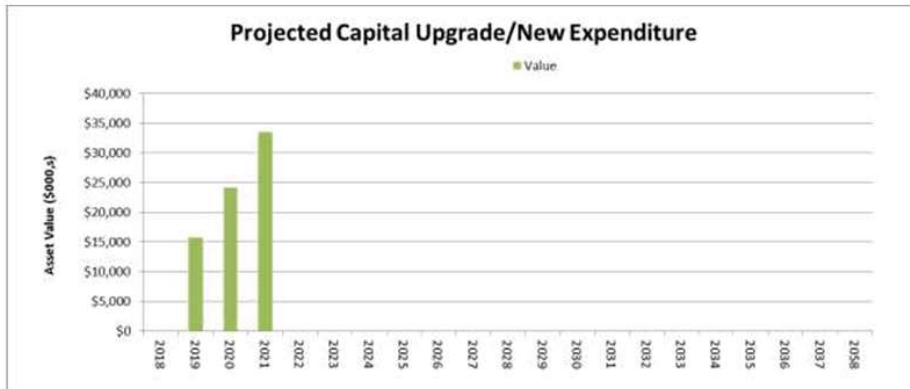
- Undertake project scoping for all capital upgrade/new projects to identify:
 - the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset,
 - the project objectives to rectify the deficiency including value management for major projects,
 - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency,
 - management of risks associated with alternative options,
 - and evaluate the options against evaluation criteria adopted by Council, and
 - select the best option to be included in capital upgrade/new programs,
- Review current and required skills base and implement training and development to meet required construction and project management needs, and
- Review management of capital project management activities to ensure Council is obtaining best value for resources used.

Standards and specifications for new assets and for upgrade/expansion of existing assets are the same as those for renewal shown in Section 5.4.2.



5.5.3 Summary of future upgrade/new assets expenditure

Figure 6 Projected Capital Upgrade/New Asset Expenditure



Future upgrade and new asset expenditure has been discussed in detail above in Section 4.2 - Asset Programs To Meet Demand.

5.6 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any.

The revenue projected is not sufficient to be included in Council's long term financial plan. Currently there are no disposals identified.



6 FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of the BAMP. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

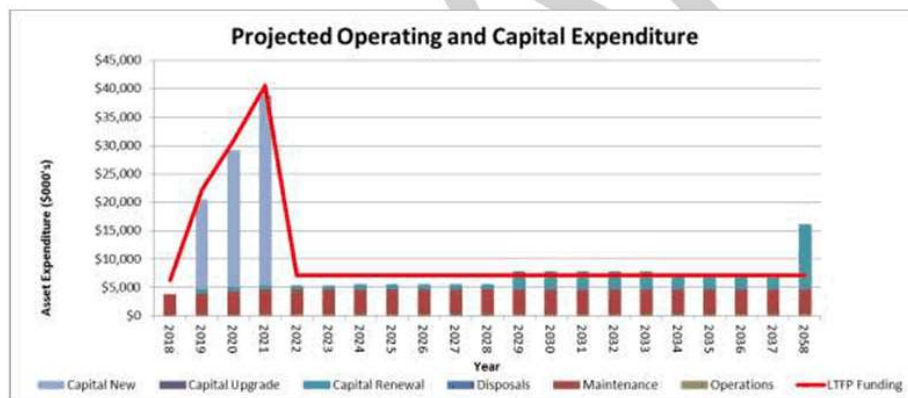
Table 6.1 : Financial Classification “Property”

Financial Sub-Class	Valuation Input	Valuation Technique	June 2013 Replacement Valuation
Buildings	Level 3	Cost Approach	\$290,424,500
Total Greenfields Valuation			\$290,424,500

6.1 Financial Statements and Projections

The financial projections are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). All amounts are shown in net real values (No inflation).

Fig 7: Projected Operating and Capital Expenditure





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6.1.1 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the:

- Asset renewal funding ratio,
- Long term life cycle costs versus expenditures
- medium term projected versus budgeted expenditures
- Short term projected versus budgeted expenditures.

6.1.1.1 Asset Renewal Funding Ratio

The Asset Renewal Funding Ratio is the most important indicator. It is calculated by dividing the actual renewal expenditure by the predicted renewal requirements and reveals that over the next 20 years, Council is forecasting that it will have **115%** of the funds required for the optimal renewal and replacement of its assets. Though this may appear positive further analysis indicates while over the next 20 years renewal is catered for but when considered in terms of the total expenditure to deliver the building service the under provisioning for maintenance more than offsets the positive level of provisioning for renewal. This is summarised below.

Table 6.1a : Financial Classification "Property"

Summary of Provisioning for the First 10 Years of the Building Service				
Cost Element	Budget/LTFP	Projected Expenditure	Variance	Provisioning
Overheads	\$187	\$187	\$0	100%
Maintenance	\$1,618	\$3,612	\$1,994	45%
Renewal	\$2,465	\$2,149	-\$316	115%
Upgrade	\$0	\$0	\$0	100%
Disposal	\$0	\$0	\$0	100%
New	Not included in analysis			N/A
All	\$4,270	\$5,948	-\$1,678	72%

6.1.1.2 Long term - Lifecycle Cost

Lifecycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over an asset's life cycle. Lifecycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The lifecycle cost for the services covered in this asset management plan is **\$8,479,000** per year over the next 20 years.

Lifecycle costs can be compared to life cycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles.

Life cycle expenditure includes operations, maintenance and capital renewal. The projected life cycle expenditure over the 20 year planning period is **\$4,270,000** per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 20 years).



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A gap between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is **-ve \$4,209,000** per year (-ve = gap, +ve = surplus).

Long term life cycle expenditure is **50%** of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

6.1.1.3 Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is **\$5,961,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$4,270,000** on average per year giving a 10 year funding under-allocation of **\$1,691,000** per year. This indicates that Council expects to have **72%** of the projected expenditures needed to provide the services documented in the BAMP.

6.1.1.4 Medium Term – five year financial planning period

The projected operations, maintenance and capital renewal expenditure required over the first five years of the planning period is **\$6,893,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$4,270,000** on average per year giving a 5 year funding under-allocation of **\$2,62,300**. This indicates that Council expects to have **62%** of projected expenditures required to provide the services shown in the BAMP.

Table 6.1b Sustainability ratios

Latrobe Buildings:	
Asset Renewal Funding Ratio	
Asset Renewal Funding Ratio: (LTFP Renewal/Forecast Renewal for next 20 Years)	115%
Asset Renewal Funding Ratio: (LTFP Renewal/Depreciation entire for next 20 Years)	53%
Long Term - Life Cycle Costs (Dollars in \$000's per yr)	
Life Cycle Cost [average 20 years projected ops, maint exp and depreciation.]	\$8,479



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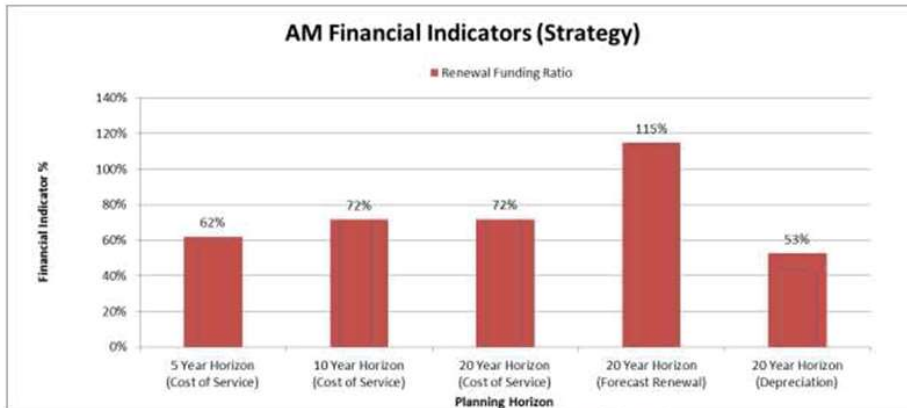
Life Cycle Exp [average 20 years LTFP budget ops, maint & capital renewal exp]	\$4,270
Life Cycle Gap [ave life cycle expenditure – ave life cycle cost (-ve = gap)]	-\$4,209
Life Cycle Indicator [life cycle expenditure / life cycle cost]	50%
Medium Term - 10 year financial planning period (Dollars in \$000's per Yr)	
10 yr \ Overhead, Maint & Renewal Projected Expenditure	\$5,961
10 yr \ Overhead, Maint & Renewal LTFP Budget Exp	\$4,270
10 year financing shortfall [10 yr proj exp - 10 LTFP Budget exp]	-\$1,691
10 year financing indicator [10 LTFP Budget exp / 10 yr proj exp]	72%
Short Term – 5 year financial planning period (Dollars in \$000's per yr)	
5 yr \ Overhead, Maint & Renewal Projected Expenditure	\$6,893
5 yr \ Overhead, Maint & Renewal LTFP Budget Exp	\$4,270
5 year financing shortfall [5 yr proj exp - 5 LTFP Budget exp]	-\$2,623
5 year financing indicator [5 yr LTFP Budget exp / 5 yr proj exp]	62%

6.1.1.5 Asset management financial indicators

Figure 7A shows the asset management financial indicators over the 10 year planning period and for the long term life cycle.



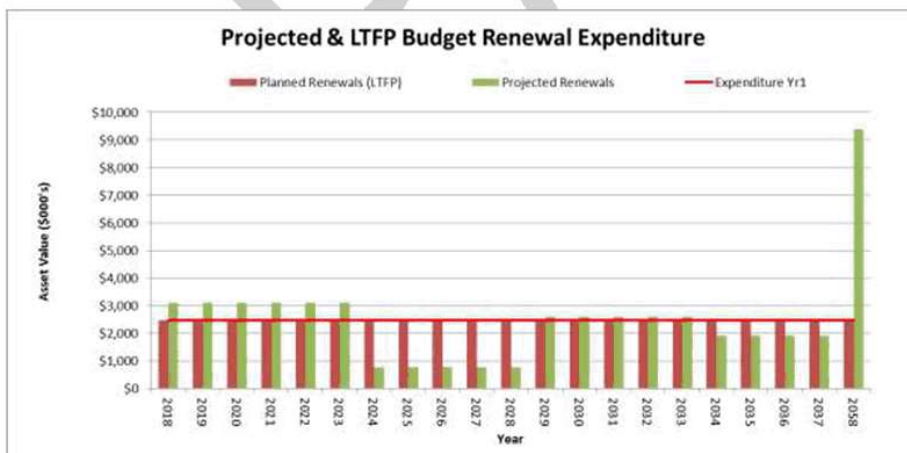
Figure 7A: Asset Management Financial Indicators



Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 100% for the first years of the BAMP and ideally over the 10 year life of the Long Term Financial Plan.

Figure 8 shows the projected asset renewal and replacement expenditure over the 20 years of the BAMP. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long-term financial plan.

Figure 8: Projected and LTFP Budgeted Renewal Expenditure



6.1c shows the over-allocation between projected renewal and replacement expenditures and expenditure accommodated in long term financial plan. Budget expenditures accommodated in the long-term financial plan or extrapolated.



Table 6.1c: Projected and LTFP Budgeted Renewals and Financing Variances

Latrobe City - BUILDINGS				
Year End Jun-30	Projected Renewals (\$'000)	LTFP Renewal Budget (\$'000)	Renewal Financing Variance (- gap, + surplus) (\$'000)	Cumulative Variance (- gap, + surplus) (\$'000)
2018	\$3,100	\$2,465	-\$635	-\$635
2019	\$3,100	\$2,465	-\$635	-\$1,269
2020	\$3,100	\$2,465	-\$635	-\$1,904
2021	\$3,100	\$2,465	-\$635	-\$2,538
2022	\$3,100	\$2,465	-\$635	-\$3,173
2023	\$3,100	\$2,465	-\$635	-\$3,807
2024	\$770	\$2,465	\$1,695	-\$2,112
2025	\$770	\$2,465	\$1,695	-\$417
2026	\$770	\$2,465	\$1,695	\$1,278
2027	\$770	\$2,465	\$1,695	\$2,973
2028	\$770	\$2,465	\$1,695	\$4,669
2029	\$2,577	\$2,465	-\$112	\$4,556
2030	\$2,577	\$2,465	-\$112	\$4,444
2031	\$2,577	\$2,465	-\$112	\$4,332
2032	\$2,577	\$2,465	-\$112	\$4,220
2033	\$2,577	\$2,465	-\$112	\$4,108
2034	\$1,907	\$2,465	\$558	\$4,666
2035	\$1,907	\$2,465	\$558	\$5,223
2036	\$1,907	\$2,465	\$558	\$5,781
2037	\$1,907	\$2,465	\$558	\$6,339
2038	\$1,907	\$2,465	\$558	\$6,896

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

6.1.2 Projected expenditures for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in 2016 real values.



Table 6.1.2: Projected Expenditures for Long Term Financial Plan (\$000)

Latrobe City - BUILDINGS					
Year	Operations	Maintenance	Projected Capital Renewal	Capital Upgrade/New	Disposals
2018	\$187	\$3,607	\$3,100	\$0	\$0
2019	\$195	\$3,773	\$3,100	\$15,700	\$0
2020	\$209	\$4,029	\$3,100	\$24,100	\$0
2021	\$227	\$4,384	\$3,100	\$33,500	\$0
2022	\$227	\$4,384	\$3,100	\$0	\$0
2023	\$227	\$4,385	\$3,100	\$0	\$0
2024	\$227	\$4,385	\$770	\$0	\$0
2025	\$227	\$4,385	\$770	\$0	\$0
2026	\$227	\$4,385	\$770	\$0	\$0
2027	\$227	\$4,386	\$770	\$0	\$0
2028	\$227	\$4,386	\$770	\$0	\$0
2029	\$227	\$4,386	\$2,577	\$0	\$0
2030	\$227	\$4,386	\$2,577	\$0	\$0
2031	\$227	\$4,387	\$2,577	\$0	\$0
2032	\$227	\$4,387	\$2,577	\$0	\$0
2033	\$227	\$4,387	\$2,577	\$0	\$0
2034	\$227	\$4,388	\$1,907	\$0	\$0
2035	\$227	\$4,388	\$1,907	\$0	\$0
2036	\$227	\$4,388	\$1,907	\$0	\$0
2037	\$227	\$4,388	\$1,907	\$0	\$0
2038	\$227	\$4,389	\$1,907	\$0	\$0

All dollar values are in (\$'000)'s

6.2 Funding Strategy

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 6.1.2 will be accommodated in the Council's 10 year long-term financial plan.

The high expenditure in Capital Expenditure Upgrade and New assets for 2019, 2020, and 2021 primarily represent known projects associated with the Latrobe Creative Precinct and the Gippsland Regional Aquatic Centre.

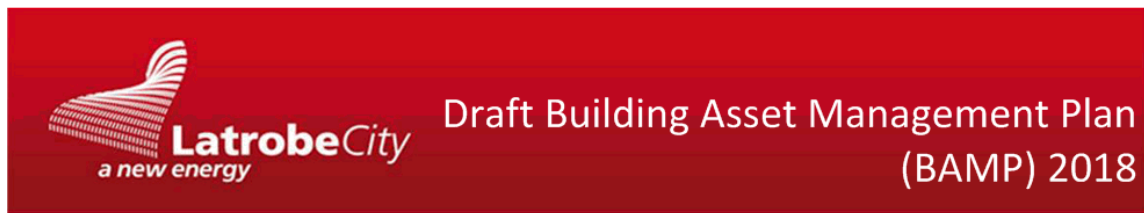


Figure 9: LTFFP Expenditure Projections (\$,000)

Projected Expenditure	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Cap Ex Renewal/Replacement of existing assets	3,100	3,100	3,100	3,100	3,100	3,100	770	770	770	770
Cap Ex Upgrade/New assets	0	15,700	24,100	33,500	0	0	0	0	0	0
Overhead** cost of existing assets	187	187	187	187	187	187	187	187	187	187
Overhead** cost of New assets	0	9	22	40	40	40	40	40	40	40
Maintenance cost of existing assets	3,612	3,612	3,612	3,612	3,612	3,612	3,612	3,612	3,612	3,612
Maintenance cost of New assets	0	167	423	778	778	778	779	779	779	779
Disposal of Surplus assets	0	0	0	0	0	0	0	0	0	0
Annual Asset Class Funding Requirement	6,893	22,768	31,437	41,211	7,711	7,711	5,382	5,382	5,382	5,383
Average Annual Asset Funding Requirement		\$22,004*				\$5,848				

* It should be noted that the average annual expenditure of \$22 million is exaggerated by the extraordinary expenditure on recreation and leisure facilities over 2019 - 2021.

** Overhead allowance is for Building Maintenance Staff wages (not included in Maintenance Cost calculations) and internal staff directly related to monitoring assets conditions and planning.

Maintenance and Operations figures for new assets are included, these costs increase in line with the growth in assets due to developer contributions and new and upgrade projects.

6.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated (gifted) to Council. Figure 10 shows the projected (gross) replacement cost asset values over the planning period in real values.

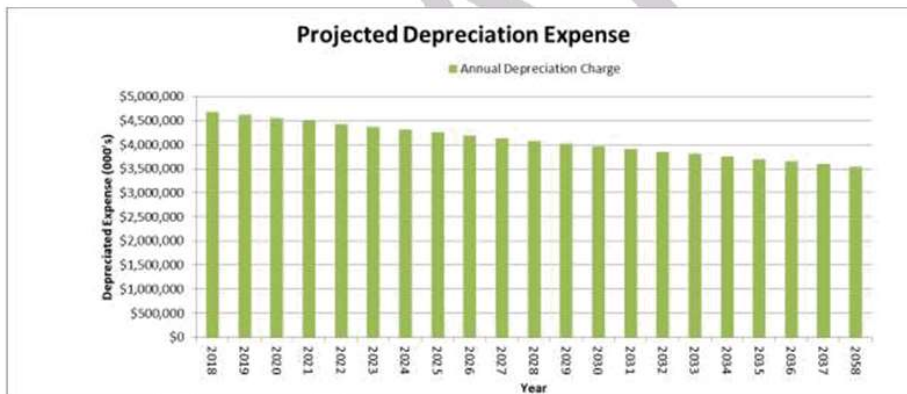


Figure 10: Projected Asset Values



Depreciation expense values are forecast in line with asset values as shown in Figure 11.

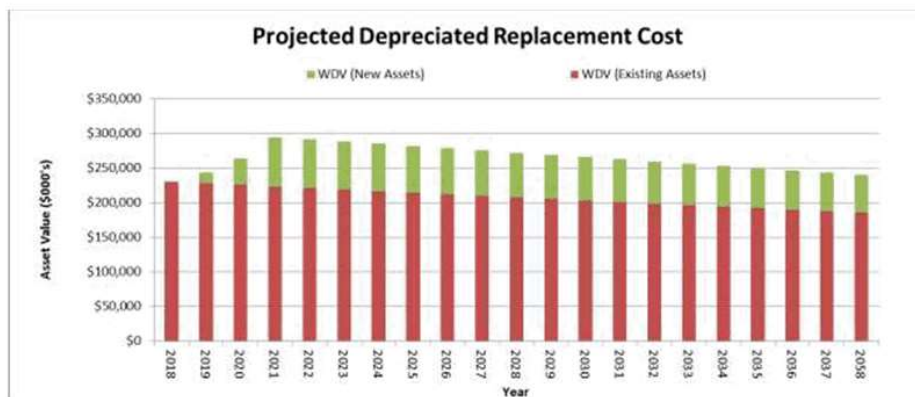
Figure 11: Projected Depreciation Expense



The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 12. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.



Figure 12: Projected Depreciation Replacement Cost



6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in the BAMP and risks that these may change are shown in Table 6.4.

Table 6.4: Key Assumptions made in the BAMP

Key Assumptions
Additional maintenance funds will be made available to continue current services as Council's asset base grows from assets handed over from developers and asset upgrades.
Maintenance and renewal funding will need to be prioritised in the rate capping environment.
Forecasted financial plans are in today's dollars (Net Present Value)
Current maintenance levels of service will remain the status quo.
The funds raised via a Development Contribution Plan for the provision of community facilities have not been taken into consideration for this iteration of the BAMP as further investigation is required.
Renewal is based on returning the existing building portfolio to its current service level.
Upgrade or increased capacity projects beyond those identified in this plan are subject to separate capital bids.



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6.4.1.1 Inferred and reported condition

Based on current industry knowledge, Latrobe City Council has adopted 80 years as the life expectancy for buildings in its valuation of 2013. In the financial analysis of this iteration of the BAMP Latrobe City Council's building assets have been categorised as either very long, long, medium or short life assets with assumed useful lives of 125 years, 80 years, 50 years and 25 years respectively.

Using simple analysis, based on these assumed useful lives, buildings with origins before 1893 for very long-life buildings, 1938 for long life buildings, 1968 for medium life buildings and 1993 for short life buildings are forecast to be due for renewal this year.

However, experience and evidence shows that some assets deteriorate faster than others and will require renewal sooner than that suggested by their expected useful life and other last longer than that expected.

Future iterations of this plan will introduce componentised condition in buildings.

Condition, and remaining life will be inferred by a degradation curve for long life building assets using the asset's construction date.

6.4.1.2 Current Conditions

It is known that buildings (parts/components of buildings) may last longer than the current accounting lifespan of 80 years. Therefore, improving building knowledge via the improvement plan, and moving to an evidence based condition system has the potential to allow for more targeted planning of expenditure.

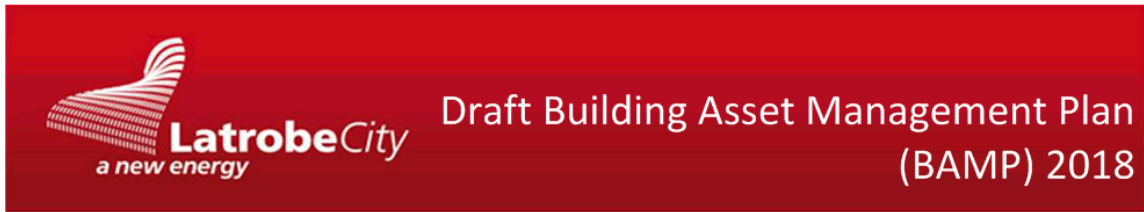
6.5 Forecast Reliability and Confidence

The expenditure and valuations projections in the BAMP are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a five level scale⁹ in accordance with Table 6.5.

Table 6.5: Data Confidence Grading System

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D Very Uncertain	Data based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E Unknown	None or very little data held.

⁹ IPWEA, 2011, IIMM, Table 2.4.6, p 2|59.



The estimated confidence level for and reliability of data used in the BAMP is shown in Table 6.5.1.

Table 6.5.1: Data Confidence Assessment for Data used in the BAMP

Data	Confidence Assessment	Comment
Demand drivers	Uncertain	
Growth projections	Reliable	
Operations expenditures	Reliable	Obtained from Finance Department
Maintenance expenditures	Reliable	Obtained from Finance Department
Projected Renewal exps.		
- Asset values	Reliable	
- Asset residual values	Reliable	
- Asset useful lives	Reliable	Benchmarked against like Councils and reviewed in 2015
- Condition modelling	Underway	refer BAMP Improvement Plan
- Defect repairs	Uncertain	
Upgrade/New expenditures	Reliable	

Over all data sources the data confidence is assessed as Reliable confidence level for data used in the preparation of the BAMP.



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7 PLAN IMPROVEMENT AND MONITORING

7.1 Status of Asset Management Practices

7.1.1 Accounting and financial systems

Council uses FinanceOne from TechnologyOne as the finance system.

7.1.1.1 Accounting standards and regulations

The applicable accounting standards are AASBI 16 "Property, Plant, and Equipment", AASBI 13 "Fair Value Measurement" and AASBI 38 "Intangible Assets"

7.1.1.2 Capital/maintenance threshold

Council has set a value of \$10,000 in maintenance expenditure before it is considered to be capitalised –the costs captured as renewal or upgrade as opposed to maintenance.

7.1.1.3 Required changes to accounting financial systems arising from the BAMP

No specific changes have been identified however with advances in Maintenance Management processes, the Finance system may be modified to better capture maintenance effort against the assets (as opposed to generally). This increased detail will assist in identifying maintenance and renewal needs.

7.1.2 Asset Management System

Council uses MyData Asset Management System from Assetic Pty Ltd. It is a sophisticated database system that allows detailed management of the data. A partner to this is MyPredictor Asset Modelling System also from Assetic that will, once implemented with the data and necessary algorithms, allow Council to model the deterioration of assets via condition and improve the science of lifecycle costing.

Asset registers

The asset register relevant to the BAMP held in MyData includes:

Asset Category	Description	Example
Facility	Parent Level Site Classification where building/facility is the focus of the site – Parent-classification for a site that Council from or has an interest in	Corporate Headquarters Site
Park Site	Parent Level Site Classification where the building/facility is part of a larger open space site or recreational complex – Parent- classification for a site that Council from or has an interest in	Recreation Reserves, Bushland Reserves
Buildings	Child Level Classification – Building/Facility that Council owns or manages	Morwell Library and Service Centre
Other Buildings	Child Level Classification – Building/Facility that Council does not own or manage. Information will be retained in asset management system to confirm ownership and responsibility is not Council.	Jeeralang North Hall
Building Improvements	Child level Classification – Structures, Sheds,	Rotundas, Sheds, Shelter



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Linkage from asset management to financial system

Asset Accounting for buildings occurs in the Finance department. There is no integration between financial and asset management systems. The issue of who handles transactions when Building data is migrated to MyData is yet to be determined.

Accountabilities for asset management system and data maintenance

Team Leader Asset Strategy and Co-ordinator Infrastructure Planning

Required changes to asset management system arising from the BAMP

The AMS used is sophisticated and very capable. No changes are required to the system. Changes proposed are related to the data and information that reside in the system. This is discussed in Appendix G – BAMP Improvement Plan.

7.1.3 Geographic Information System (GIS)

Council's building spatial data is contained and updated GIS layers and can be viewed via the internal GIS viewer, Inramaps.

7.2 Monitoring and Review Procedures

This asset management plan will be reviewed periodically and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The BAMP will be updated to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the organisation's long term financial plan.

The financial model of this BAMP should be reviewed annually to adjust for changes to the network, and BAMP should be reviewed every 4 years at a minimum to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values consistent with the organisation's long term financial plan .

7.3 Performance Measures

The effectiveness of the BAMP can be measured in the following ways:

The degree to which the required projected expenditures identified in the BAMP are incorporated into Council's long term financial plan;

The degree to which one to five year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the BAMP;

The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans, and;

The Asset Renewal Funding Ratio achieving the target of 100%.



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8 REFERENCES

Documents referenced by the BAMP include:

IPWEA, 2011, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM

IPWEA, 2011, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.

IPWEA, 2011, 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMG.

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9 APPENDICES

Appendices attached to the BAMP include:

- Appendix A *Budgeted Expenditures Accommodated in LTFP*
- Appendix B *Abbreviations*
- Appendix C *Glossary*
- Appendix D- *BAMP Improvement Plan*

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9.1 Appendix A - Budgeted Expenditures Accommodated in LTFP

Expenditure currently incorporated into annual budgets and the LTFP include:

BUDGET Y. (\$'000's)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Management Overhead Budget	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547
Asset Management Budget	\$41,719	\$41,719	\$41,719	\$41,719	\$41,719	\$41,719	\$41,719	\$41,719	\$41,719	\$41,719
Operations Budget	\$131,563	\$131,563	\$131,563	\$131,563	\$131,563	\$131,563	\$131,563	\$131,563	\$131,563	\$131,563
OPERATIONS BUDGET	\$186,829	\$186,829	\$186,829	\$186,829	\$186,829	\$186,829	\$186,829	\$186,829	\$186,829	\$186,829
Proactive Maintenance Budget	\$1,254,800	\$1,254,800	\$1,254,800	\$1,254,800	\$1,254,800	\$1,254,800	\$1,254,800	\$1,254,800	\$1,254,800	\$1,254,800
Reactive Maintenance Budget	\$253,000	\$253,000	\$253,000	\$253,000	\$253,000	\$253,000	\$253,000	\$253,000	\$253,000	\$253,000
Other Mt. Maintenance (Budget Shortfall)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MAINTENANCE BUDGET	\$1,507,800	\$1,507,800	\$1,507,800	\$1,507,800	\$1,507,800	\$1,507,800	\$1,507,800	\$1,507,800	\$1,507,800	\$1,507,800
Revenues Budget	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000
Utilities/Regulation Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planned new Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planned Asset Disposal Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURE BUDGET	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000	\$2,465,000
TOTAL EXPENDITURE (LTFP BUDGET) OR: MAINT. CHGR	\$4,889,629	\$4,889,629	\$4,889,629	\$4,889,629	\$4,889,629	\$4,889,629	\$4,889,629	\$4,889,629	\$4,889,629	\$4,889,629



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9.2 Appendix B - Abbreviations

Abbreviations used in the BAMP include:

AAAC	Average annual asset consumption
AM	Asset management
AEP	Annual Exceedance Probability
ASC	Annual service cost
BOD	Biochemical (biological) oxygen demand
CRC	Current replacement cost
CWMS	Community wastewater management systems
DA	Depreciable amount
BAMP	Building Asset Management Plan
DRC	Depreciated replacement cost
IRMP	Infrastructure risk management plan
LCC	Life Cycle cost
LCE	Life cycle expenditure
LTFP	Long term financial plan
MMS	Maintenance management system
PCI	Pavement condition index
RV	Residual value
SoA	State of the Assets
WDCRC	Written down current replacement cost



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9.3 Appendix C - Glossary

Annual service cost (ASC)

- a) 1) Reporting actual cost

The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.

- b) 2) For investment analysis and budgeting

An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

Asset category

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Asset hierarchy

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Asset renewal funding ratio

The ratio of the net present value of asset renewal funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMG Financial Sustainability Indicator No 8].

Average annual asset consumption (AAAC)*

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan



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provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

Brownfields Valuation

Valuation method where the initial recognition and subsequent recognition of assets involves expensing those costs that are considered to be 'sunk' one-off costs for components that are expected to have an unlimited life such as earthworks and formation for roadworks and capitalising only those costs associated with ongoing renewal of the asset.

Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital expenditure - expansion

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

Capital expenditure - new

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

Capital expenditure - renewal

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital expenditure - upgrade

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

Capital funding

Funding to pay for capital expenditure.

Capital grants

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

Capital investment expenditure

See capital expenditure definition



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Capitalisation threshold

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

Carrying amount

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

Class of assets

See asset class definition.

Component

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

Core asset management

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cashflow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision-making).

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

Critical assets

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

Current replacement cost (CRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second-hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Deferred maintenance

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value.

Depreciated replacement cost (DRC)

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Depreciation / amortisation

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.



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Economic life

See useful life definition.

Expenditure

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

Essential Service Measures (ESM)

Essential Services Measures are the fire, life safety and health items installed or constructed in a building. The maintenance of these is the responsibility of Council's Building Maintenance Department.

Expenses

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.

Financing gap

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap, if not addressed, will result in a future diminution of existing service levels.

Greenfields valuation

Valuation method where the initial recognition and subsequent revaluation of assets involves the capitalisation of all costs including those for components that are expected to have an unlimited life (such as earthworks and formation for roadwork).

Heritage asset

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

Impairment loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Infrastructure assets

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

Investment property

Property held to earn rentals or for capital appreciation or both, rather than for:

- a) (a) use in the production or supply of goods or services or for administrative purposes; or
- b) (b) sale in the ordinary course of business.



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Key performance indicator

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of service

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

Life Cycle Cost * (LCC)

- a) **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- b) **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

Life Cycle Expenditure

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

Loans / borrowings

See borrowings.

Maintenance

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**
Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- **Reactive maintenance**
Unplanned repair work that is carried out in response to service requests and management/ supervisory directions.
- **Specific maintenance**
Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.
- **Unplanned maintenance**
Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.



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Maintenance expenditure *

Recurrent expenditure which is periodically or regularly required as part of the anticipated schedule of works to ensure that the asset achieves its useful life, and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

Materiality

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

Modern equivalent asset

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

Net present value (NPV)

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg. parks and playgrounds, footpaths, roads and bridges, libraries etc.

Operations

Regular activities to provide services such as public health, safety and amenity, eg street sweeping, grass mowing and street lighting.

Operating expenditure

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

Operating expense

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

Operating expenses

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, , depreciation, on-costs and overheads.

Operations, maintenance and renewal financing ratio

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (eg five, 10 and 15 years).



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Operations, maintenance and renewal gap

Difference between budgeted expenditures in a long-term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. five, 10 and 15 years).

Rate of annual asset consumption *

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

Rate of annual asset renewal *

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade/new *

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Recoverable amount

The higher of an asset's fair value, less costs to sell and its value in use.

Recurrent expenditure

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

Recurrent funding

Funding to pay for recurrent expenditure.

Rehabilitation

See capital renewal expenditure definition above.

Remaining useful life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

Renewal

See capital renewal expenditure definition above.

Residual value

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.



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Section or segment

A self-contained part or piece of an infrastructure asset.

Service potential

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

Service potential remaining

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

Specific Maintenance

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

Strategic Longer-Term Plan

A plan covering the term of office of councillors (four years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the Council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the Council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

Sub-component

Smaller individual parts that make up a component part.

Useful life

Either:

(a) the period over which an asset is expected to be available for use by an entity, or

(b) the number of production or similar units expected to be obtained from the asset by the entity.

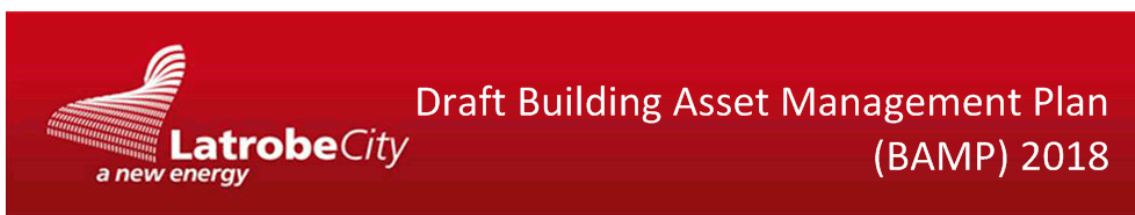
It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council.

Value in use

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary

Additional and modified glossary items shown *



9.4 Appendix D - BAMP Improvement Plan

IMPROVEMENTS
<p>Further refine and develop building information including:</p> <ul style="list-style-type: none"> • overall portfolio and categorisation, • hierarchy, • component data.
<p>Investigate expanding systems to collect customer satisfaction and level of service compliance information, and to assist user groups to manage their buildings, such as the online booking system.</p>
<p>Develop service levels in consultation with the service providers, building operators and building maintenance staff</p>
<p>Progress implementing a Maintenance Management System (MMS) to identify the current allocation of maintenance funding and allow a more strategic approach to managing maintenance and renewal.</p>
<p>Develop the analysis of financial and renewal strategies using the components of buildings instead of a single figure for a building.</p>
<p>Develop Facility Management Plans for key facilities as this is beyond the scope of this Asset Management Plan.</p>
<p>Extend the Social Infrastructure Plan development underway in Moe and surrounding area to the whole municipality to inform service provision and needs analysis.</p>
<p>Review the Building Maintenance Team's responsibilities to ensure that the Council resources are being best utilised. This includes assessment of tasks such as bridge and boardwalk maintenance; lighting, drinking fountains, power sources, bus shelter and traffic light maintenance, facility fences, pre-school playgrounds.</p>
<p>Develop more accurate funding predictions.</p>

Agenda Item: 15.5

Agenda Item: Tyers Recreation Reserve AFL Oval Lighting project

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council endorses the submission of a funding application to the Latrobe Valley Authority's Community Facility Fund for the Tyers Recreation Reserve Oval Lighting project and Netball Court Lighting project.

Executive Summary:

This report is seeking Council's endorsement to submit a funding application to the Latrobe Valley Authority's Community Facility Fund for the Tyers Recreation Reserve Oval and Netball Court lighting project.

On 8 May 2017 Council resolved to submit an application for the Tyers Recreation Reserve Oval Lighting project to the 2018/19 Community Sports Infrastructure Fund – Minor Facilities program. This project was endorsed by Council prior to the finalisation and eventual adoption of the Recreation Needs Assessment, and as such was not subject to the Recreation Needs Assessment processes.

Latrobe City Council was advised on 14 February 2018 that this application was unsuccessful. Impacted stakeholders were advised on Friday 16 March 2018 once the state government had confirmed that Council was able to notify stakeholders.

Latrobe City Council had previously committed \$250,000 in a matching contribution to be allocated from the 2018/19 Latrobe City Council budget towards the project.

The Latrobe Valley Authority Community Facility fund has been identified as a funding opportunity for this project. The Latrobe Valley Authority's Community Facility Fund requires significantly less contribution from Latrobe City Council as compared to funding programs by Sport & Recreation Victoria.

A funding contribution of \$62,500 has already been identified in the draft 2018/19 Latrobe City Council budget. A further \$20,000 has recently been committed to the development of a design and cost plan for the netball court lighting.

This contribution, along with Council's previous resource contribution to the original oval lighting design (2017), along with the \$62,500 from the draft 2018/19 Latrobe City Council budget are proposed to be used as a contribution towards the funding application to the Latrobe Valley Authority.

These lighting projects have been discussed with the Latrobe Valley Authority, and Latrobe City Council has been encouraged to submit an Expression of Interest for both the oval lighting and netball court lighting to the Community Facility Fund as soon as possible.

Declaration of Interests:

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

Background:

At the 8 May 2017 Ordinary Council meeting, Council resolved the following:

That Council:

1. *Endorse the following projects for submission to the Community Sports Infrastructure Funding programs:*
 - a. *Tyers Recreation Reserve Oval lighting – Minor funding program*
 - b. *Northern Reserve Newborough Oval lighting – Minor funding program*
 - c. *Traralgon South Recreation Reserve Change facilities – Cricket facilities program*
 - d. *Traralgon Skate Park Feasibility study – Planning program*
2. *Officers prepare a funding proposal for each of the above projects.*

Accordingly, funding proposals were prepared for each project and submitted to Sport & Recreation Victoria for assessment. Of the four (4) project proposals, three (3) projects proceeded to full funding application stage. The Traralgon Skate Park Feasibility Study project which was submitted to the Community Sports Infrastructure Fund (CSIF)– Planning program did not proceed to a full application.

Full funding applications for the remaining three (3) projects were prepared and submitted for assessment. On 14 February 2018, Council was advised by Sport & Recreation Victoria of the outcome of the applications. The Tyers Recreation Reserve Oval Lighting project was not successful.

Project	Funding Program	Project Cost	Council funding	Outcome	SRV Funding

Project	Funding Program	Project Cost	Council funding	Outcome	SRV Funding
Traralgon South Pavilion upgrade	Community Sports Infrastructure Fund – Cricket Facilities	\$400,000	\$300,000	Approved	\$100,000
Northern Reserve Newborough Oval Lighting	Community Sports Infrastructure Fund – Minor Facilities	\$350,000	\$250,000	Approved	\$100,000
Tyers Recreation Reserve Oval Lighting	Community Sports Infrastructure Fund – Minor Facilities	\$350,000	\$250,000	Not approved	N/A

To support the 2018/19 CSIF application (September 2017) for the Tyers Recreation Reserve Oval Lighting project, Latrobe City Council had committed \$250,000 in matching funding from the draft 2018/19 Latrobe City Council budget.

In preparation for this funding submission, Latrobe City Council engaged a lighting consultant to complete a lighting design for the Tyers Recreation Reserve. This included a lighting design for the AFL oval as well as a lighting design for the single netball court at the facility. A recent review by a lighting consultant of the cost plan for both lighting projects indicates that the project is estimated to cost \$350,000.

Lighting for the existing tennis courts has not been considered as part of this project as Tennis Victoria has recently advised that the Tyers Tennis Club is no longer affiliated or participating in the local tennis competition.

In May 2017 investigations were completed into the power supply for the Tyers Recreation Reserve for the installation of 100 Lux LED lighting to the AFL oval and this indicated that there is sufficient supply to meet the demands of this proposed lighting project. However with the additional installation of 200 Lux LED lighting to the netball court, further investigations will be required to ensure that there is sufficient power supply for both projects. This investigation is currently underway into the need to provide additional power supply to the reserve.

Following discussion with the Latrobe Valley Authority, Latrobe City Council has been encouraged to submit an Expression of Interest for both lighting projects. The Latrobe Valley Authority has indicated that the Community Facility Funding program funding ratios may be flexible, depending upon the strength of particular projects.

Council has already committed \$62,500 in matching funding for the submission of a funding application for the oval lighting project, but there is now an opportunity to take advantage of the funding available through the Latrobe Valley Authority.

The Latrobe Valley Authority has indicated that along with the \$62,500 Council commitment, the recent additional \$20,000 funds for the design and cost plan for the netball court lighting, and previous financial commitments for the AFL oval lighting design can all be used as a matching contribution towards an LVA funding application for both projects.

Active Latrobe Valley will provide up to a maximum of \$1 million for projects under this stream. Funding applications for this program can be submitted at any time.

The funding ratios for projects are based on the total value of the project. Projects valued under \$500,000 in total project cost are considered minor projects by the LVA. Projects exceeding \$500,000 in total project cost are considered major projects by the LVA.

Table 1

Value of Project	Funding ratio
Less than \$300,000	\$3:\$1
Between \$301,000 and \$500,000	\$2:\$1*
Over \$501,000	\$1:\$1

*The LVA has indicated that the funding ratios for individual projects may be flexible.

The Tyers Recreation Reserve Oval and Netball Lighting project has already been subject to significant planning, including a design and cost plan. The total cost of both projects is estimated at \$350,000. Confirmation of the cost of these two projects has been recently reviewed and verified by a professional lighting consultant.

The original cost estimate to complete just the AFL Oval lighting project was estimated at \$330,000 (May 2017), however, a recent review indicates that the cost of these LED lighting projects has significantly reduced as demand increases for LED lighting projects, and the cost of the infrastructure becomes cheaper and more affordable to purchase and deliver. Two recent lighting projects currently being completed by Latrobe City Council were priced significantly less than the original cost estimate provided by a lighting consultant.

Reasons for Proposed Resolution:

Submitting a funding application for the Tyers Recreation Reserve Oval and Netball Court Lighting project to the Latrobe Valley Authority's Community Facility Fund will take advantage of the matching funding Council has contributed to the project and ensure the delivery of much needed sporting infrastructure to the Latrobe Valley.

Issues:

Strategy Implications

The Latrobe City Council plan (2017 – 2021) identifies that *providing community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens (Strategy No. 12)*, is a key strategy to ensure that Council Plan objectives.

Communication

Latrobe City Council has commenced discussions with the Latrobe Valley Authority in relation to these projects.

Once a decision has been made by Council in relation to the funding application to the Latrobe Valley Authority, Latrobe City Council will liaise with the Tyers Recreation Reserve Committee of Management as well as the Tyers Football Netball Club to prepare and submit the necessary documentation required to support the funding application.

Financial Implications

As previously detailed in this report, Council has committed \$62,500 towards the project from the 2018/19 Latrobe City Council budget (from the original allocation of \$250,000 for the 2018/19 CSIF funding application), with a further \$20,000 recently invested towards the development of a lighting design and cost plan for the netball courts. Both these commitments will be used as a matching contribution towards the funding application to the Latrobe Valley Authority.

In addition to this funding, Latrobe City Council will be seeking at minimum 10% Project Management costs to assist with the planning and delivery of these projects. This is a standard request by Latrobe City Council for all projects to be funded through the Latrobe Valley Authority.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Cost of project exceeds funding	Possible	Detailed design & cost plan
Power upgrade required	Possible	Investigation to determine current power supply

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

Risk has been considered as part of this report. There are two major risks associated with the majority of most lighting projects.

Firstly, there is a risk that the cost of the project will exceed the funding secured for the project. Latrobe City Council mitigates this risk by undertaking a thorough planning process, including a detailed design and cost plan for each individual project. It should be noted that recent lighting projects have been extremely competitive and the expected costs for two recent lighting projects have been significantly less than the original cost plan. This can be attributed to the fact that LED sports lighting projects are now more common and as demand increases, the prices for the LED infrastructure is decreasing.

The second risk is that of the power supply for the Tyers Recreation Reserve. An assessment was undertaken for the 100 Lux LED Oval lighting in May 2017 by an electrical contractor. It was determined that there was sufficient power for the oval lighting project, however this will be reviewed to ensure that this is still the case, with the addition of 200 Lux LED lighting proposed for the Netball Court.

Consultation

Significant community engagement, has previously taken place in the development of the Tyers Recreation Reserve Oval and Netball Court Lighting projects. Letters of support have previously been provided by the Tyers Football Netball Club, AFL Gippsland and the North Gippsland Football League.

Supporting Documents:

Council report – 2018/19 Community Sports Infrastructure Fund (8 May 2017)

Attachments

1 [↓](#).  Tyers Recreation Reserve Oval & Netball lighting design

15.5

Tyers Recreation Reserve AFL Oval Lighting project

- 1 Tyers Recreation Reserve Oval & Netball lighting design 501**

Tyers Recreation Reserve

Tyers, VIC

Lighting System

Pole / Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Group
F1-F4	30.5	30.5	6	TLC-LED-1150	6.90 kW	A
N1-N4	15.2	15.2	1	TLC-LED-400	0.40 kW	B
8			28		29.20 kW	

Group Summary				
Group	Description	Avg Load	Max Load	Fixture Qty
A		27.6 kW	27.6 kW	24
B		1.6 kW	1.6 kW	4

Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-400	LED 5700K - 75 CRI	400W	38,600	61,000	>72,000	>72,000	4
TLC-LED-1150	LED 5700K - 75 CRI	1150W	121,000	>51,000	>51,000	>51,000	24

Light Level Summary

Calculation Grid Summary							
Grid Name	Calculation Metric	Illumination				Groups	Fixture Qty
		Ave	Min	Max	Min/Max		
AFL - 100Lux	Horizontal Illuminance	119	86.1	174	0.50	A	24
Glare - AFL - 100Lux	Glare Rating	32.1	26.8	34.6	0.77	A	24
Glare -Netball - 100Lux	Glare Rating	25.1	11.7	30.3	0.39	B	4
Netball - 100Lux	Horizontal Illuminance	161	103	225	0.46	B	4
Spill - Properties along Tyers Rd	True Max Vert Illuminance	3.55	0.06	8.26	0.01	A,B	28

From Hometown to Professional



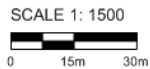
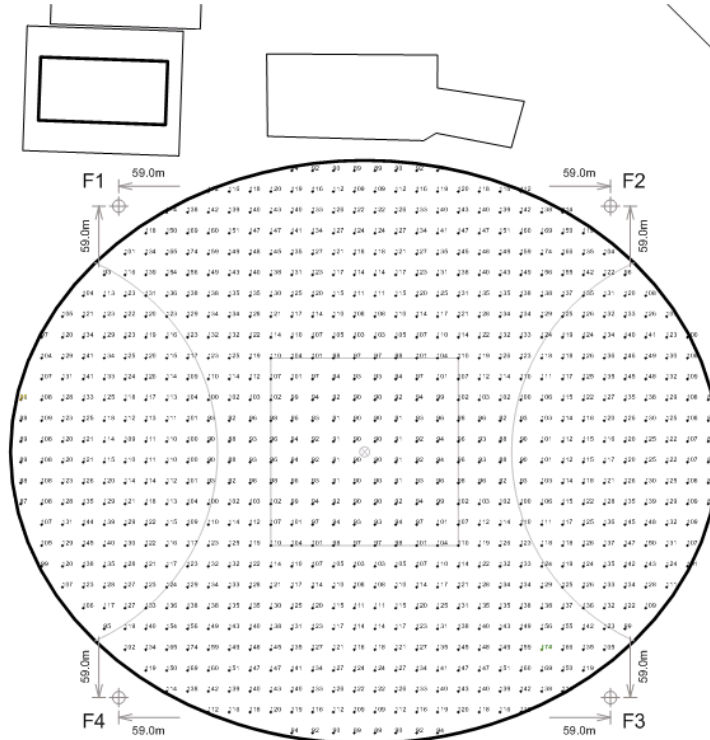
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PROJECT SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN									
Pole				Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS	
4	F1-F4	30.5m	-	30.5m	TLC-LED-1150	6	6	0	
4	TOTALS								
						24	24	0	



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

ENGINEERED DESIGN By: Sunnie • File #186349A1 • 16-May-17

Tyers Recreation Reserve

Tyers, VIC

GRID SUMMARY	
Name:	AFL - 100Lux
Size:	170.0m x 140.0m
Spacing:	5.0m x 5.0m
Height:	0.0m above grade

ILLUMINATION SUMMARY			
MAINTAINED HORIZONTAL LUX			
Entire Grid			
Scan Average:	119.16		
Maximum:	173.77		
Minimum:	86.06		
Min / Avg:	0.72		
Min / Max:	0.50		
UG (adjacent pts):	1.33		
CU:	0.78		
No. of Points:	744		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	121,000 lumens		
No. of Luminaires:	24		
Total Load:	27.6 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1150	>51,000	>51,000	>51,000
Reported per TM-21-11. See luminaire datasheet for details.			

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

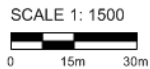
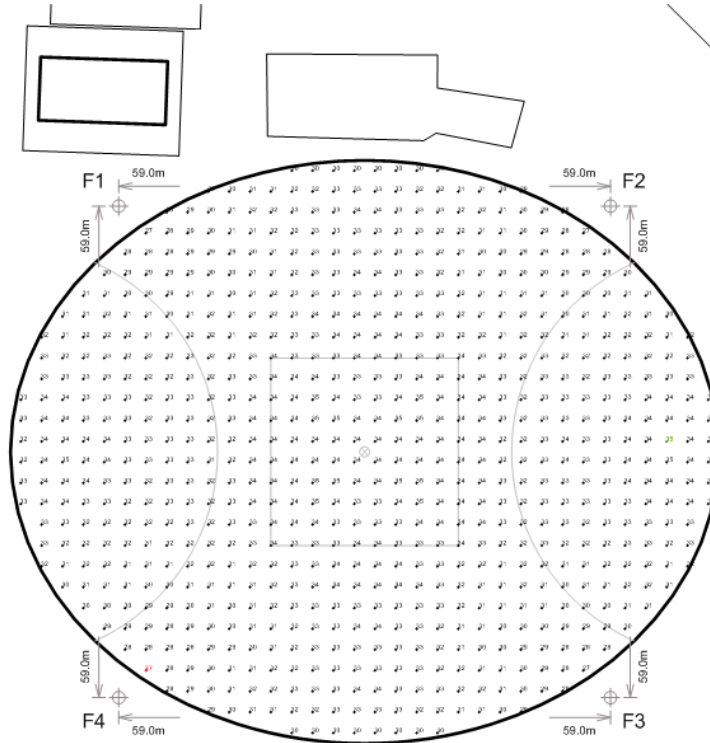
Installation Requirements: Results assume 73% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN									
Pole				Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS	
4	F1-F4	30.5m	-	30.5m	TLC-LED-1150	6	6	0	
4	TOTALS								
						24	24	0	



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

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Tyers Recreation Reserve

Tyers, VIC

GRID SUMMARY	
Name:	Glare - AFL - 100Lux
Size:	170.0m x 140.0m
Spacing:	5.0m x 5.0m
Height:	1.5m above grade

ILLUMINATION SUMMARY	
MAINTAINED GLARE RATING: Max Reading	
Entire Grid	
Scan Average:	32.13
Maximum:	34.64
Minimum:	26.83
No. of Points:	744

LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	121,000 lumens		
No. of Luminaires:	24		
Total Load:	27.6 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1150	>51,000	>51,000	>51,000
Reported per TM-21-11. See luminaire datasheet for details.			

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

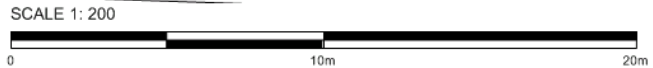
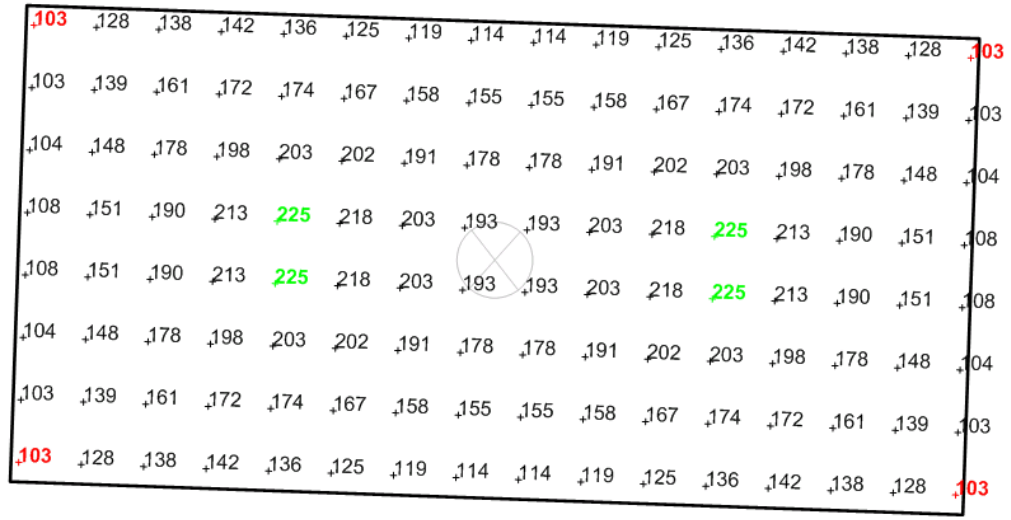
Installation Requirements: Results assume 73% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN									
Pole				Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS	
4	N1-N4	15.24m	-	15.24m	TLC-LED-400	1	1	0	
TOTALS						4	4	0	



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Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Tyers Recreation Reserve Tyers, VIC

GRID SUMMARY	
Name:	Netball - 100Lux
Size:	30.5m x 15.3m
Spacing:	2.0m x 2.0m
Height:	0.0m above grade

ILLUMINATION SUMMARY			
MAINTAINED HORIZONTAL LUX			
Entire Grid			
Scan Average:	160.50		
Maximum:	224.64		
Minimum:	102.57		
Min / Avg:	0.64		
Min / Max:	0.46		
UG (adjacent pts):	1.43		
CU:	0.60		
No. of Points:	128		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	38,600 lumens		
No. of Luminaires:	4		
Total Load:	1.6 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	61,000	>72,000	>72,000
Reported per TM-21-11. See luminaire datasheet for details.			

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

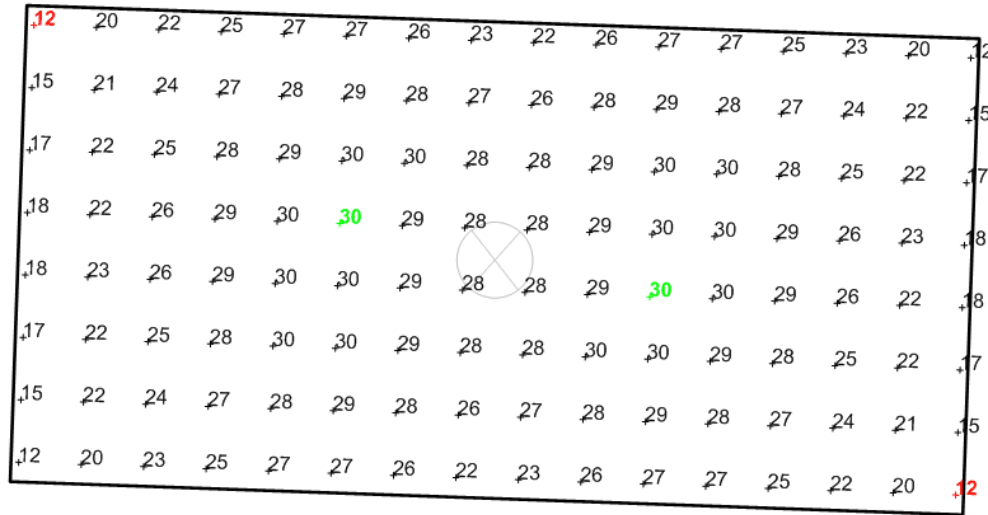
Installation Requirements: Results assume 73% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN									
Pole				Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS	
4	N1-N4	15.24m	-	15.24m	TLC-LED-400	1	1	0	
4	TOTALS								



SCALE 1: 200



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

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Tyers Recreation Reserve

Tyers, VIC

GRID SUMMARY

Name: Glare -Netball - 100Lux
Size: 30.5m x 15.3m
Spacing: 2.0m x 2.0m
Height: 1.5m above grade

ILLUMINATION SUMMARY

MAINTAINED GLARE RATING: Max Reading

Entire Grid

Scan Average: 25.07

Maximum: 30.34

Minimum: 11.72

No. of Points: 128

LUMINAIRE INFORMATION

Color / CRI: 5700K - 75 CRI

Luminaire Output: 38,600 lumens

No. of Luminaires: 4

Total Load: 1.6 kW

Lumen Maintenance

Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	61,000	>72,000	>72,000

Reported per TM-21-11. See luminaire datasheet for details.

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume 73% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

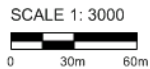
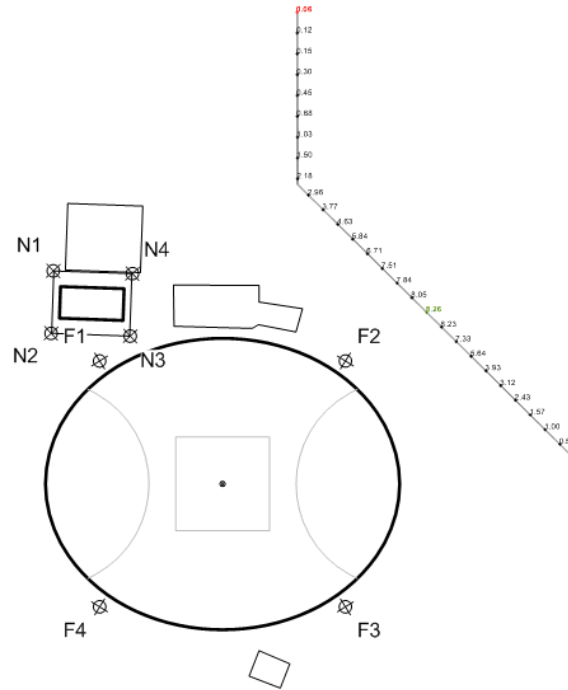


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ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
4	F1-F4	30.5m	-	30.5m	TLC-LED-1150	6	6	0
4	N1-N4	15.24m	-	15.24m	TLC-LED-400	1	1	0
8	TOTALS					28	28	0



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Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Tyers Recreation Reserve

Tyers, VIC

GRID SUMMARY	
Name:	Spill - Properties along Tyers Rd
Spacing:	10.0m
Height:	1.5m above grade

ILLUMINATION SUMMARY			
MAINTAINED MAX VERTICAL LUX			
Entire Grid			
Scan Average:	3.5508		
Maximum:	8.2608		
Minimum:	0.0613		
No. of Points:	27		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	38,600 / 121,000 lumens		
No. of Luminaires:	28		
Total Load:	29.2 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	61,000	>72,000	>72,000
TLC-LED-1150	>51,000	>51,000	>51,000
Reported per TM-21-11. See luminaire datasheet for details.			

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

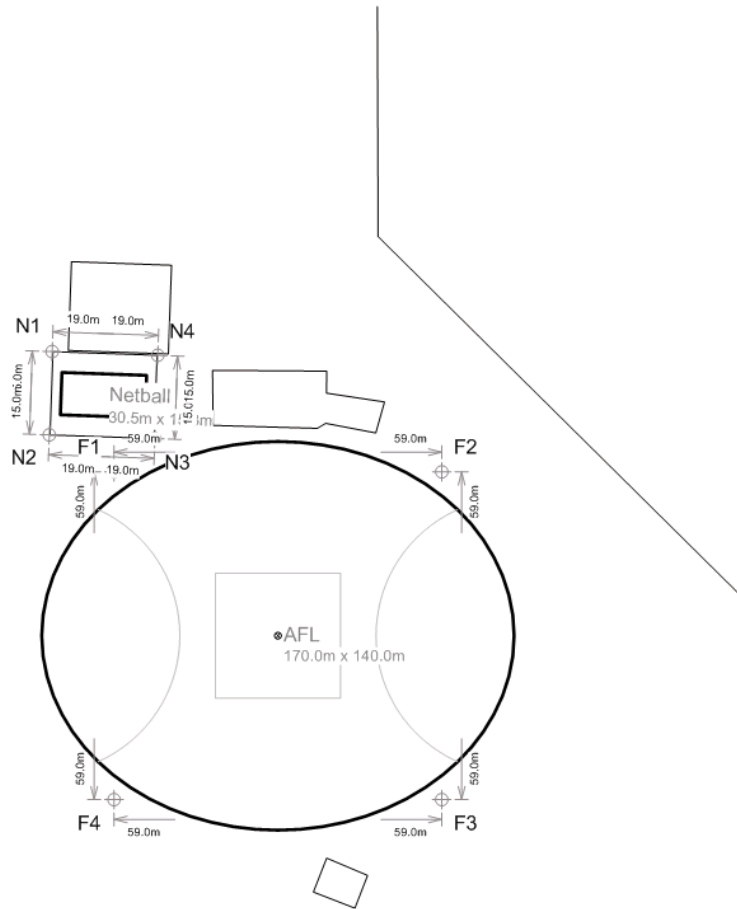
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume 73% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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ILLUMINATION SUMMARY



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Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Tyers Recreation Reserve Tyers, VIC

EQUIPMENT LAYOUT

INCLUDES:

- AFL
- Netball

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume 73% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	Pole		Luminaires		
		SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE
4	F1-F4	30.5m	-	30.5m	TLC-LED-1150	6
4	N1-N4	15.24m	-	15.24m	TLC-LED-400	1
TOTALS						28

SINGLE LUMINAIRE AMPERAGE DRAW CHART

Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)					
	220 (50)	230 (50)	240 (50)	380 (50)	400 (50)	415 (50)
Single Phase Voltage	2.3	2.2	2.1	1.4	1.3	1.2
TLC-LED-400	6.6	6.3	6.1	3.8	3.6	3.5
TLC-LED-1150						



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EQUIPMENT LAYOUT

Agenda Item: 15.6

Agenda Item: Partial closure of Fowler Street Service Road between Vale Street and South Street, Moe

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Undertake a public notification process and engage with the community regarding Council's intention to implement a partial closure of the northern end of the service road on Fowler Street between Vale Street and South Street, Moe to prevent traffic from exiting the northern end of the Service Road;**
- 2. Advertise a public notice of the proposed partial closure and of the rights of the person to make a submission under Section 223 of the Local Government Act be given in the Latrobe Valley Express; and**
- 3. Notify all owners in the area by sending separate notices advising of the proposed partial closure as detailed on the attached map.**

Executive Summary:

- Council has received funding from the Nation Building Black Spot program to enhance safety at the intersection of Fowler Street and Vale Street, Moe.
- The funding is provided to construct a roundabout at the intersection and relocation of the service road access from Vale Street to Fowler Street. This relocation requires restricting the traffic motions at the new location to entry only.
- Council's authority for this change is provided under Schedule 11, Section 9 of the *Local Government Act 1989* (the Act) and requires a report from the Roads Corporation (VicRoads) and public consultation under section 223 of the Act.

- The proposed resolution is to formally endorse the public consultation process.

Declaration of Interests:

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

Background:

Council has received funding from the Nation Building Blackspot Program to improve the safety of the intersection at Fowler Street and Vale Street, Moe due to the crash history at the intersection.

A traffic safety consultant advised that a roundabout is the best treatment for this intersection.

This design impacts on the entry to the Service Road on Fowler Street between Vale Street and South Street. The existing entry to the service road from Vale Street adds confusion to the traffic entering Fowler Street from Vale Street.

The roundabout design obliges that the entry to the service road be relocated from Vale Street to approximately 30 meters from the roundabout. See Figure 1 that shows the existing entrance and exit in the aerial image and the relocated entrance. The relocated entrance is proposed to be an entrance only.



Figure 1 – Existing and Proposed Service Road Entrance's

Although the proposed relocation will only result in removing the exit motion onto Fowler Street from the service road, this technically restricts passage of vehicles and therefore Schedule 11 Section 9 of the *Local Government Act 1989* (the Act). See Figure 2. Although Council has the right under this section to implement the

change, the formal process includes public consultation as per Section 223 of the Act.

This report seeks Council's endorsement of the change, and endorsement to proceed to public consultation.

9 Power to place obstructions or barriers on a road permanently

- (1) A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any permanent barrier or other obstruction on the road.
- (2) A Council must not exercise this power unless it has considered a report from the Roads Corporation concerning the exercise of the power.
- (3) The exercise of this power is subject to any direction of the Minister.
- (4) This clause does not apply to a freeway or an arterial road within the meaning of the **Road Management Act 2004**, unless the Council has the consent of the Roads Corporation.

Figure 2 – Extract from the Local Government Act 1989

Council Officers have already discussed the proposal with the VicRoads representative and they are preparing the report from the Roads Corporation in item 2 of section 9.

Preliminary consultation was undertaken with the residents of the service road including a letter (no responses) and a door knock by Council Officers to which there were no objections.

This initial consultation was for a proposed one way service road south. This has since been determined not to be necessary and the service road can retain north and southbound traffic up to the entry from Fowler Street.

Council have considered other traffic options including:

- The new entrance to have two way traffic flow and maintain two way traffic along the service road.
- The new entrance to the Service Road is one way then provide a break in the median in front of 55 Fowler Street where residents can access Fowler Street. This option is prohibitively expensive (approximately \$100,000).

Reasons for Proposed Resolution:

Council has received funding from the Nation Building Black Spot program to enhance safety at the intersection of Fowler Street and Vale Street, Moe. The design is for a roundabout at the intersection and relocation of the service road access from Vale Street to Fowler Street.

This relocation obliges restricting the traffic motions at the new location to entry only. Authority for this change is under Schedule 11, Section 9 of the *Local Government Act 1989* (the Act) that obliges a report from the Roads Corporation (VicRoads) and public consultation under section 223 of the Act.

The proposed resolution is to formally endorse the public consultation to enable the partial closure.

Issues:

Strategy Implications

This report is consistent with the objectives within the Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2017-2021 as they relate to the liveability and the built environment of Latrobe City.

Communication

A letter was mailed to the directly affected residents of the partial road closure proposal on 19 February 2018 that gave the residents two weeks to respond to the proposal. No responses were received. A Council officer also conducted a door knock on 7 March 2018. Of the 12 affected properties, there were five residents that responded. No objections were received to the proposal.

Council officers wrote to VicRoads who support the proposal. They are in the process of preparing a report for council to consider as per Clause 9 of Schedule 11 of the Local Government Act 1989.

Financial Implications

The construction works and advertisement costs are funded from the Nation Building Blackspot Program.

Risk Analysis

The construction works and advertisement costs are funded from the Nation Building Blackspot Program.

Identified risk	Risk likelihood*	Controls to manage risk
Conflict at entrance to the service road from Fowler Street	Moderate	Signage and design in accordance with traffic engineering regulations. The (illegal) motion has been considered and while not optimum, does not represent a significant risk as there is sufficient visibility etc.
Inconvenienced residents	Low	Previous consultation on a more restrictive design has been

objecting to the change		undertaken without an objection
-------------------------	--	---------------------------------

The risk profile is considered acceptable.

Legal and Compliance

The process for the partial road closure is under Clause 9 of Schedule 11 of the *Local Government Act 1989*.

Community Implications

This proposal will provide a safer environment for pedestrian and vehicle traffic at this intersection. This will result in a reduction of crashes and accidents.

This proposal may inconvenience residents as they will have to drive further to access their properties.

Environmental Implications

There are no environmental implications associated with this recommendation.

Consultation

Community consultation will take place as Council need to give public notice of this intention, to allow the public to make a submission in relation to it under Section 223 of the *Local Government Act 1989*.

The residents of the service road, although already aware of a similar more restrictive proposal, and have had opportunity to comment, will be notified again of the formal consultation process under section 223 of the Act, including their right to be heard in respect of the proposal.

Other

Despite the initial proposal, Council Officers have confirmed that the service road does not need to be one way southbound and that an entry only at the north end would suffice. Council Officers will continue to explore options to reduce the impact further while proceeding to consult.

Supporting Documents:

Nil

Attachments
Nil

Agenda Item: 15.7

Agenda Item: Monash Reserve Newborough - Pavilion & Court Construction

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council;

- 1. Endorses an application to the State Government for funding, in the order of \$3 million, required for the construction of ten (10) multi-use courts and multi-use pavilion at Monash Reserve Newborough**
- 2. Fund the costs associated with the following**
 - a. Project managing the delivery of the projects (estimated at approximately \$200,000).**
 - b. Completing a review of the original concept design and cost plan for the multi-use sporting pavilion (estimated at \$50,000).**

Executive Summary:

This report seeks Council's endorsement to proceed with negotiating funding with the state government to fund the remaining costs required to construct the multi-use pavilion and ten (10) multi-use netball/tennis courts at Monash Reserve Newborough.

- The Moe Newborough Outdoor Recreation Plan (2015) recommended the construction of 10 multi-use netball/tennis courts and construction of a multi-use pavilion at Monash Reserve Newborough to replace the existing non-compliant courts and existing pavilion at Joe Tabuteau Reserve Moe.
- In 2016, Latrobe City Council completed a design for the construction of the 10 multi-use courts and a concept design and cost plan for the multi-use pavilion. The total project cost in 2016 was estimated at \$3.2 million. Council spent approximately \$50,000 in 2016 to complete the original design of the pavilion and courts.

- The State Government Department, Development Victoria, has recently provided advice that construction costs have been increasing by 6% per annum. On this basis if the project is to be delivered in 2019 the indicative construction cost would be in the order of \$3.8 million.
- In September 2017 the Federal government announced it would contribute \$800,000 to the Moe Multi-use Purpose Sports Centre, Monash Reserve with matching funding to be sought from the Latrobe Valley Authority and Latrobe City Council.
- In September 2017, Netball Victoria released its new Facilities Manual. This document provides guidance on the development of netball specific facilities such as pavilion and the standard and inclusions for the development of pavilion. The new standards require the existing concept design completed in 2016 to be reviewed to comply with the intent of the Netball Victoria Facilities Manual.
- Funding of \$50,000 was allocated to a number of projects in January 2018 for the review of concept and cost plans, as part of the mid-year budget process. Latrobe City Council has contacted the key stakeholders of Monash Reserve Newborough, including the Moe & District Netball Association and is currently organising a meeting to progress the design and cost plan.
- The Minister for Sport, John Eren visited Latrobe City on Tuesday 13 March 2018 and undertook a site inspection of Monash Reserve in Newborough. The Minister indicated at that meeting that the state government were willing to consider a funding contribution and requested that Council provide an indication of its financial support for the project.
- Given Council's limited funding available for such a large project and other priorities as identified in the recently completed recreation needs assessment it is recommended that Council support the following.
 - Council fund the costs associated with project managing the delivery of the project (utilising existing internal resources). This will be based on 5% of the total estimated project costs.
 - Council fund the review of the design and cost plan for the pavilion. This work is currently funded to the value of \$50,000 and is underway as noted above.

Declaration of Interests:

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

Background:

The Moe Newborough Outdoor Recreation Plan commenced in August 2014, and following significant community engagement, including user groups and stakeholders of all active reserves in Moe and Newborough, the final master plan was endorsed by Council in June 2015.

Each active reserve has its own individual master plan, identifying opportunities and constraints and making recommendations for upgrades or new developments.

The master plan for Monash Reserve Newborough recommended that the existing netball courts utilised by the Moe and District Netball Association at Joe Tabuteau Reserve Moe be reconstructed at Monash Reserve Newborough. The existing courts at Joe Tabuteau Reserve required significant reconstruction to comply with Netball Australia/Victoria standards for run-off. The site at Joe Tabuteau Reserve is highly constrained with limited space for the upgrade of the courts, and very limited parking.

The recommendation included the demolition of the existing eight (8) tennis courts and club house, and the construction of 10 multi-use tennis/netball courts and a multi-use pavilion to cater for the existing user groups (Adrenalin Paintball Club, Newborough Tennis Club) and the Moe and District Netball Association.

In December 2015, Council allocated funding of \$50,000 for the development of a design for the construction of the multi-use courts and the development of a concept design and cost plan for the multi-use pavilion. Both designs and cost plans were completed in late 2016. The cost estimate for both projects was estimated at \$3.2 million in 2016.

Based on the likely construction cost increases since 2016, and if the pavilion were to be constructed in 2019, the likely cost of the project is now in the order of \$3.8 million.

In September 2017, the Federal government announced *\$800,000 funding towards the Moe Multi-Purpose Sports Centre, Monash Reserve project with matching funding to be sought from the Latrobe Valley Authority and Latrobe City Council.*

On the 11 October 2017, Latrobe City Council wrote to Premier, Daniel Andrews seeking consideration for funding the remaining \$2.4 million for the construction of the 10 courts and the multi-use pavilion.

On 13 March 2017, Minister for Sport, John Eren visited the Monash Reserve Newborough to gain an understanding of the project. The Minister requested at that meeting that Council indicate to the state government the level of funding that it was willing to contribute to the project.

Reasons for Proposed Resolution:

The resolution proposes to seek Council's support to confirm its endorsement of the Monash Reserve court and pavilion project and Sport & Recreation Victoria's proposed support for the project.

Issues:

Strategy Implications

The Latrobe City Council plan (2017 – 2021) identifies that *providing community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens (Strategy No. 12)*, is a key strategy to ensure that Council Plan objectives.

Communication

Latrobe City Council has commenced discussions with Sport & Recreation Victoria in relation to these projects.

Once a decision has been made by Council in relation to the funding proposal to Sport & Recreation Victoria, Latrobe City Council will liaise with the user groups of Monash Reserve Newborough as well as the Moe & District Netball Association to progress the review of the concept design and cost plan for the multi-use pavilion.

Financial Implications

It is proposed that Council seek the funding to deliver the project on that basis that Council fund the project management cost for both the construction of the 10 multi-use courts as well as the construction of the multi-use pavilion. Council has already committed \$50,000 in funding to review the concept and cost plans.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Cost of project exceeds funding	Possible	Detailed design & cost plan
Power upgrade required	Possible	Investigation to determine current power supply

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

The major risk associated with this project is the risk of the tender price exceeding the funding for both the court construction and the pavilion construction.

Latrobe City Council mitigates this risk by undertaking a thorough planning process, including a detailed design and cost plan for each individual project.

Community Implications

The potential funding of this project will be viewed as a positive given the impact of the project. The project will see the construction of a crucial local level facility that provides for multiple user groups and predominantly female sporting participation.

Consultation

Significant community engagement, has previously taken place in the development of the Moe Newborough Outdoor Recreation Plan, as well as the development of the original concept plans for the multi-use courts and the multi-use pavilion.

Supporting Documents:

Nil

Attachments

Nil

Agenda Item: 15.8

Agenda Item: Landfill Biogas Renewable Energy Project

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorses the use of \$1.6 million from landfill reserves to fund the installation of proposed cogeneration infrastructure to enable methane-to-electricity conversion at the Highland Hwy landfill, thereby enabling the export of electricity for revenue, attraction of Large Scale Energy Generation Certificates and Australian Carbon Credit Units.**
- 2. The funds utilised from the landfill reserve are repaid from the revenue generated from the sale of electricity from the project.**

Executive Summary:

- The proposed project detailed in this report and its attachments proposes to generate significant revenue for Latrobe City Council over the life of the Hyland Highway Landfill through the capture and conversion of methane gas to saleable electricity, also known as combined heat and power (CHP) cogeneration.
- The conservative projected net revenue stream produced by this initiative is approximately \$9.38 million over the next decade. This revenue stream comprises the sale of exported electricity, Large Scale Generation certificates, and Australian Carbon Credit Units.
- The cost of the installation of CHP infrastructure is approximately \$1.6 million, with an estimated return on investment period of 1.8 years. Council has sufficient funding for the project from the landfill reserve.
- This project presents Council with a unique opportunity to adopt innovative waste management and renewable energy technologies, while also improving its financial position by securing a significant new stream of revenue.

Declaration of Interests:

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

Background:

This project presents Council with a unique opportunity to adopt innovative waste management and renewable energy technologies. Although this technology is widely and successfully applied in private waste management, only a small number of local governments – such as the Shire of Hepburn – have sought to realise the benefits of coupling their waste management responsibilities with CHP technology.

The Hyland Highway landfill produces methane gas as a by-product of waste decay. Since 2015 methane has been captured and destroyed by flaring (burning) to meet landfill licence requirements to reduce greenhouse gas emissions.

The volume of methane gas produced at the Hyland Highway landfill is significant, with forecast modelling based on collected data indicating the output will be adequate to generate up to 1250kWh of electricity on-site with cogeneration technology. This represents a potential new revenue stream of approximately \$900,000 per year net of infrastructure and operating costs.

The first stage of the proposed project, which realises a financial benefit for Council is already complete. Latrobe City Council's application for the registration of methane capture and flaring with the Clean Energy Regulator (CER) was approved on 20 November 2017, thereby enabling Council to attract saleable Australian Carbon Credit Units (ACCUs) from flaring the methane by-product at the Hyland Highway landfill. At the current carbon market prices, these credits will attract a new revenue stream for Council of approximately \$80,000 per annum from the sale of accumulated ACCUs and will increase as methane production continues.

If the attached business case is endorsed by Council, the second stage of the project will involve upgrading existing electrical infrastructure and commissioning a biogas generator, enabling the production of electricity and export to the grid. This stage will enable two further revenue streams for Latrobe City Council: the sale of exported power generation and the creation and sale of Large-scale Generation Certificates (LGCs). LGC's are a marketable commodity and are delivered by the CER to encourage investment that will support economic growth and demonstrates that Latrobe City Council values the environment by reducing their carbon footprint.

The cost of the installation is approximately \$1.6 million, with an estimated return on investment period of 1.8 years. Council has sufficient funding for the project from the landfill reserve. The use of the landfill reserve funds are an appropriate course of action provided that funds are returned to the reserve within the ROI timeframe. Others means of funding could be considered by Council however it is proposed that the landfill reserve is the most appropriate funding mechanism.

To realise the opportunity for this revenue is time sensitive. Valuable methane fuel will continue to be destroyed in the absence of infrastructure to capture and convert into electricity.

The following steps indicate the timeline (approx. 10 months) envisaged should Council endorse this proposal:

- Registration of the LGC project with the CER;
- Tender for supply, installation and commissioning;
- Electrical infrastructure upgrades;
- Civil construction;
- Power purchase agreement;
- IT site services; and
- Commission infrastructure.

Reasons for Proposed Resolution:

The primary reason for this proposed project are to harness a latent revenue stream and improve energy self-sufficiency of Council landfill, thereby contributing to the financial sustainability of Latrobe City Council, while also continuing to improve Council approach to reducing greenhouse emissions. As the business case (attached) suggests, these objectives can be achieved by the installation of Cell 3 cap, landfill gas capture system and associated infrastructure, as well as the installation of biogas generator and distribute excess electricity to the grid.

Issues:

Strategy Implications

This proposal supports objectives and strategies within the Council Plan 2017-21 and the Latrobe City Council Roadmap, including directives to:

- Provide support for the established major industries in Latrobe by exploring economic opportunities in waste and recycling; and
- Develop Council's long term financial plan and asset management plan to ensure that Council remains financially sustainable.

Communication

The implications of this project represent a significant positive for Latrobe City Council and the broader community. Once endorsed, Latrobe City Council intends to communicate this initiative to the broader community at key milestones including:

- project commissioning;

- completion of infrastructure installation; and
- successful lapse of return-on-investment period.

Financial Implications

The cost of the installation is approximately \$1.6 million, with an estimated return on investment period of 1.8 years. Council has sufficient funding for the project from the landfill reserve.

The use of the landfill reserve funds are an appropriate course of action provided that funds are returned to the reserve within the return-on-investment timeframe.

The conservative projected net revenue stream produced by this initiative is approximately \$9.38 million over the next decade.

Table: Projected financial summary, 2018-2027

Revenue/costs	\$0.06/kWh scenario	\$0.11/kWh scenario
Australian Carbon Credit Units	\$1,440,000	\$1,440,000
Large Scale Generation Certificates	\$5,821,267	\$5,821,267
Exported electricity	\$3,861,323	\$7,272,159
CHP leachate evaporation	\$2,430,000	\$2,430,000
Australian Carbon Credit Unit registration costs	-\$360,000	-\$360,000
Infrastructure installation & maintenance costs	-\$2,380,000	-\$2,380,000
Large Scale Generation operations and maintenance	-\$1,426,500	-\$1,426,500
Net total	\$9,386,090	\$12,796,926

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Delayed infrastructure installation	Possible	<ul style="list-style-type: none"> • Design comprehensive implementation plan • Prioritise use of proprietary off the shelf components

Identified risk	Risk likelihood*	Controls to manage risk
		<ul style="list-style-type: none"> • Ensure contractors meet project governance capability standards
Installed infrastructure is not fit-for-purpose	Unlikely	<ul style="list-style-type: none"> • Complete comprehensive design in collaboration with industry experts • Prioritise off-the-shelf industry standard technology where possible, limiting requirement for customisation
Injury/damage during commissioning, e.g failure to release stored energy, system/equipment failure.	Rare	<ul style="list-style-type: none"> • Contractor tender assessments, engagement procedures/site mobilisation. • Ensure adequate insurance coverage of both Council and all contractors
Value of electricity or large scale generation certificates decreases	Unlikely	<ul style="list-style-type: none"> • Ensure financial projections are conservative and decisions to progress are based on such scenarios. • Fund out of landfill reserves so that, if value diminishes, then only the ROI is extended and Council's budget remains insulated.
Potential for noise pollution from CHP infrastructure	Unlikely	<ul style="list-style-type: none"> • Mitigation is, to some extent, inherent in technology, which is not known to be a cause of noise pollution • Inclusion of requirement in tender documentation for a low-noise solution. • Assessment of potential for noise pollution prior to infrastructure procurement and following installation.

Legal and Compliance

Nil

Community Implications

The Latrobe City community stands to benefit from this initiative in the following ways:

- Improved financial sustainability of Latrobe City Council, thereby either reducing the cost of services for ratepayers or enabling Council to improve the quality and reach of its services;
- Reduced carbon footprint through the utilising renewable energy to offset Latrobe City Council energy use;
- Supports the Victorian Government's objectives of reaching zero net emissions by 2050;
- Community awareness of Latrobe City Council's commitment to climate change, investment in renewable energy, environmental sustainability, progressive and innovative ideology, experienced in-house project management skills, and
- Sense of community and organisational pride due to Latrobe City Council leading the sector in adoption of innovative renewable technologies.

Environmental Implications

Council will continue to fulfil its obligations in managing leachate while also reducing its carbon footprint through the utilising renewable energy to offset operational energy use.

Consultation

Council Officers have previously discussed the project with the landfill committee however a further a briefing for the proposal with the landfill consultative committee will be undertaken.

While the community will benefit indirectly from the improved financial position of Council, the project primarily concerns the internal operations of the Highland Hwy landfill and the efficient use of Council assets, including waste by-products. Other than informing the community of the proposal and its benefits it is not proposed to involve the community in the project implementation phase.

Other

Following approval, works will commence in relation to the tender process and the development of a detailed project implementation plan. Council will be provided with regular updates during throughout the projects implementation.

Supporting Documents:

Nil

Attachments

1 [↓](#).  Landfill Biogas Renewable Energy - Business Case

15.8

Landfill Biogas Renewable Energy Project

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Innovation Business Case

LANDFILL BIOGAS RENEWABLE ENERGY



Innovation Business Case
Landfill Biogas Renewable Energy

Table of Contents

1.	Executive summary	3
1.1	Preface	3
1.2	Business case summary	3
1.3	Recommendation	3
2.	Background	5
2.1	Opportunity	5
2.2	Context	5
2.3	Objectives	6
2.4	Strategic alignment	6
2.5	Scope	6
	Exclusions.....	6
	Assumptions	6
2.6	Impacted areas	7
2.7	Project stakeholders	8
3.	Solution options	9
3.2	Option 1	10
3.3	Option 2 – outsourced operation.....	11
3.4	Option 3 – recommended option.....	11
5.	Draft implementation plan	14
5.1	Project title	14
5.2	Target outcomes/benefits	14
5.3	Outputs	14
5.4	Project management approach.....	15
5.5	Work plan.....	15
5.6	Draft implementation timeline	16
5.7	Budget	16
5.8	Other resources	17
6.	Attachments	18
6.1	Attachment 1: Revenue benefit forecast following project implementation.....	18
6.2	Attachment 2: Clean Energy Regulator Guidelines.....	20
6.3	Attachment 4: Hyland Landfill Electricity Use – AGL Accounts.....	22
6.4	Attachment 5: Hyland Landfill Yearly Report 2016/17	23
6.5	Attachment 6: Future Landfill Gas Modelling	24
6.6	Attachment 7: Preliminary risk assessment	28
6.7	Attachment 8: REC – Register of Accredited Power Stations.....	30
6.8	Attachment 9: Latrobe City Council – Finance validation and endorsement	32
6.9	Attachment 3: Large - Scale Generation Certificates Eligibility Formula	33



**Innovation Business Case
Landfill Biogas Renewable Energy**

Business Case Acceptance

Approved by:



Date: 30/11/17

Steve Piasente
Landfill Biogas Renewable Energy – Executive Sponsor



Date: 29-11-17

Angelo Saridis – Manager Performance & Innovation
Landfill Biogas Renewable Energy – Business Sponsor



Date: 29/11/2017

Wayne Sim
Landfill Biogas Renewable Energy – Project Manager/initiator



Date: 29/11/2017

Chandana Vidanaarachchi
Landfill Biogas Renewable Energy – Primary stakeholder

Business Case Endorsement

Endorsed by:



Date: 30/11/17

Gary Van Driel
CEO – Latrobe City Council



Date: 30/11/17

Steve Piasente
Landfill Biogas Renewable Energy – Business Sponsor



Innovation Business Case
Landfill Biogas Renewable Energy

REVISION	DESCRIPTION OF CHANGE	AUTHOR	EFFECTIVE DATE
v1	Initial development	Wayne Sim	02/08/2017
v2	First draft revisions	James Allen	05/09/2017
v3	Second draft amendments	Wayne Sim	17/10/2017
v4	Third draft review	James Allen	19/10/2017
v5	Updated Financials	Wayne Sim	27/10/2017
v6	Inclusion of Finance validation	James Allen	30/10/2017
v7	Update following E-team endorsement	James Allen & Wayne Sim	31/01/2017



Innovation Business Case
Landfill Biogas Renewable Energy

1. EXECUTIVE SUMMARY

1.1 Preface

- The Hyland Highway landfill creates methane gas emissions as a natural product of decomposition. Under EPA Licence No LS65990, management of greenhouse gas is vital to ensure there are no potential impacts on the environment. The current method of methane management at this landfill is to extract and destroy by flaring, whilst monitoring and recording the amount of methane being created. The recorded data will be used to determine the size of a biogas generator required to convert and export excess electricity to the grid, the number of carbon credits and Large Scale Generation certificates – and therefore revenue – the operation is likely to attract.
- The rationale for this business case is to use the recorded methane gas data to provide evidence based criteria's from the daily operation of a landfill that produces a natural product. To raise revenue by producing renewable energy and its associated sale of exported electricity, Carbon Credits, Large Scale Generation Certificates and optimise the benefits of combined heat and power (biogas generator) to offset the cost of leachate management.
- This business case will deliver additional revenues in excess of \$10 M over the life of the landfill, reduce the environmental impact and carbon footprint for Latrobe City Council, provide opportunities for job creation/skills and demonstrates the success of innovation within the Latrobe City Council.

1.2 Business case summary

- The collection of data for landfill gas production forecasts an opportunity to install cogeneration infrastructure that will provide revenue for the life of the landfill and beyond.
- Install biogas generation infrastructure for CHP (combined heat and power) production.
- Approximate cost of the installation is \$1.58M, with an ROI of 1.75 years.
- The potential benefits are that revenues of \$10 M net of operating costs are achievable over the first seven years of operation. If the landfill is extended, revenues will be exponential.
- The most notable risks are that landfill customers diminish over time, other waste technologies are employed and the value of embedded generation diminishes.

1.3 Recommendation

That Council endorses this project and approves funding from the landfill reserves for the installation of cogeneration infrastructure to enable methane-to-electricity conversion and export of electricity for revenue. Following approval, Latrobe City Council will commence the



Innovation Business Case
Landfill Biogas Renewable Energy

tender process and provide Council with a project implementation plan and briefings at key project milestones.



**Innovation Business Case
Landfill Biogas Renewable Energy**

2. BACKGROUND

2.1 Opportunity

The Hyland Highway landfill produces methane gas as a by-product of waste decay. Since 2015 methane has been captured and destroyed by flaring (burning) to meet landfill licence requirements to reduce greenhouse gas emissions.

Biogas data collected presents Latrobe City Council with an opportunity to turn this waste by-product into a substantial revenue stream using cogeneration technology.

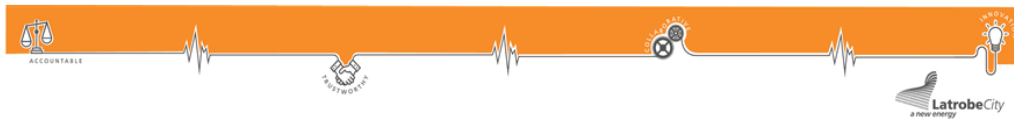
Forecast modelling conducted for the Hyland Highway landfill indicates methane production will increase until 2025 and is adequate to generate staged implementation up to 1250 kWh of electricity on-site. This represents a potential new revenue stream of \$5.03 million net of infrastructure and operating costs, through the generation and export of excess electricity to the grid, income from Large Scale Generation Certificates via the RET (Renewable Energy Targets), savings of \$2.43 million through cogeneration (heat) to mitigate leachate processing costs and \$80,000/year from future ACCU's (Australian Carbon Credit Units) via the CER (Clean Energy Regulator).

As a potential new source of energy, electricity retailer and distributor AGL have also demonstrated an interest in partnering with local government to develop new energy generation projects. As such, private sector resources, including specialist subject matter expertise, may be available to Latrobe City.

The opportunity to capture this revenue is time sensitive – valuable methane fuel source will continue to be destroyed in the absence of technology to capture and convert into electricity. Landfill methane flow is forecast to grow steadily over the next seven years, peaking in 2025 (designated closure) after which it is expected to gradually decline to residual levels by 2040, albeit at a flowrate still sufficient to maintain a minimum 500 kWh of exported generation to 2040 and beyond.

2.2 Context

Landfill gas capture and Waste to Energy (WtE) projects are a vital component of today's landfill management plans. Across Australia, emissions reduction activities are being undertaken as offset projects by government and private landfill owners under the governments RET (Renewable Energy Targets). The results of this initiative are to incentivise new renewable energy investment to create jobs, stimulate economic development and reduce greenhouse emissions.



**Innovation Business Case
Landfill Biogas Renewable Energy**

2.3 Objectives

The goals of this project are to harness a latent revenue stream and improve energy self-sufficiency of Council landfill, thereby contributing to the financial sustainability of Latrobe City Council, while also continuing to improve Council approach to reducing greenhouse emissions.

This business case demonstrates these objectives can be achieved by:

- Install Cell 3 cap, landfill gas capture system and associated infrastructure;
- Install biogas generator and distribute excess electricity to the grid.

2.4 Strategic alignment

Council Plan 2017-21	Provide support for the established major industries in Latrobe by exploring economic opportunities in waste and recycling.
Latrobe City Council Roadmap	Develop Council's long term financial plan and asset management plan to ensure that Council remains financially sustainable.

2.5 Scope

Inclusions

- Registration of Latrobe City Council with the CER;
- Upgrade of electricity infrastructure to facilitate export of distributed generation;
- Installation of staged biogas generators at Hyland Highway landfill including biogas capture infrastructure to recover methane from cells 1, 2, 3 and beyond, and
- Installation of cogeneration CHP infrastructure to mitigate leachate processing.

Exclusions

- Scoping or introduction of biogas generation technologies at sites other than Hyland Hwy landfill;
- Scoping of infrastructure upgrades required to cap and convert methane from any additional cells in the future as this is enclosed in the landfill rehabilitation plans, and
- Scoping of process change to remove food waste from garbage bins.

Assumptions

- Forecasting is based on the sustained annual input of at least the current 51,000 tonnes of waste per year, including 21,000 tonnes from kerbside and municipal waste, and 30,000 tonnes from existing landfill clients;
- That the two years of landfill methane gas capture data is accurate;
- That the export of electricity to the grid will continue to yield \$0.06 per kWh or greater to 2025 and beyond;



**Innovation Business Case
Landfill Biogas Renewable Energy**

- That the installation will be eligible for both ACCUs (Australian Carbon Credit Units) revenue and LGCs (Large-Scale Generation Certificates) as an additional revenue stream beyond direct sale of electricity;
- That the Victorian Renewable Energy Auction Scheme continues to 2025 and beyond to enable the sale of LGC's, and
- Leachate production and processing costs will decrease as cogeneration (heat) is used to evaporate leachate.

2.6 Impacted areas

Business unit	Stakeholder name	Impact
Waste Services	Wayne Sim	Project Management
Landfill Services	Chandana Vidanaarachchi	Monitoring/Data Management/Daily Operations
Procurement	Danielle Cox	Provision of Purchasing
Community Services	Edith Heiberg	Community Consultation
Finance	Matthew Rogers & Warrick Primrose	Verification of expenditure and Revenues
Consultants/Registered Agents	-	Auditing/Sale of LGC's & ACCU's
Contractors	-	Supply, Installation, Commission, Scheduled Maintenance
DNSP	AusNet Services	Design/Connection of Electricals
Energy Retailer – PPA		Purchase of exported energy



**Innovation Business Case
Landfill Biogas Renewable Energy**

2.7 Project stakeholders

Name	Position	Business unit	Involvement
Wayne Sim	Coordinator Waste Services	Infrastructure Operations & Waste	Project Management/Contract Management
Chandana Vidanaarachchi	Coordinator Landfill Services	Infrastructure Operations & Waste	Setup and provide system monitoring and data collection via live feeds E-Services, daily landfill operations.
Steve Piasente	General Manager	Infrastructure & Recreation	Project Sponsor
Councilors	Governance	N/A	Council report Endorsement



**Innovation Business Case
Landfill Biogas Renewable Energy**

3. SOLUTION OPTIONS

3.1 At a glance



Option 1

Do nothing

Description

- Business as usual – no substantive changes.

Benefits

- Continue operations - no changes required.

Costs

- Increased cost of operation such as lease or buy larger gas flare to destroy increasing production of methane, increased cost of leachate management as landfill expands.

Risks

- Loss of revenues, increased carbon footprint, Latrobe City Council viewed by municipality as the do-nothing Council and not progressive or innovative.

Stakeholder impact

- No change.



Option 2

Outsourced operation

Description

- There are alternative options, however these would not achieve the same or similar results as the preferred option.
- The alternative is to outsource the entire project to a third party provider, such as LMS. This arrangement would reduce the risks associated with funding, installation and ongoing management, however also reduces the revenue stream received by Council. This option may be considered if there were constraints on financing Option 3 to ensure at least some new revenue may still be captured.



Option 3

In-house CHP (recommended)

Description

- The preferred option is to install biogas cogeneration infrastructure for combined heat and power (CHP) production that will provide three revenue streams for Latrobe City Council and mitigate the cost of leachate management.

Benefits

- Provides revenue;
- Mitigates the cost of leachate management;
- Increased opportunity for job creation and upskilling existing staff;
- Reduces the impact on the environment;
- Reduces Latrobe City Council's carbon footprint;
- Improves relationships with the community by being seen as progressive and innovative

Costs

- Return on investment is estimated at 1.5 years for a \$1 M capital outlay.

Risks

- Landfill customers diminish over time, other waste technologies are employed, value of embedded generation diminishes.

Stakeholder impact

- Increased utilisation of project and contract management skills;
- Increased awareness of environmental management and the creation of carbon offsets.



**Innovation Business Case
Landfill Biogas Renewable Energy**

3.2 Option 1

For each option, the following information should be provided:

- Benefits
 - Continue to operate within the licence conditions and compliance.
 - No intangible benefits
- Costs
 - Supply & Installation of a larger methane flare
 - Increased cost of leachate management

Resource	Type	Work hours	Cost
Internal			
	Labour		\$nil
	Materials		\$nil
	Technology		\$nil
External			
Supply & Install Flare	Labour	24	\$5,000
Monitoring & Reporting	Labour	TBA	TBA
Purchase larger flare	Materials		\$245,000
Leachate Management	Technology/labour		\$270,000

- Risks
 - Missed opportunity in creating revenue opportunities;
 - Increased cost of operation due to the requirement to increase the flare capacity as gas flows increase; and
 - Increased perception by the community that Latrobe City Council is not progressive or innovative and loses the opportunity to showcase the benefits through innovation.
- Stakeholder impact
 - No change.
- Dependencies & issues
 - Landfill licence conditions will not change, all current operations will apply and will increase over time as the landfill develops;
 - Increased cost to manage leachate production;
 - Landfill revenues dependent only on regulated gate fees.



Innovation Business Case
Landfill Biogas Renewable Energy

3.3 Option 2 – outsourced operation

There are no alternative options that would achieve the same or similar magnitude of benefits as the recommended option, however outsourcing to a registered operator/business such as LMS will mitigate the risk of owning and operating the project. This option will also minimise the revenue to Latrobe City Council will maximizing the profits for the outsourced operator (LMS).

A full assessment of the costs/benefits of this option can be assembled if Option 3 is deemed unsuitable.

3.4 Option 3 – recommended option

For each option, the following information should be provided.

- Benefits
 - Tangible benefits are:
 - Installed infrastructure to provide three separate revenue streams, refer to Attachment 1: Budget Forecast – Revenue and Expenditure;
 - No cost for electricity used in daily operations, refer to Attachment 4: Hyland Landfill Electricity Use – AGL Accounts;
 - Reduced cost of leachate management by utilising cogeneration heat to aid the evaporation of captured leachate;
 - Financial sustainability;
 - Reduced carbon footprint through the utilising renewable energy to offset LCC energy use; and

Promotion of the regional commitment to creation of new jobs and support the Victorian Governments WtE initiatives to reach net zero emissions by 2050. Intangible benefits are:

- Remain focused on operating the landfill within the licence conditions as applied by the EP Act 1970;
 - Community awareness of Latrobe City Council’s commitment to climate change, investment in renewable energy, environmental sustainability, progressive and innovative ideology, experienced in-house project management skills, and
 - Kudos from leading by example.
- Costs
 - Infrastructure design by AusNet Services;
 - Tender initiation and contract management;



**Innovation Business Case
Landfill Biogas Renewable Energy**

- Upgrading the electrical infrastructure as per designs;
- Supply, Installation and Commissioning of cogeneration plant and equipment;
- Monitoring and data reporting to the relevant authorities, and
- Scheduled Maintenance.

Cost schedule

Resource	Type	Work hours	Cost
Internal			
Project Management incl – tendering & contract management	Labour		\$TBA
Landfill Operations	Labour		\$nil - BAU
External			
AusNet Services Design	Labour		\$8,000
Electrical Contractor – infrastructure upgrades	Technology/labour		\$20,000
Electrical infrastructure upgrades	Materials		\$200,000
Supply, Installation and Commissioning of cogeneration equipment	Materials/labour		\$900,000
Third Party Auditing – monitoring and data reporting	Labour		\$20,000/annum
Scheduled Maintenance	Labour/materials		\$108,000/annum

Estimated revenue generation

Provision	Act/Authority	Landfill Cell	Revenue
External			
Sale of Australian Carbon Credits	Carbon Farming Initiative	3	\$80,000/annum
Sale of Large-Scale Generation Certificates	Renewable Energy Auction Scheme	1,2 & 3	\$357,000/annum
Sale of Exported Electricity	Energy Retailer – FiT @ 11.3cents/kWh	1,2 & 3	\$465,251/annum



Innovation Business Case
Landfill Biogas Renewable Energy

- Risks
 - Loss of revenue streams due to political policy changes;
 - Landfill customers dispose of waste at another landfill;
 - Other waste technologies implemented.
- Stakeholder impact
 - No on-site electricity costs;
 - Reduced leachate management costs;
 - Back to base operations monitoring and data capture.
- Dependencies & issues
 - Monitoring and Data collection will be automated through specific software to enable verification for internal & external auditing;
 - Landfill licence conditions will not change, all current operations will remain, gas capture system will increase over time as the landfill develops and is already a component of the long term landfill plan;
- Other evaluation or filter criteria, if appropriate.
 - Implementation of financial reporting on each revenue stream as a measure of performance.



Innovation Business Case
Landfill Biogas Renewable Energy

5. DRAFT IMPLEMENTATION PLAN

5.1 Project title

Landfill Biogas Renewable Energy Project

5.2 Target outcomes/benefits

Reduce the cost of internal operations: electricity by an estimated \$26,000/annum and leachate management by \$200,000/annum. Landfill gas capture is conducted as a standard operational process and is destroyed by flaring to mitigate the effect of greenhouse emissions. This process (CHP) can be used to derive three streams of revenue: ACCU's @\$80,000/annum, LGC's @\$357,000/annum and exported energy @\$465,000/annum, whilst saving the lease/operational cost of the flare at \$30,000/annum.

The benefits of installing cogeneration infrastructure as noted above will ensure Latrobe City Council is a progressive innovative business that can lead by example and demonstrate effective and sustainable environment and financial management.

Each component of this project will be measured both environmentally and financially to ensure compliance and audit requirements achieved.

The timing of the project is dependent on the acceptance of this business case and approval. There are a number of stages to complete and commences with electrical infrastructure designs conducted by the DNSP (Distribution Network Service Provider), procurement of electrical upgrades, procurement of the cogeneration plant and maintenance agreement, PPA (Power Purchase Agreement) with an energy retailer and sets out the FiT (Feed-in Tarrif) negotiation.

5.3 Outputs

- Registration of project with the CER (Clean Energy Regulator)
- Monitoring and reporting data capture
- Project Management
- Tendering/Contract Management
- Power Purchase Agreement for sale of exported generation
- Financial/Budget Management
- Quality Control
- Operational Reports & Validation
- Audits to comply with the CER



**Innovation Business Case
Landfill Biogas Renewable Energy**

- Sale of ACCU's & LGC's

5.4 Project management approach

- Develop a detailed project plan that is continually updated and used to manage and guide the day-to-day activities;
- Identifying and defining detailed project tasks, their duration, and dependencies;
- Accurately judging skills required to perform each task, and the assignment of specific resources;
- Establishing checkpoints to assess changes in scope preceding or succeeding milestones that have a significant bearing on scope completion;
- Establishing and exercising quality assurance checkpoints throughout the life of the project;
- Developing formal communication channels for team members and management;
- Managing project issue resolution and coordinating all stakeholders to bring issues to resolution or develop measures for mitigation of issues;
- Communicating and coordinating project activities with all vendors involved in the implementation project management effort;
- Providing periodic status reporting to team members, sponsors, and stakeholders.
- Providing overall leadership to the project team, including implementation planning, change and configuration management, and, if requested, infrastructure service optimisation.

5.5 Work plan

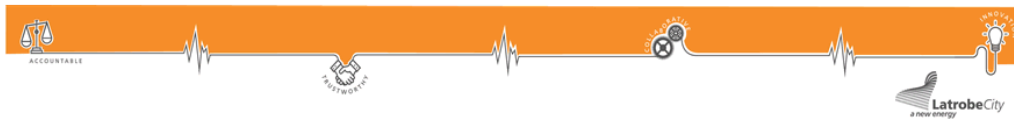
Phase 1: Project Endorsement and Agreements

- Council Report Endorsement;
- CER Project Registration – ACCU sales;
- Auditor Services – scope and compliance timelines;
- RET Project Registration – LGC sales through the REC Registry;

Phase 2: Tendering and Contracts

- Supply, Installation, Commissioning and Maintenance of CHP Module;
- Design Electrical Infrastructure Upgrades for export of energy to the grid AusNet Services;
- Electrical Infrastructure installation – Electrical Contract;
- Construction of Civil Works – Earthworks, Concrete Foundation Work – Civil Contract;

15



**Innovation Business Case
Landfill Biogas Renewable Energy**

- Power Purchase Agreement – Energy sales to Energy Retailer;
- IT Services – Monitoring, Reporting hardware/software, internet protocols;

Phase 3: Operations, Compliance Reporting and Auditing

- Daily Operations, data capture;
- Compliance Reporting and Auditing;
- Budget Analysis – revenue actuals performance against forecasting;
- Business Performance Reporting – Financial and Environmental.

5.6 Draft implementation timeline

Task	Contributors	Start	End
Council Endorsement	Mgt, Councillors	19/02/2018	19/02/2018
Registration of Project with CER	Project Manager/Waste	20/02/2018	09/03/2018
Quotations for Auditor Services	Project Manager/Waste	20/02/2018	23/03/2018
Tender Development – Supply, Install, Commission of Biogas Generator	PM/Landfill, Specialists, Procurement	12/03/2018	16/03/2018
Tender Initiation & Assessment, Endorsement	PM/Landfill, Procurement, Council	22/03/2018	25/06/2018
Electrical Infrastructure Upgrades	PM/Landfill, Electrical Contractor	21/02/2018	16/03/2018
Civil Construction	PM/Landfill, Civil Contractor	26/02/2018	16/03/2018
Power Purchase Agreement	PM, Finance, Procurement		
IT Site Services	PM, IT, Contractor	25/06/2018	12/10/2018
Supply, Installation, Commissioning of Biogas Generator	PM/Landfill, Contractors	28/09/2018	12/10/2018

The above timelines are based on the potential endorsement date of 19 February 2018.

5.7 Budget

Refer to Appendix G.



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Landfill Biogas Renewable Energy

5.8 Other resources

This will require further investigation for IT equipment and or services.

External resources include:

- Clean Energy Regulator – Project registration and compliance;
- Registered Auditor – under the National Greenhouse and Energy Reporting Amendment Regulation 2015;
- Contracting for the sale of LGC's ;
- AusNet Services – Electrical infrastructure Upgrade Design;
- Electrical Contractor – Installation of Electrical Infrastructure Upgrades;
- Civil Works Contractor – Installation of hard stand areas and concrete foundations;
- Power Purchase Agreement – Energy sales to Energy Retailer;
- IT Services - Monitoring, Reporting hardware/software, internet protocols, back to base data capture;
- Financial Overview and Reporting;
- Environment Overview and Reporting.



**Innovation Business Case
Landfill Biogas Renewable Energy**

6. ATTACHMENTS

6.1 Attachment 1: Revenue benefit forecast following project implementation





**Innovation Business Case
Landfill Biogas Renewable Energy**

Year	SCMH Forecast	kWh	kWh/Year	Eligible REC'S/Year	ACCU's	LGC Revenue	Exported Elect @ \$0.06	Exported Elect @ \$0.11	CHP Leachate Evaporation	ACCU's Costs	Cost of Infrastructure	LGC O&M Costs	Total net revenue @ \$0.06 scenario	Total net revenue @ \$0.11 scenario
Year 0											\$ 1,580,000.00		-\$ 1,580,000.00	-\$ 1,580,000.00
Year 1	415	750	6,300,000	5,971.5		\$ 507,577.50	\$ 247,035.99	\$ 465,251.11	\$ 270,000.00			\$ 120,000.00	\$ 904,613.49	\$ 1,122,828.61
Year 2	465	750	6,300,000	5,971.5	\$ 80,000.00	\$ 507,577.50	\$ 247,035.99	\$ 465,251.11	\$ 270,000.00	\$ 20,000.00		\$ 120,000.00	\$ 964,613.49	\$ 1,182,828.61
Year 3	505	750	6,300,000	5,971.5	\$ 80,000.00	\$ 507,577.50	\$ 247,035.99	\$ 465,251.11	\$ 270,000.00	\$ 20,000.00		\$ 120,000.00	\$ 964,613.49	\$ 1,182,828.61
Year 4	555	1,000	8,400,000	7,483.5	\$ 160,000.00	\$ 636,097.50	\$ 499,035.99	\$ 939,851.11	\$ 270,000.00	\$ 40,000.00		\$ 120,000.00	\$ 1,405,133.49	\$ 1,845,948.61
Year 5	600	1,000	8,400,000	7,483.5	\$ 160,000.00	\$ 636,097.50	\$ 499,035.99	\$ 939,851.11	\$ 270,000.00	\$ 40,000.00	\$ 800,000.00	\$ 178,500.00	\$ 546,633.49	\$ 987,448.61
Year 6	630	1,000	8,400,000	7,483.5	\$ 160,000.00	\$ 636,097.50	\$ 499,035.99	\$ 939,851.11	\$ 270,000.00	\$ 40,000.00		\$ 178,500.00	\$ 1,346,633.49	\$ 1,787,448.61
Year 7	665	1,250	10,500,000	9,373.5	\$ 240,000.00	\$ 796,747.50	\$ 499,035.99	\$ 939,851.11	\$ 270,000.00	\$ 60,000.00		\$ 178,500.00	\$ 1,567,283.49	\$ 2,008,098.61
Year 8	695	1,250	10,500,000	9,373.5	\$ 240,000.00	\$ 796,747.50	\$ 499,035.99	\$ 939,851.11	\$ 270,000.00	\$ 60,000.00		\$ 178,500.00	\$ 1,567,283.49	\$ 2,008,098.61
Year 9	730	1,250	10,500,000	9,373.5	\$ 320,000.00	\$ 796,747.50	\$ 625,035.99	\$ 1,177,151.11	\$ 270,000.00	\$ 80,000.00		\$ 232,500.00	\$ 1,699,283.49	\$ 2,251,398.61
					\$ 1,440,000.00	\$ 5,821,267.50	\$ 3,861,323.88	\$ 7,272,159.98	\$ 2,430,000.00	\$ 360,000.00	\$ 2,380,000.00	\$ 1,426,500.00	\$ 9,386,091.38	\$ 12,796,927.48



**Innovation Business Case
Landfill Biogas Renewable Energy**

6.2 Attachment 2: Clean Energy Regulator Guidelines



Clean Energy Regulator > Renewable Energy Target > Scheme participants and industry > Power stations > Large-scale generation certificates > Large-scale generation certificate eligibility formula

Large-scale generation certificate eligibility formula

31 October 2016 RET

Under the Large-scale Renewable Energy Target, the large-scale generation certificate (LGC) eligibility formula is used to determine the amount of generated electricity eligible for large-scale generation certificates.

Each whole megawatt hour of eligible electricity generated above the power stations baseline is entitled to one large-scale generation certificate.

The large-scale generation certificate eligibility formula is:

$$TLEG - [(FSL + AUX) + DLEG \times (1 - MLF)]$$

TLEG

TLEG is the total amount of electricity in megawatt hours (MWh), generated by the power station in the calendar year-measured at all generator terminals.

FSL

FSL is the total amount of electricity in MWh generated by the power station comprised of ineligible energy sources, such as fossil fuels. FSL will only apply to power stations that use a combination of fossil fuels and renewable energy sources to generate electricity. Where a mixture of renewable and fossil fuels is used, the fossil fuel component must be netted from the generation output, as it is not eligible for large-scale generation certificates.

AUX

AUX, or auxiliary loss is the electricity used in the process of generating electricity, and electricity used in the operation and maintenance of all components of the power station. Auxiliary loss is not eligible for large-scale generation certificates.

When available, metered data should be used to calculate auxiliary loss, and when metered data is not available, a proportion of the total output (which has been identified and agreed with the Clean Energy Regulator in advance) may be used.

DLEG

DLEG is the net eligible electricity generated and exported to a distribution network, transmission network or a point of use.

MLF

MLF, or marginal loss factor, is applied to the amount of exported electricity to allow for electricity losses in transmission networks.



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Landfill Biogas Renewable Energy**

MLF is calculated for each power station by the Australian Energy Market Operator in the National Electricity Market (NEM) regions. Power stations not located in a NEM region should contact their State or Territory government for this information.

Note: if all of the electricity generated by a Renewable Energy Target power station is used within the power station and/or the local distribution network, the MLF value is taken to be 1.

When metered data of sufficient quality (refer to regulation 4 of the *Renewable Energy (Electricity) Regulations 2001*) is submitted to Clean Energy Regulator, large-scale generation certificates can be created for renewable electricity generation. In cases when meter quality is not of a sufficient standard, the number of large-scale generation certificates a power station is entitled to create may be reduced to ensure that there are none created for ineligible electricity.

Example

A Renewable Energy Target power station with a 'nil', or 0 megawatt hours (MWh) baseline generates 100 MWh of electricity. Of the 100 MWh generated:

- 45 MWh are used internally to power machinery to manufacture product
- 5 MWh are used within the power station to generate renewable electricity, and therefore are considered auxiliaries
- 50 MWh are dispatched to national electricity grid, and
- 5 MWh are lost in transmission-this means the MLF will be 0.9, representing a 10% loss factor.

Using the formula:

$$100 \text{ MWh} - 5 \text{ MWh} - [50 \text{ MWh} \times (1 - 0.9)]$$

$$= 95 \text{ MWh} - 5 \text{ MWh}$$

$$= 90 \text{ MWh}$$

As one large-scale generation certificate is equal to 1 MWh, this power station can create 90 large-scale generation certificates.

Tools and resources for calculating eligible electricity The Clean Energy Regulator has created the following tools and resources to calculate eligible electricity entitled to large-scale generation certificates:

Municipal solid waste

A formula for determining the eligible renewable components of municipal and commercial wastes for use by electricity generation plants that use waste as a fuel source.

- [guidelines-determining-renewable-components-waste-electricity-generation-0312](#)

<http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/5/10/2017>



**Innovation Business Case
Landfill Biogas Renewable Energy**

6.3 Attachment 4: Hyland Landfill Electricity Use – AGL Accounts

Hyland Highway Landfill Electricity Use 2015/16 & 2014/15			
Date	Energy (kWh) 2015/16	Energy (kWh) 2014/15	Variance (%)
1/07/2015	6574.5364	52.8057	12350.42
1/08/2015	6574.5364	52.8057	12350.42
1/09/2015	8028.5602	73.8976	10764.43
1/10/2015	9292.9193	84.9264	10842.32
1/11/2015	8993.1477	82.1868	10842.32
1/12/2015	8733.2136	335.1523	2505.74
1/01/2016	8538.5333	422.1874	1922.45
1/02/2016	7987.6602	381.3305	1994.68
1/03/2016	7046.0808	935.954	652.82
1/04/2016	6131.0217	1264.8462	384.72
1/05/2016	6335.3891	1307.0077	384.72
1/06/2016	2043.6739	3687.1657	-44.57
TOTAL	86279	8680	-
kWh/day	236.38		
0.3	\$ 70.91		
Cost/Yr	\$ 25,883.78		



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Landfill Biogas Renewable Energy

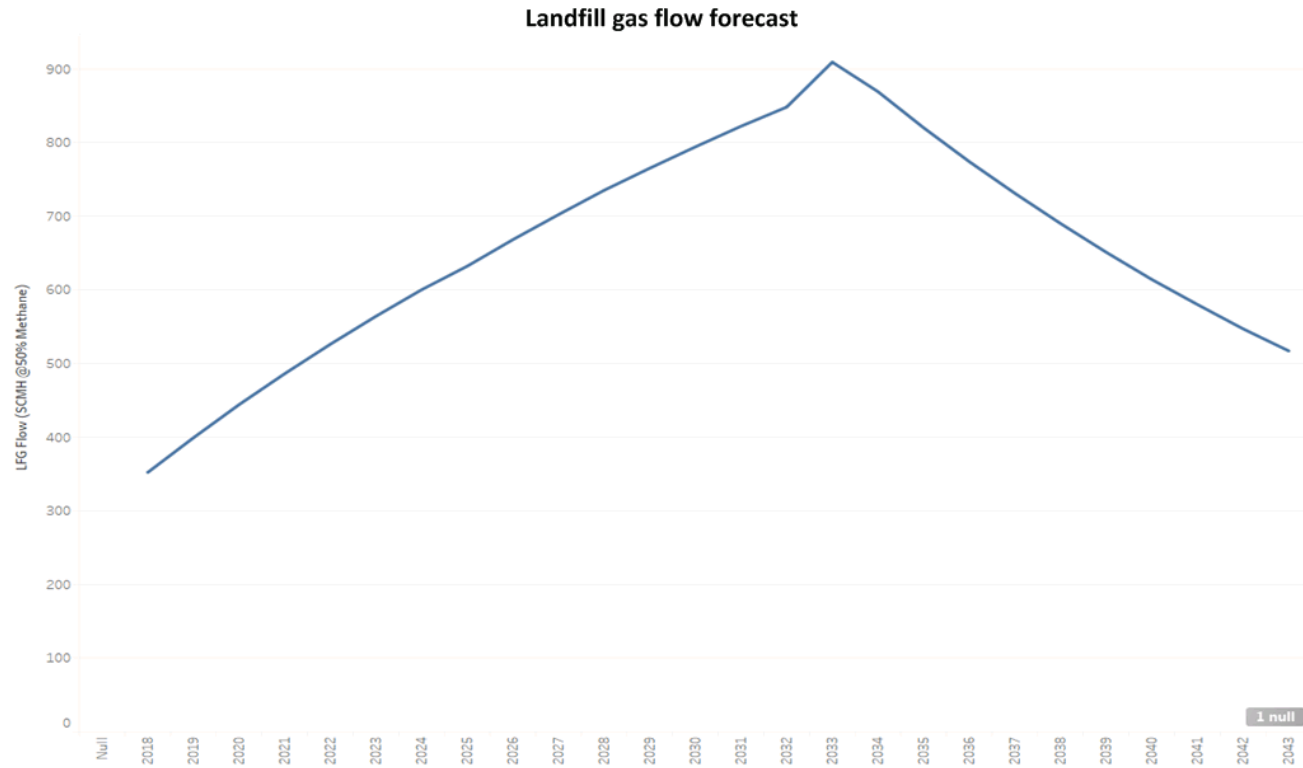
6.4 Attachment 5: Hyland Landfill Yearly Report 2016/17

	Tonnes of waste sent to landfill										
	Kerbside Garbage	Transfer Station	MRF Residual	Green Waste Residual	Public Litter	Hard Waste Collection	Depot Waste	Commercial	Cleanfill	Baw Baw Contract	Total to Landfill
Jul – 16	1193.26	225.20	42.30	73.40	24.82	0.00	5.72	1437.86	0.00	693.48	3696.04
Aug – 16	1294.02	253.28	78.92	0.00	26.84	0.00	1.34	1420.02	42.20	927.78	4044.40
Sep – 16	1266.64	247.24	60.02	141.04	28.72	0.00	6.80	1432.50	0.00	901.63	4084.59
Oct – 16	1219.06	223.22	69.00	0.00	27.74	145.44	4.34	1351.46	0.00	853.74	3894.00
Nov – 16	1292.64	255.66	65.18	78.28	28.20	0.00	5.70	1333.80	0.00	879.82	3939.28
Dec – 16	1340.18	270.52	56.16	73.32	32.24	109.82	1.26	1310.06	0.00	857.18	4050.74
Jan – 17	1336.88	310.28	84.02	33.99	31.88	5.20	4.86	1094.84	0.00	944.26	3846.21
Feb – 17	1187.54	272.58	56.70	6.80	25.14	0.00	2.64	1237.92	0.00	742.80	3532.12
Mar – 17	1341.56	228.86	72.46	0.00	25.14	159.30	1.94	1219.48	0.00	881.14	3929.88
Apr – 17	1149.74	235.70	57.82	106.04	24.34	0.00	5.74	1258.10	0.00	693.6	3531.08
May – 17	1282.28	246.50	75.26	123.20	27.4	70.06	4.04	1281.98	20.74	866.38	3997.84
Jun – 17	1214.28	225.66	48.74	0.00	24.84	0.21	11.80	1460.78	11.36	786.00	3783.67
TOTALS	15118.08	2994.7	766.58	636.07	327.3	490.03	56.18	15838.8	74.3	10027.81	46329.85



**Innovation Business Case
Landfill Biogas Renewable Energy**

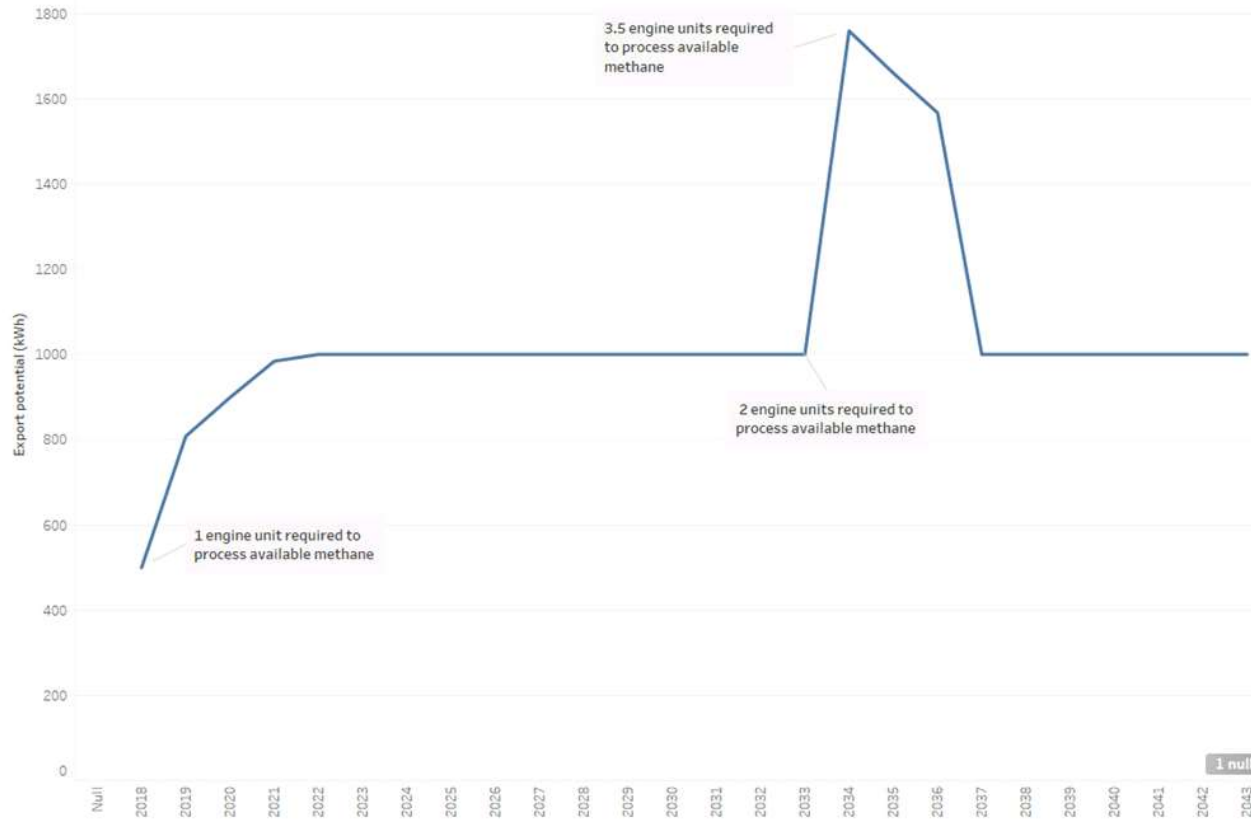
6.5 Attachment 6: Future Landfill Gas Modelling





**Innovation Business Case
Landfill Biogas Renewable Energy**

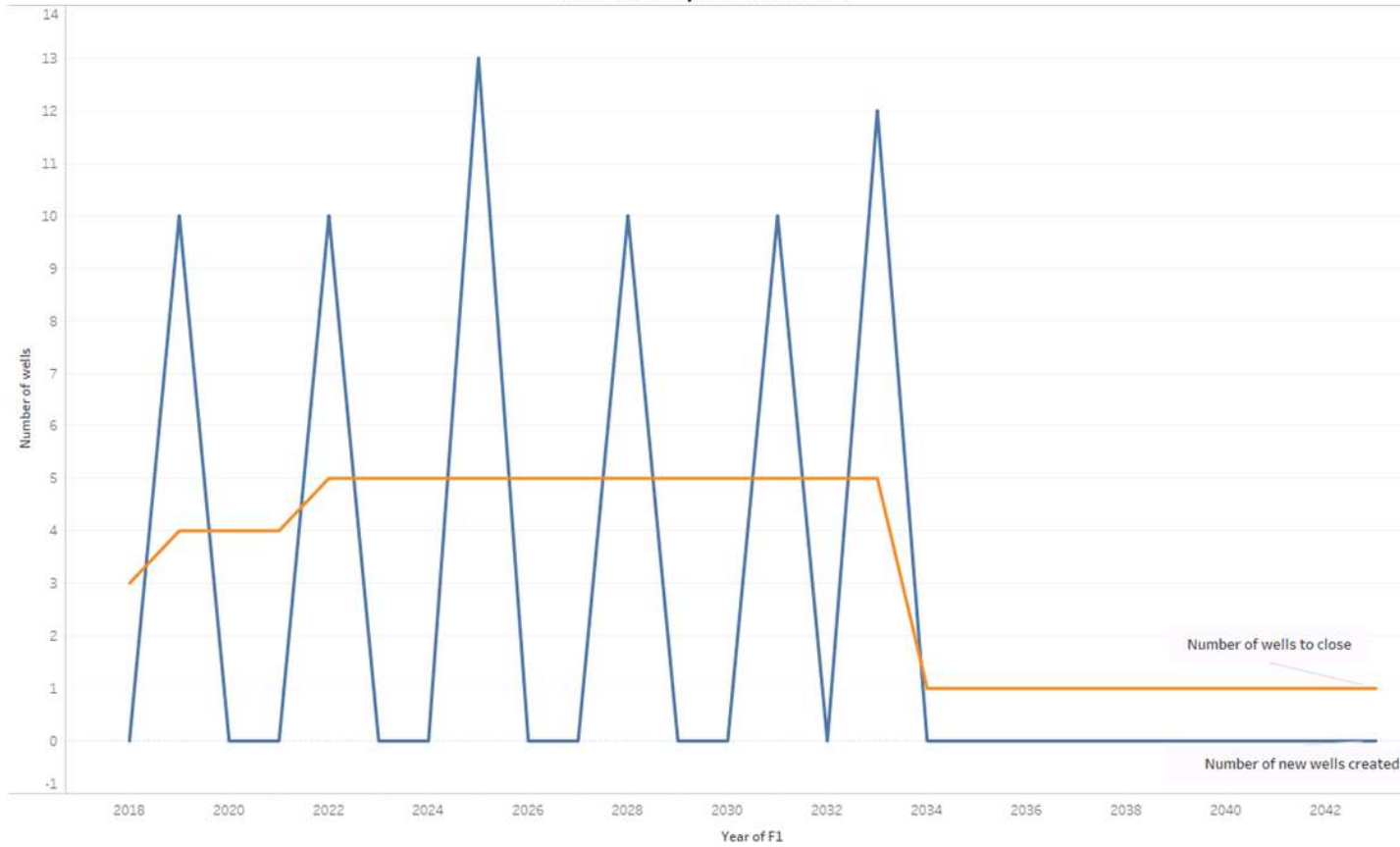
Export potential versus engine units required





Innovation Business Case
Landfill Biogas Renewable Energy

Well development forecast





**Innovation Business Case
Landfill Biogas Renewable Energy**

6.6 Attachment 7: Preliminary risk assessment

Risk title and sources	Potential controls or mitigating factors
Project management process	
Financial <ul style="list-style-type: none"> • Medium project cost • Large/tight budget • Insecure funding 	ROI = Maximum 2 years Fund from Landfill reserves
Project timelines <ul style="list-style-type: none"> • Long project duration • Potential for delays – eg weather, hard to source components, undermined aspects, changes • Project delays result in shortened lifespan and therefore revenue 	Life of the Landfill and beyond closure date to extract maximum methane for project profit. Proprietary off the shelf components, supply contract, Power Purchase Agreement with Energy Retailer. Existing operation as per Landfill licence, confirm assumptions and project authorisations to maximise revenues.
Project complexity <ul style="list-style-type: none"> • Specialist staff/contractors/ consultants/equipment req eg AGL/private sector SMEs not available • Multiple departments/ organisations involved in project 	One location only Similar to other Council Projects, qualified staff are available. Work scope understanding – BAU.
Project governance <ul style="list-style-type: none"> • Project manager not experienced in similar project type/size • No formal/clear review/ approval process in place 	Proprietary agreements with external providers – AGL, Contractors, Clean Energy Regulator. Contracts/procurement process
Interaction/organisational impact <ul style="list-style-type: none"> • Integrates with/effects/relies on other systems/processes etc • Other projects depending on this project • Other projects that this project depends on 	Software to monitor on-site data Revenue streams Depends on landfill gas capture system installations – EPA requirement.
Acceptance/fit for purpose <ul style="list-style-type: none"> • Solution is new development rather than off the shelf or minor modification (ie untested) 	Off the shelf solution widely used in the private sector
Impact on BAU <ul style="list-style-type: none"> • Project period impacts on normal operations (ie project lead/team diverted from/competing with normal role) – unable to continue to deliver BUA or back filled with less skilled person/s resulting in error/incidents 	Project installation is away from landfill operations. Connection to existing infrastructure during final commissioning.
Project deliverable/s impact/replace normal operations Process/system/behaviour change required	No – BAU eg monitoring, reporting & auditing. Yes, project management to BAU – Compliance reporting.
Concept phase	
Not identifying other suitable option	Alternative option identified in broad terms, but full scoping would require greater resources/effort. Potential for exploration if deemed appropriate.
Poorly defined project scope	Business case clearly defines scope
Poorly defined project objectives	Business case should articulate clearly the primary objectives.



**Innovation Business Case
Landfill Biogas Renewable Energy**

Project scope and requirements subject to change	Confirmation via CER and consultant/s.
Error/change in costing assumptions eg yield less than expected and/or price drops	Markets and Policy
Design phase	
Design is not fit for purpose	Designed to suit current data and includes future modelling – has been confirmed.
lack of consultation (eg with users for input and acceptance, with effected staff as per OHS obligations)	Consultation with work group. No impact or other OH&S requirements.
lack of benchmarking/best practice review to ensure most current solution/ knowledge/practice considered	Project is consistent with private enterprises operating landfills.
Engagement	
Inappropriate selection of contractor/equipment etc	Tender required – includes innovation and expertise criteria.
Contract/s do not clearly state liability, commissioning responsibility etc	Highly regulated through the CER, infrastructure owner – AusNet Services and Energy Retailer.
Lack of/inadequate insurance (council and/or contractor)	Covered by contractual obligations – Supply & installation contractor, CER and PPA's.
Construction/implementation	
Injury to staff/contractor/ visitor/public	Site closed to the public, OH&S site requirements & contractor tender assessments.
Damage to own/others infrastructure	Contractor liquidated damages.
Commissioning	
Injury/damage during commissioning, eg failure to release stored energy, system/equipment failure.	Contractor tender assessments, engagement procedures/site mobilisation.

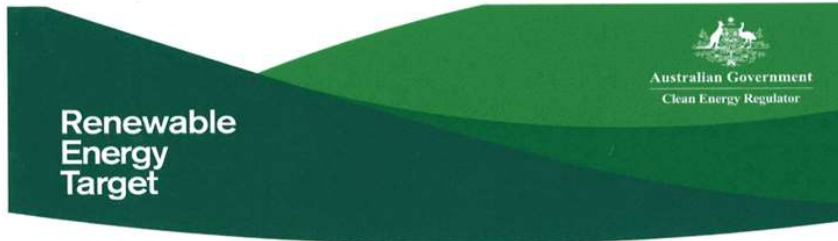


**Innovation Business Case
Landfill Biogas Renewable Energy**

6.7 Attachment 8: REC – Register of Accredited Power Stations

REC Registry - Register of accredited power stations

Page 1 of 3



Register of accredited power stations

The register of accredited power stations is available to the public and required under the *Renewable Energy (Electricity) Act 2000* (the REE Act).

Fuel sources marked with ^ are no longer eligible and displayed for historical purposes only.

Search accredited power stations

Nominated person name (account name):

Power station name: Accreditation code:

State:

Date accredited from: Date accredited to:

Fuel source:

Show baselines: *

Accredited power stations found

50 records per page

Nominated person name (account name)	Power station name	Accreditation code	Fuel Source(s)	State	Accreditation date	Generation year	Baseline (MWh)
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<https://www.rec-registry.gov.au/rec-registry/app/public/power-station-register>

19/10/2017



**Innovation Business Case
Landfill Biogas Renewable Energy**

REC Registry - Register of accredited power stations

Page 2 of 3

Nominated person name (account name)	Power station name	Accreditation code	Fuel Source(s)	State	Accreditation date	Generation year	Baseline (MWh)
EDL LFG (Vic) Pty Ltd	Berwick LFG Power Plant	BEBGVC02	• Landfill gas	VIC	1/4/2001	2016	20,446
EDL LFG (Vic) Pty Ltd	Broadmeadows LFG Power Plant	BEBGVC01	• Landfill gas	VIC	1/4/2001	2016	24,601
EDL LFG (Vic) Pty Ltd	Brooklyn LFG Power Plant	BEBGVC06	• Landfill gas	VIC	15/5/2002	2016	0
EDL LFG (Vic) Pty Ltd	Corio LFG Power Plant	BEBGVC03	• Landfill gas	VIC	1/4/2001	2016	4,620
EDL LFG (Vic) Pty Ltd	Springvale & Clayton LFG Power Plant	BEBGVC04	• Landfill gas	VIC	1/4/2001	2016	79,777
Landfill Operations Pty Ltd	Transpacific LFG - Truganina VIC	BEBGVC10	• Landfill gas	VIC	2/2/2006	2016	0
LMS Energy Pty Ltd	Cosgrove LFG - Vic	BEBGVC17	• Landfill gas	VIC	30/4/2009	2016	0
LMS Energy Pty Ltd	Eaglehawk - LFG - VIC	BEBGVC15	• Landfill gas	VIC	16/7/2008	2016	0
LMS Energy Pty Ltd	Hampton Park - LFG - VIC	BEBGVC12	• Landfill gas	VIC	9/2/2007	2016	0
LMS Energy Pty Ltd	Mornington Landfill	BEBGVC08	• Landfill gas	VIC	4/6/2002	2016	0
LMS Energy Pty Ltd	Smythesdale LFG - VIC	BEBGVC14	• Landfill gas	VIC	8/1/2008	2016	0
LMS Energy Pty Ltd	Wollert-Landfill Gas (LFG)-VIC	BEBGVC11	• Landfill gas	VIC	15/5/2006	2016	0
LMS Energy Pty Ltd	Wyndham Landfill	BEBGVC07	• Landfill gas	VIC	4/6/2002	2016	0

Showing 1 to 13 of 13 entries

← First ← Previous 1 Next → Last →

<https://www.rec-registry.gov.au/rec-registry/app/public/power-station-register>

19/10/2017



**Innovation Business Case
Landfill Biogas Renewable Energy**

6.8 Attachment 9: Latrobe City Council – Finance validation and endorsement

RE: Business Case Spreadsheet

Warrick Primrose

You forwarded this message on 30/10/2017 12:11 PM.

Sent: Fri 27/10/2017 12:09 PM

To: Wayne Sim; James Allen

Cc: Luke Van Der Tang

Retention Policy: LCC 60 Day Archive Policy (Inbox) (60 days) Expires: 26/12/2017



Hi Wayne & James

Luke and I are happy that the calculations are now correct showing a nett return of \$7,780,611.79 at \$0.06/kWh and \$10,991,717.75 at \$0.11/kWh based on the assumptions provided which seem to take a conservative view of the potential returns.

I also confirm that based on a payback period of under two years, the upfront infrastructure costs could be funded from the Landfill Reserve, with revenue & cost savings over the payback period to be repaid into the reserve.

Please let me know if you need any further confirmation.

Cheers

Warrick Primrose

Coordinator Accounting Services
Latrobe City Council

<mailto:Warrick-Primrose@latrobe.vic.gov.au>

Direct: 03 5128 6159

Fax: (03) 5128 6672

Phone: 1300 367 700
PO Box 264, Morwell 3840
141 Commercial Rd, Morwell 3840



<http://www.latrobe.vic.gov.au/>



**Innovation Business Case
Landfill Biogas Renewable Energy**

6.9 Attachment 3: Large - Scale Generation Certificates Eligibility Formula

TLEG - [(FSL + AUX) + DELG x (1 - MLF)]		
TELG	3811.5	
FSL	4320	500 Kw x 24 hrs x 360 Days/yr
AUX	0	
DLEG	4235	FSL 4320 - 85 MWh/yr
MLF	423.5	DLEG 4235 x 0.1
TELG	5971.5	
FSL	6720	800 Kw x 24 hrs x 360 Days/yr
AUX	0	
DLEG	6635	FSL 6720 - 85 MWh/yr
MLF	663.5	DLEG 6635 x 0.1
TELG	7483.5	
FSL	8400	1000 Kw x 24 hrs x 360 Days/yr
AUX	0	
DLEG	8315	FSL 8400 - 85 MWh/yr
MLF	831.5	DLEG 8315 x 0.1
TELG	9373.5	
FSL	10500	1250 Kw x 24 hrs x 360 Days/yr
AUX	0	
DLEG	10415	FSL 10500 - 85 MWh/yr
MLF	1041.5	DLEG 10415 x 0.1

COMMUNITY SERVICES

16. COMMUNITY SERVICES

Agenda Item: 16.1

Agenda Item: Cultural Diversity Action Plan 2014 - 2018 Year Three Action Plan (2016-2017) Annual Report

Sponsor: General Manager, Community Services

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

Status: For Decision

Proposed Resolution:

That Council receives and notes the Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Three Action Plan (2016-2017) Annual Report.

Executive Summary:

The purpose of this report is for Council to receive and note the Latrobe City Cultural Diversity Action Plan 2014 – 2018 (the Plan) Year Three Action Plan (2016-2017) Annual Report.

The review of the Plan's Year Three actions was undertaken from July to August 2017; information used to inform the review was obtained from departments within Latrobe City Council.

The Annual Report has been reviewed by the Latrobe City Cultural Diversity Advisory Committee at its 30 August and 22 November 2017 Committee meetings. At the request of a Committee member the draft report was translated into Greek.

The report demonstrates that out of the 25 actions in the Plan 19 actions were completed in year three. One action was not started, two actions were incomplete and three actions did not require reporting for 2016-2017.

Declaration of Interests:

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

Reasons for Proposed Resolution:

The Year Three Action Plan Report is one of a number of ways in which Council's commitment to building an inclusive and cohesive community is clearly demonstrated. Being a signatory to the "Racism, It Stops with me" campaign and a declared Refugee Welcome Zone further reinforce Council's resolve. Latrobe City Council also has well developed relationships with a range of culturally diverse organisations, supports many culturally diverse groups through its grants programs and is a strong promoter of inclusivity in events that take place across the municipality. Building the organisation's understanding of the needs of culturally diverse people and communities and its capacity to plan and respond are clearly reflected in daily operations.

The Latrobe City Cultural Diversity Action Plan 2014 - 2018 provides an opportunity for continuously improving Latrobe City Council services, information and facilities so they are more inclusive and accessible for people from diverse backgrounds. The Plan describes Council's commitment to recognising, valuing and supporting cultural diversity in Latrobe City and promotes participation of people from culturally diverse communities in community life. The current Action Plan is the third revision, covering the period from 2014 to 2018 and was adopted by Council on 2 March 2015.

A key component of the role of the Latrobe City Cultural Diversity Advisory Committee is to receive and consider reports on the progress of the development and implementation of the Latrobe City Cultural Diversity Action Plan. Feedback was provided by members on the content of the report which has been duly considered.

The Year Three Action Plan Annual Report demonstrates that out of the 25 actions in the Plan 19 actions were completed. One action was not started, two actions were incomplete and three actions did not require reporting for 2016-2017.

Some highlights from the Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Three (2016 -2017) Annual Report includes:

Equal access to services, resources and facilities for all residents

- A successful open day was held at the Morwell Library for culturally diverse communities.
- Information about the Latrobe City Community Grants Program for 2017/ 2018 was distributed amongst culturally diverse community networks, groups and the wider community, with submissions received from culturally diverse community groups.
- Information for culturally diverse community members was included in all New Resident Packs. Packs were available at Gippsland Multicultural Services. 140 New Resident Packs were distributed in the financial year.

Active community consultation and participation

- The following service providers were invited to attend Cultural Diversity Advisory Committee meetings to inform Committee members about what they do and the services that they offer:
 - Centre for Multicultural Youth, Youth Advisory Group on 9 November 2016.
 - Family Mediation and Counselling Victoria and the Gippsland Family Law Pathways Network attended on 8 February 2017.

Celebrating and valuing community diversity and cultural expression


- The following flags were installed at Immigration Park during the financial year:
 - July 2016 - American, French and South African.
 - November 2016 – Philippines.
 - February 2017 – Estonia.
 - March 2017 – Bangladesh.
 - June 2017 – Italian and the United Nations.
- Latrobe City Cultural Diversity Advisory Committee members were invited to all Latrobe City Citizenship Ceremonies during the reporting period. The dates of Citizenship Ceremonies were promoted to Committee members at Committee meetings and through the Committee meeting agenda resulting in several members attending ceremonies.

Leadership and Advocacy

- Recruitment of the 2017 to 2020 Cultural Diversity Advisory Committee was completed through an expression of interest process. All positions available through this process were filled. Six new Committee members were recruited.
- A report was provided to the Committee about how other local Government Authorities in Gippsland are working with culturally diverse communities. This information can inform the development of the next Action Plan.

The Cultural Diversity Action Plan 2014-2018 Year Three Action Plan (2016 – 2017) Annual Report has been reviewed by the Latrobe City Cultural Diversity Advisory Committee. Following Council's endorsement of the report it will be placed on the Latrobe City website.

Attachments

- 1.  [Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Three Action Plan \(2016-2017\) Annual Report.](#)

16.1

Cultural Diversity Action Plan 2014 - 2018 Year Three Action Plan (2016-2017) Annual Report

- 1 Latrobe City Cultural Diversity Action Plan 2014 – 2018
Year Three Action Plan (2016-2017) Annual Report. 565**

Cultural Diversity Action Plan 2014 - 2018

YEAR THREE REPORT - 2016 TO 2017



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

Greek - Για να λάβετε αυτές τις πληροφορίες σε γλώσσες εκτός από τα Αγγλικά, ή σε άλλες μορφές (συμπεριλαμβανομένου ηχητικού, ηλεκτρονικού υλικού, γραφής Braille ή εκτυπώσεις μεγάλων χαρακτήρων), παρακαλείστε να έρθετε σε επαφή με το Δήμο Πόλης Latrobe στο 1300 367 700.

Italian - Per ottenere queste informazioni in lingue diverse dall'inglese, o in altri formati (tra cui audio, elettronico, Braille o con caratteri grandi) si può contattare il Comune di Latrobe al numero 1300 367 700.

Polish - W celu uzyskania informacji w języku innym niż angielski lub w innych formatach (włącznie z audio, elektronicznym, Braille'a lub większej czcionki), prosimy skontaktować się z Latrobe City Council pod numerem 1300 367 700.

Dinka - Të b'in lëk yök në thook kušn cie D'ingil'ith, ka në ku'ir k'ök (n'ijic kaye piŋ, ye t'ösu në tit yiic, k'ëk ë c'ör ka k'ë c'it n'öt Ked'it Nyin) , alim ba jam kekë Kanthol de Pen ë Latrobe 1300 367 700.

Nuer - M'ı goor'i lär eme ke thok mi dor m'ı ci la thok lin'liethnä, kie ke duor m'ı dor cet ke lieŋde ke j'öw (kie rey kumputerkä, kie ke Bralille kie ke g'gar m'ı d'ijit elon), yutnä muktap Latrobe City Kancil ikä rey taleponä eme 1300 367 700.

Why a Cultural Diversity Action Plan

Introduction

Latrobe City recognises the Gunai Kurnai nation as the traditional custodians of the land, and values their ongoing cultural and community contribution. The City also celebrates and recognises the considerable contributions made by successive generations of migrants and refugees who have chosen to call Latrobe City home. These migrants and refugees have brought a broad range of skills, experiences, language and cultures to our municipality.

Latrobe City has a proud history of welcoming people from diverse backgrounds and cultures into the community. Their arrival has enriched our culture, strengthened our industry, added a diverse range of businesses, and made Latrobe City a more exciting, interesting and vibrant place to live. More than 30% of our community has a cultural heritage that reflects the fact that either they, or one or both of their parents, were born overseas.

Latrobe City has a vibrant social and culturally diverse community comprised of people from many different nations across the world. A total of 9,930 or 13.7% of Latrobe City residents were born overseas and 6.9% of people in Latrobe City speak a language other than English at home. ¹

Council has a strong commitment to building an inclusive, harmonious community that acknowledges diversity, engages and communicates with citizens and nurtures neighbourhoods. The development of the Cultural Diversity Action Plan demonstrates Council's commitment to address the cultural and linguistic barriers facing many of its citizens. Council recognises the need to ensure strategies are in place to capitalise on our proud and diverse multicultural history, while setting the scene for future economic, social and cultural development.

Recognising and valuing cultural diversity within the context of a harmonious community has major social and economic benefits. It creates an environment where all individuals, regardless of their cultural background, can positively contribute to society and play a constructive role in building a strong and vibrant community.

Many of the businesses within Latrobe City have international links as a direct result of our diverse and highly skilled workforce. There has also been considerable economic investment by large-scale international industry within the Latrobe City municipality.

Our Sister City relationships with Takasago in Japan and Taizhou in China are key drivers for economic, educational and cultural exchange. Our cultural diversity is also evident in regular annual high profile cultural celebrations such as our Sister Cities Festival which replaced both the Japanese Day and the Chinese Festival celebrations.

Federation University Australia's Gippsland Campus attracts a small but growing number of international students, as well as a larger number of students recently arrived as migrants, from a diverse range of countries. Many international students are successful in applying to make Australia their home after completing their studies.

The Latrobe City Cultural Diversity Action Plan (the Plan) has been prepared as part of Council's ongoing commitment to the cultural and linguistic diverse population in Latrobe City and outlines a strategic approach to meet the needs of our culturally diverse community. It is important that culturally diverse members of the community have access to culturally relevant and sensitive services provided by Latrobe City in accordance with the Accessible Government Services for all, a revised framework for access and equity reporting.

¹ Australian Bureau of Statistics 2011 Census results

Scope and Purpose

This Plan describes Council's commitment to recognising, valuing and supporting cultural diversity within Latrobe City. It is intended to be a long-term Plan that guides and strengthens Council's ability to embrace cultural and linguistic diversity. It is anticipated that this Plan is likely to evolve over time to better align with socio-demographic changes and community priorities.

Objectives in Detail

In order for this commitment to be put into practice, and to continuously measure our progress, the Plan has four Objectives:

1. Equal access to services, resources and facilities for all our residents

All services, resources and facilities for residents will be non-discriminatory and accessible to all members of the community. Council is committed to ensuring that access and equity principles are clearly demonstrated through our service delivery and the provision of facilities for the general community and ensure all members of the community are provided with the opportunities to access culturally relevant and sensitive services, facilities and resources.

2. Active community consultation and participation

Every person living, working, studying or visiting the municipality can contribute to the life of the broader community. The range of skills, abilities and experiences provided by community members contribute to the rich diversity and vibrancy of the Latrobe City municipality.

All residents of the municipality will be provided with the opportunity to play an active role in decision making processes. Through community development activities, all community members, regardless of their cultural or linguistic background, will be consulted and engaged on key issues, policies, strategies and actions.

3. Celebrating and valuing community diversity and cultural expression

The vibrancy and vitality that is drawn from having a large number of residents who were born outside Australia and bring a diverse mix of skills, cultures, languages and religions to the area is valued and celebrated. The harmony resulting from a multicultural society where there is acceptance and celebration of diversity is also valued.

4. Leadership and advocacy

Council must strengthen its capacity as a culturally competent organisation by embedding the philosophy of each Plan Objective into relevant Council Plans and Strategies.

There are a number of Latrobe City corporate strategies and action plans linked closely to this Plan. These include:

- Latrobe 2026, The Vision for Latrobe Valley.
- Council Plan 2013 – 2017.
- Municipal Strategic Statement.
- Municipal Public Health and Wellbeing Plan, 2013 – 2017.
- Community Engagement Plan, 2010 – 2014.
- International Relations Plan, 2011 – 2014.

- Disability Action Plan.
- Positive Ageing Plan, 2009 – 2012.
- Events Strategy and Action Plan, 2013 -2017.
- Municipal Early Years Plan, 2011 – 2015.
- Library Plan, 2011-2017.

Community development and capacity building also requires a conscious intent to look beyond the physical borders of the municipality. Council delivers a broad range of services and facilities but many issues facing local communities are the responsibility of State or Federal Governments.

Council plays a key role in advocating to State and Federal Government on behalf of the Latrobe City community to better inform policy-makers and ensure community needs are considered across all levels of Government. Council also aims to improve community leadership by seeking to build the capacity of community members to advocate for themselves and seek to effect change through community-based programs.

Council Plan 2013 - 2017

The Council Plan 2013 – 2017 outlines Latrobe City Council's vision and direction for the community. It guides Council's decisions making and resource allocation to deliver outcomes and services to the community. The Council Plan is reviewed annually and is a requirement of the Local Government Act 1989.

The Council Plan focuses on five key themes with supporting Objectives, Strategic Directions and Strategies and Plans. Performance Indicators are listed which align to each Strategic Direction to monitor achievements, changes and trends.

The Cultural Diversity Action Plan forms part of the supporting Strategies and Plans and is aligned to theme four:

- **Theme 4**
Advocacy for & consultation with our community.
- **Objective**
To ensure effective two-way communication and consultation processes with the community in all that we do.
- **Strategic Direction**
Actively encourage and support initiatives that promote social inclusion and diversity within our community.

Latrobe City Municipal Public Health and Wellbeing Plan 2013 - 2017

The Plan is closely linked to the Latrobe City Municipal Public Health and Wellbeing Plan 2013 – 2017 (MPHWP) through the key strategic direction of 'Staying Connected'.

The aim of the MPHWP is to build positive health and wellbeing outcomes for all residents who live, learn, work and play in Latrobe City. The key strategic direction of 'Staying Connected' encourages an active, diverse and connected community within Latrobe by ensuring access and equity for all groups in the community.

The strategies and actions within the Plan contribute to achieving this key strategic direction of the MPHWP and supporting our community to live healthy, active and connected lives.

Latrobe City Cultural Diversity Action Plan 2014 - 2018 Actions

The following actions have been identified as integral to the success of the Latrobe City Council Cultural Diversity Action Plan 2014 - 2018.

Objective 1: Equal access to services, resources and facilities for all our residents

Actions

1.1 Feature cultural diversity in Latrobe City LINK.

Responsibility: Office of the Chief Executive - Community Relations

Measure: One article per year.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

Action update: The Community Relations Department is currently reviewing the Latrobe City LINK publication; there has been a hold up for its release.

Action Status: NOT STARTED

1.2 Investigate and implement programs to targeted groups such as Culturally and Linguistically Diverse community members to support their needs.

Responsibility: Community Liveability - Libraries

Measure: One targeted program delivered per year.

Outcome: Increased usage of library services by culturally diverse communities groups.

When: Annually

Action update:

The possibility of hosting a living libraries event was investigated. The United Muslim Sisters of Latrobe Valley and Gippsland Multicultural Services were contacted regarding MY Story (Multicultural Youth Story) that uses the living library concept, to be delivered in 2017.

Discussions took place with Latrobe Community Health Service and the Centre for Multicultural Youth about establishing a partnership around literacy. A joint application by Latrobe City, Gippsland Employment Skills Training and Latrobe Community Health Service was submitted to the State Library of Victoria for funding to run an adult literacy based program for CALD and disadvantaged community members. The funding application was unsuccessful.

Other programs and opportunities investigated include the 'Exploring Being Your Own Boss' program, a program that could be delivered in the Library environment.

A successful open day was held at the Morwell Library for culturally diverse communities.

Action Status: COMPLETED FOR 2016 - 2017

1.3 Ensure the Latrobe City website has the line: "If you require this information in languages other than English, or in other formats, please contact Latrobe City on 1300 367 700".

Responsibility: Office of the Chief Executive - Community Relations
Measure: Presence of information on Latrobe City website.
Outcome: Latrobe City publications are more accessible to culturally diverse residents.
When: Annually

Action Update: The Latrobe City website provides a call to action: 'If you require this information in languages other than English, or in other formats, please contact Latrobe City on 1300 367 700'. The statement remains in place.

Action Status: COMPLETED FOR 2016 - 2017

1.4 Review Departmental email and mail out lists to identify and include culturally diverse interests.

Responsibility: All Divisions
Measure: Two intranet notices per year requesting that Departments update email and mail out lists.
Outcome: Greater communication with culturally diverse communities.
When: Bi-annually

Action Update: Gippsland Multicultural Service provided an updated ethnic community groups list to Latrobe City in November 2016. This list was distributed to Community Development Department team members to update their mailing lists/email distribution lists and was included on the Latrobe City intranet as an announcement for all staff to also update their mailing/distribution lists.

Action Status: COMPLETED FOR 2016 - 2017

1.5 Promote the Latrobe City Community Directory to service providers through Community Development networks.

Responsibility: Community Liveability - Community Strengthening
Measure: Promotion of Community Directory at Community Groups Forums.
Outcome: Greater communication with culturally diverse communities.
When: Quarterly

Action Update:

The Community Directory was promoted at the following community developments forums.

- Recruiting Active Members and Volunteers in Community Groups Workshop on 19 October 2016.
- Managing and Resolving Conflict in Community Groups Workshop on 15 November 2016
- Community Safety Forum: Gambling Awareness on 22 November 2016
- Annual Small Townships Forum on 24 November 2016
- A Practical Introduction to Community Engagement Workshops, two workshops held on 27 February 2017
- Latrobe Police Community Safety Forum on 23 May 2017
- Traralgon Community Groups Forum on 24 May 2017 and
- Media Matters for Community Groups Workshop on 31 May 2017.

As at October 2016, 146 community groups were listed in the Community Group Directory.
As at July 2017, 159 community groups were listed in the Community Group Directory.

Action Status: COMPLETED FOR 2016 – 2017

1.6 Promote the Latrobe City Community Grants program and individual assistance available to culturally diverse communities.

Responsibility: Community Liveability - Community Strengthening

Measure: Promote the annual Community Grants to culturally diverse communities.

Outcome: Strengthen the ability of culturally diverse communities to access Community Grants.

When: Annually

Action Update: Information about the Latrobe City Community Grants Program for 2017/ 2018 was distributed amongst culturally diverse community networks, groups and the wider community, with submissions received from culturally diverse community groups.

Action Status: COMPLETED FOR 2016 - 2017

1.7 Include information for culturally diverse communities in Latrobe City New Residents Packs for distribution through Gippsland Multicultural Services and other appropriate Agencies

Responsibility: Planning and Economic Sustainability – Tourism

Measure: Information is included in New Residents packs and provided to Gippsland Multicultural Services and other appropriate agencies for distribution.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Quarterly

Action Update: Information for culturally diverse community members was included in all New Resident Packs. Packs were available on request to the Gippsland Multicultural Services and other appropriate agencies as follows:

- September 2016 – 11 new resident packs distributed
- October 2016 - 16 new resident packs distributed
- November 2016 – 16 new resident packs distributed
- December 2016 - 12 new resident packs distributed
- January 2017 – 22 new resident packs distributed
- February 2017 – 10 new resident packs distributed
- March 2017 – 9 new resident packs distributed
- April 2017 – 29 new resident packs distributed
- May 2017 – 15 new resident packs distributed

140 New Resident Packs were distributed for the financial year.

Action Status: COMPLETED FOR 2016 - 2017

Objective 2: Active community consultation and participation

Actions

- 2.1 Identify community safety issues relevant to people from culturally diverse backgrounds (evidence based) and consider how these could be incorporated into Latrobe City community safety activities.

Responsibility: Community Liveability - Community Strengthening

Measure: Number of issues identified and incorporated in community safety activities.

Outcome: Positive perceptions of safety for people from culturally diverse backgrounds.

When: Annually

Action Update: The Cultural Diversity Advisory Committee was consulted. The Committee recommended that the Community Strengthening team speak with the Victoria Police Multi-Faith Advisory Group (MAG). The MAG identified Scams and Emergency Management as issues to be addressed. A Multicultural Emergency Management Forum is planned for 6 July 2017.

Action Status: COMPLETED FOR 2016 - 2017

- 2.2 Invite representatives from service providers to a Cultural Diversity Advisory Committee meeting to discuss service needs of culturally diverse communities.

Responsibility: Community Liveability - Community Strengthening

Measure: Services providers identified and invited to attend a Cultural Diversity Advisory Committee Meeting.

Outcome: Increased awareness of service issues for people from culturally diverse backgrounds.

When: Annually

Action Update: The following service providers were invited to attend Cultural Diversity Advisory Committee meetings:

- Centre for Multicultural Youth, Youth Advisory Group on 9 November 2016.
- Family Mediation and Counselling Victoria and the Gippsland Family Law Pathways Network attended on 8 February 2017.

Action Status: COMPLETED FOR 2016 - 2017

- 2.3 Identify culturally specific services and invite participation on the Latrobe City Service Providers Network.

Responsibility: Community Liveability - Community Strengthening

Measure: Culturally specific services identified and invited to attend the Latrobe City Service Providers Network.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

Action Status: This action does not require reporting for 2016-2017 as all service providers who are interested in the Network receive regular updates and meeting invitations.

2.4 Promote community consultations offered by the Victorian Multicultural Commission to gain an understanding of issues facing culturally diverse communities.

Responsibility: Community Liveability - Community Strengthening

Measure: Community consultation sessions promoted.

Outcome: Increased awareness of community consultations and provide a voice to State Government.

When: As they occur.

Action Update: The Community Strengthening Team was not advised of any consultations offered by the Victorian Multicultural Commission during the year.

Action Status: **COMPLETED FOR 2016 - 2017**

Objective 3: Celebrating and valuing community diversity and cultural expression

Actions

- 3.1 Ensure images in the Latrobe City Council photo library are representative of the diverse nature of residents in Latrobe City and are regularly published.

Responsibility: Office of the Chief Executive - Community Relations

Measure: Publications reflect the diverse nature of our community.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

Action Update: The Community Relations Department is in the process of engaging another photographer to take updated images to be used as stock/photo library photos.

Action Status: COMPLETED FOR 2016 – 2017

- 3.2 Develop a list of significant cultural days for culturally diverse communities and place on the Latrobe City website.

Responsibility: Community Liveability - Community Development

Measure: List of significant cultural days for culturally diverse communities is published on the Latrobe City website.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

Action Status: This action does not require reporting for 2016-2017. A web link to the Calendar of Cultural and Religious Dates available via the Australian Government Department of Social Services webpage has been located on the Latrobe City webpage since May 2016.

- 3.3 Support National/Cultural days activities at Immigration Park by supplying National Flags when requested.

Responsibility: Planning and Economic Sustainability – Events & International Relations

Measure: National flags displayed on days of cultural significance.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

Action Update: The following flags were installed at Immigration Park during the financial year:

- July 2016 - American, French and South African.
- November 2016 – Philippines.
- February 2017 – Estonia.
- March 2017 – Bangladesh.
- June 2017 – Italian and the United Nations.

Action Status: COMPLETED FOR 2016 – 2017

3.4 Support the promotion of Immigration Park to the community and visitors.

Responsibility: Planning and Economic Sustainability - Tourism

Measure: Immigration Park is actively promoted to the community and visitors.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

Action Update: Immigration Park was promoted on the tourism website, *What to See and Do*, in brochures, in the Central Gippsland Official Visitor Guide, in the Victorian Retirement Guide 2016 and included in the new map designed for the back of the Rema town maps for Moe, Morwell and Traralgon and when appropriate, by staff and volunteers at the visitor information centre.

Additional avenues for promotion were utilised which created greater awareness and appreciation of the multiculturalism and heritage of our community.

Action Status: COMPLETED FOR 2016 - 2017

3.5 Promotion of Citizenship Ceremonies via Latrobe City Council's Twitter and Facebook accounts to build greater community awareness of our cultural diversity.

Responsibility: Office of the Chief Executive - Community Relations

Measure: Citizenship Ceremonies promoted on Latrobe City social media channels.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

Action Update: Dates of Citizenship Ceremonies were scheduled on the Social Media Planner. Citizenship Ceremonies were promoted through Facebook and an album of images was posted following each ceremony. Facebook is used more than Twitter.

Action Status: COMPLETED FOR 2016 – 2017

3.6 Utilise networks to promote Australia Day celebrations.

Responsibility: Planning and Economic Sustainability – Events & International Relations

Measure: Australia Day celebrations promoted to networks.

Outcome: Greater community awareness of our cultural diversity.

When: Annually

Action Update:

The Australia Day nomination poster was emailed to the Community Development Department in July 2016 to be distributed through their CALD Networks. Additional Facebook boosts were initiated prior to the closing date for Australia Day Nominations on 9 September 2016.

Nominations received for the 2017 Australia Day Awards were processed. In January 2017 the final Australia Day Program was provided to the Community Development Department for distribution through their CALD networks to advise of Australia Day Activities being held in Latrobe City.

On 20 April 2017 the Australia Day Advisory Committee met to debrief regarding the 2017 event and to start to organise the 2018 Australia Day program.

Action Status: COMPLETED FOR 2016 – 2017

3.7 Cultural Diversity Advisory Committee members are invited to attend Latrobe City Citizenship Ceremonies.

Responsibility: Community Liveability - Community Strengthening

Measure: Develop roster for Cultural Diversity Advisory Committee members' attendance at Citizenship Ceremonies.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: As they occur.

Action Update: Latrobe City Cultural Diversity Advisory Committee members were invited to all Latrobe City Citizenship Ceremonies during the financial year. Citizenship Ceremonies dates were promoted to Committee members at Committee meetings and through the Committee meeting agenda.

Action Status: COMPLETED FOR 2016 - 2017

3.8 Investigate options for individuals to wear their National costumes at Citizenship Ceremonies.

Responsibility: Office of the Chief Executive - Mayoral and Council Support

Measure: Candidates are encouraged to wear National costumes at Citizenship Ceremonies.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: As they occur

Action Status: This action does not require reporting for 2016-2017 as it is standard practice to encourage individuals to wear their National costumes at Citizenship Ceremonies.

3.9 Provide information regarding Australia Day awards to the Cultural Diversity Advisory Committee for distribution to networks.

Responsibility: Community Liveability - Community Strengthening

Measure: Information provided to Cultural Diversity Advisory Committee members to promote to their networks.

Outcome: Increased awareness of Australia Day Awards and encourage nominations from our culturally diverse communities and residents.

When: Annually

Action Update: The promotional flyer was circulated to the Cultural Diversity Advisory Committee members in July 2016.

Action Status: COMPLETED FOR 2016 – 2017

Objective 4: Leadership and advocacy

Actions

4.1 Promote Latrobe City Social Support volunteer programs to culturally diverse communities.

Responsibility: Community Liveability – Social Support

Measure: Social Support volunteer programs promoted to culturally diverse communities.

Outcome: Increased participation and access by residents from culturally diverse backgrounds in Latrobe City Social Support volunteer programs.

When: Annually

Action Update: The Direct Care Team continued to offer and promote volunteering opportunities within its programs to the community including those from culturally diverse backgrounds. Volunteer opportunities were promoted using a multitude of methods and were inclusive of people's diverse backgrounds. Staff awareness of the vast array of diverse backgrounds within Gippsland has increased and sensitive practises are maintained by all staff. Cultural diversity remains a high priority as an ongoing 'business as usual' item for the Direct Care Programs.

Action Status: COMPLETED FOR 2016 -2017

4.2 Gather information about how other Local Government Authorities in Gippsland are working with culturally diverse communities.

Responsibility: Community Liveability - Community Strengthening

Measure: Information gathered and presented to Cultural Diversity Advisory Committee.

Outcome: The Cultural Diversity Advisory Committee is informed of activities.

When: Annually

Action Update: A report has been developed with responses from each of the five Gippsland local governments. The report will be presented to the Cultural Diversity Advisory Committee members at a future meeting.

Action Status: COMPLETED FOR 2016 – 2017

4.3 Identify opportunities to promote activities of the Latrobe City Cultural Diversity Advisory Committee in the local media.

Responsibility: Community Liveability - Community Strengthening

Measure: Activities promoted through local media.

Outcome: Increased awareness of the activities of the Cultural Diversity Advisory Committee.

When: As appropriate.

Action Update: The Cultural Diversity Action Plan Year Two Annual Report was published on the Latrobe City webpage.

Recruitment of the 2017 to 2020 Cultural Diversity Advisory Committee was completed. The recruitment of the Committee was promoted through the Latrobe Valley Express, by direct mail to social and ethnic groups in the municipality and information was included on the Latrobe City webpage and Facebook page. The Expression of Interest Information Pack developed for the recruitment of the Committee was displayed at Latrobe City Service Centres.

Action Status: **COMPLETED FOR 2016 - 2017**

4.4 Develop and deliver a cultural competency training program for Latrobe City staff.

Responsibility: Corporate Strategy - Learning and Development

Measure: Cultural competency training program developed and delivered.

Outcome: Council Officers have increased skills in working with culturally diverse clients. Latrobe City has increased skills in understanding and working with diversity. Council officers have the skills and knowledge to embed cultural diversity into plans, strategies and projects.

When: Annually.

Action Update: A Cultural Diversity Training session was offered to staff in late May 2016. This was following two previously cancelled sessions (due to low registrations). The May 2016 session was not well attended; because of this, it was decided to rest the training and look at alternative ways to encourage awareness of cultural diversity in the workplace.

With the implementation of the new Latrobe City e-recruit system (for staff recruitment), the Human Resources area will be able to gather and report on diversity in recruitment and with the employee induction system Latrobe City will be able to collect data at the point of employment related to equal opportunity and cultural diversity.

Unconscious Bias Training is scheduled for 2017- 2018. Cultural Awareness training will be reintroduced with the introduction of the new Learning Management System.

Action Status: **INCOMPLETE FOR 2016-2017**

4.5 Encourage stronger links between culturally diverse communities and Neighbourhood Houses and Universities of the Third Age.

Responsibility: Community Liveability - Community Strengthening

Measure: Neighbourhood Houses Coordinators and University of the Third Age representatives invited to a Cultural Diversity Advisory Committee Meeting.

Outcome: Increased awareness of educational opportunities and mutual support programs for culturally diverse communities.

When: 2016 – 2017

Action Update: Neighbourhood Houses and the University of the Third Age were scheduled as guest speakers for the 24 May 2017 Cultural Diversity Advisory Committee meeting. This meeting was cancelled.

Action Status: **INCOMPLETE FOR 2016-2017**

Agenda Item: 16.2

Agenda Item: Living Well Latrobe - Year One Action Plan

Sponsor: General Manager, Community Services

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

Status: For Information

Proposed Resolution:

That Council notes the Living Well Latrobe Year One Action Plan (2018-2019).

Executive Summary:

The purpose of this report is for Council to receive and note the Living Well Latrobe Health and Wellbeing - Year One Action Plan.

The Municipal Public Health and Wellbeing Plan (MPHWP) is a requirement under section 26 of the *Public Health and Wellbeing Act 2008*. It requires Council to prepare and endorse a four year MPHWP and in addition to develop an annual Action Plan.

The Year One Action Plan has been developed as a result of collation of the community engagement and further consultation with the MPHWP Reference Group, local organisations, service providers and Latrobe City stakeholders. Our community will be provided the opportunity to be involved in the implementation of the action plan to ensure that this continues to be a community led, co-designed plan with community at the centre.

An annual review will report to Council and to the community on the collective achievements and progress of the 'Living Well Latrobe' Action Plan. The first Action plan will cover the period to June 2019 and will be reviewed and refreshed as required in July 2018. Subsequent annual reviews will inform the development of the 2019-20 and 2020-21 Action Plans.

Declaration of Interests:

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

Background:

At the Ordinary Council meeting on 23 October 2017, Council adopted the Living Well Latrobe Health and Wellbeing Plan 2017-21.

The Living Well Latrobe Year One Action Plan has been developed following extensive community and stakeholder engagement which identified a number of key community focus areas for development and action over the coming four years.

They are:

- Social and Community Connectedness
- Active Living
- Health and Wellbeing
- Safe in the Community
- Safe at Home
- Lifelong Learning and Opportunities.

'Living Well Latrobe' is intended to be a document which guides health prevention activities and community strengthening through Council, agencies, service providers, community groups, business industry and community.

The Year One Action Plan aims to align with the priorities of local organisations and agencies in Latrobe City as well as Latrobe City Council internal departments. It is a culmination of discussions and workshops with stakeholders and key organisations to ensure that committed actions are achievable and outlines the implementation of the key priority areas.

Reasons for Proposed Resolution:

The Year One Action Plan 2018-2019 has been developed in consultation, collaboration and is supported by the MPHWP Reference Group.

Following Council's notation of the Action Plan it will be made available on the Latrobe City Health and Wellbeing webpage.

Issues:

Strategy Implications

The Living Well Latrobe Action Plan 2018-2019 is aligned with all seven objectives of the Council Plan;

- Support job creation and industry diversification to enable economic growth in Latrobe City
- Encourage improved education and training outcome in Latrobe City

- Improve the liveability and connectedness of Latrobe City
- Improve the amenity and accessibility of Council services
- Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens
- Ensure Council operates openly, transparently and responsibly
- Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city

Communication

Latrobe City Council will take a lead role collaborating and co-designing agreed actions with key stakeholder partners and community representatives. The Community Services division will work closely with and report to the MPHWP Reference Group on Working Group progress.

Communication of Living Well Latrobe activities will occur through a wide range of media and event activities.

Council and community will receive an annual review reporting on the progress of the 'Living Well Latrobe' Action Plan for June 2019.

Financial Implications

Actions to be undertaken by Latrobe City Council will be achieved within existing budget or external funding allocation.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Latrobe City Council and the MPHWP Reference Group are unable to deliver and maintain clear message alignment	2	Reference Group members will be provided with regular updates and feedback opportunities
Community believes that priorities are not been addressed	3	Engagement activities need to be transparent, open to feedback and community participation is encouraged
Lack of coordination	2	MPHWP Reference Group and Working Group participation to be coordinated by Latrobe

Identified risk	Risk likelihood*	Controls to manage risk
		City with agreed Lead for each priority area
The community and service stakeholders fail to engage with the Living Well Latrobe Action Plan	1	Engagement monitoring, feedback mechanisms promoted, active data to be captured and regular action plan progress reviews to be provided

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

Legal and Compliance

Under section 26 of the *Public Health and Wellbeing Act 2008*, it requires Council to prepare and endorse a four year MPHWP and in addition to develop an annual Action Plan.

Community Implications

The community and service stakeholders are keen to progress actions which are aligned with the key priority areas identified in the Living Well Latrobe Health and Wellbeing Plan 2017-2021. Once the Action Plan is released after Council notation, work will commence to promote and progress these activities.

Environmental Implications

No environmental implications





Consultation

Latrobe City Council will continue to engage with the community by promoting the Living Well Latrobe Health and Wellbeing Plan at identified community events and service or stakeholder locations; implementation of working groups which will guide agreed actions with community representation; enabling an ongoing a feedback mechanism; and providing an annual progress report to the community.

Supporting Documents:

Nil

Attachments

- 1   Living Well Latrobe Health and Wellbeing Plan 2017-2021
- 2   Living Well Latrobe Year One Action Plan 2018-2019

16.2

Living Well Latrobe - Year One Action Plan

- 1 Living Well Latrobe Health and Wellbeing Plan 2017-2021 587**
- 2 Living Well Latrobe Year One Action Plan 2018-2019 611**



MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN *2017-2021*

A HEALTHY, SAFE, VIBRANT AND CONNECTED COMMUNITY





LATROBE CITY COUNCIL
MUNICIPAL PUBLIC
HEALTH AND
WELLBEING PLAN

2017-2021

CONTENTS

Message from the Mayor 3

Our Community 4

Our Focus 5

Focus Areas 6

 Social and Community Connectedness 7

 Active Living 9

 Health and Wellbeing 11

 Safe at Home 13

 Safe in our Community 15

 Lifelong Learning and Opportunities 17

Our Promise 18

Appendices 19

References 23

MESSAGE FROM THE MAYOR

... a new perspective

This Municipal Public Health and Wellbeing Plan is more than a collection and analysis of data, it is a capture of the thoughts, hopes and aspirations of our community. It is a show of community force, a determined stand to take an active and powerful role in our collective long term health and wellbeing.



Throughout the development of this document the community has been our source of knowledge, our inspiration and our test of what is and is not empowering.

We have deliberately focused on the strengths of this wonderful community – its spirit, how protective it is of its unique history, how proud it is of its great gifts and assets, its fundamental sense of connectedness and the determination to look after our own.

We also acknowledge the traditional owners of the land, the Braiakaulung people of the Gunaikurnai nation and pay respect to their elders past and present. In the development of this plan we thank our Braiakaulung advisory committee for their guidance and we appreciate the contribution of members

of our aboriginal communities who have assisted and informed the development of this plan.

This Plan is a community plan. It is our blueprint – not just for Council but for our valuable partner agencies and stakeholders, community groups and associations as well as individual community members

In the preparation of this Plan we have also had the privilege of connecting with the Latrobe Valley Health Assembly. Here we have found alignment and synergy to our work and acknowledge the importance of a shared cooperative approach moving forward. The Health Innovation Zone is Australia's first - its establishment provides Council, service providers and the wider community with a unique opportunity to

deliver creative, unconventional, progressive community based approaches to health and wellbeing improvement.

In developing our Plan we thank the State Government for supporting and embracing our community-led approach.

On behalf of Council, I would like to extend my appreciations to those hundreds of community members who participated in the development of this document. Each and every contribution has been enormously valuable in the development of this vision for our community.

By working together to deliver this Plan, by being guided by the wisdom of our community, I am confident that we can create a more healthy, vibrant, safe, connected and resilient community.

3

OUR COMMUNITY

... at a glance

BUILDING ON OUR STRENGTHS...

OUR OPPORTUNITY

Time of change, people are listening and engaged, a new approach

OUR HOME

Natural beauty, livable, affordable, accessible, country life, close to city

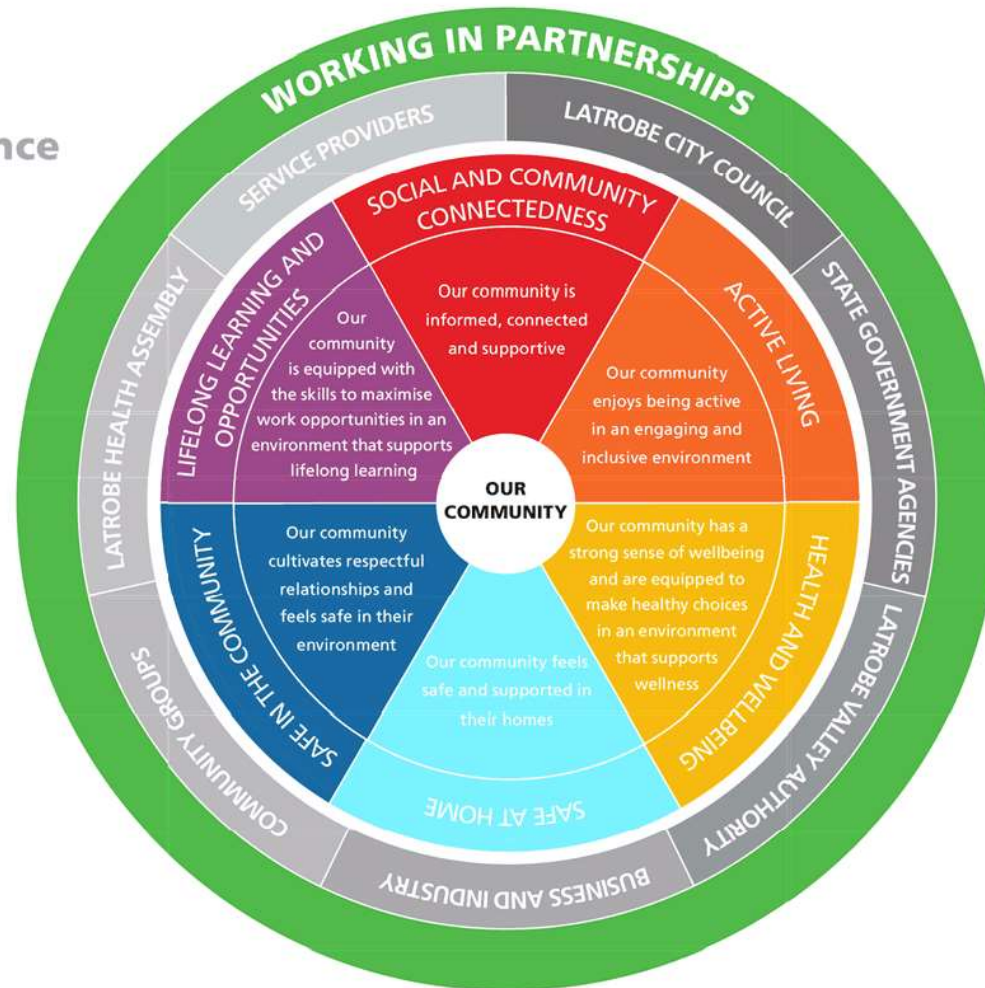
OUR PEOPLE

Welcoming, resilient, supportive, caring, invested, want change



OUR FOCUS

... at a glance






What the community said

welcome packs Aboriginal community
conversation groups social and economic
outdoor spaces eyewatch latrobe
 festivals and fairs
community boards look out for each other
encouragement of art mental health
 dog walking self esteem
community events flexible volunteering
senior citizens networking focus on wellness
safety access to information young people
education shared paths
partnerships neighbourhood houses disability
puzzle and escape rooms community hubs
share positive stories LGBTIQ
 social clubs
healthy relationships multiculturalism
community transport

SOCIAL AND COMMUNITY CONNECTEDNESS

Our community is informed, connected and supportive

WHAT THE STATISTICS SAY

 64% Have attended a community event

 Almost two-thirds are able to get help from neighbours

 1 in 3 People volunteer in their community

 6/10 rated their community good for support groups

OUR FOCUS

- Greater promotion of events, activities, gatherings and opportunities to connect
- Encourage neighbourhoods to host events and activities. Work with neighbours and communities to reduce event barriers and red-tape
- Support initiatives that reduce feelings of isolation and loneliness - connect neighbours and communities
- Promote volunteering opportunities across Latrobe City
- Develop a diverse and flexible range of volunteering opportunities so people can make a difference to their community
- Promote mental wellbeing, talk about ways to support and enhance mental health. Work with our partners to promote services, networks and agencies working in this space







What the community said

bike paths walking groups
purpose for activity low cost inclusive
dances open spaces 'come and try' days
amenities off leash dog parks
schools park runs volunteering
Community gardens water fountains
rest spots natural beauty
connect our towns incidental activity
build on what's working well work together
create walking destinations flexible options
social connection active neighbourhoods
accessibility midnight basketball
workplaces

ACTIVE LIVING

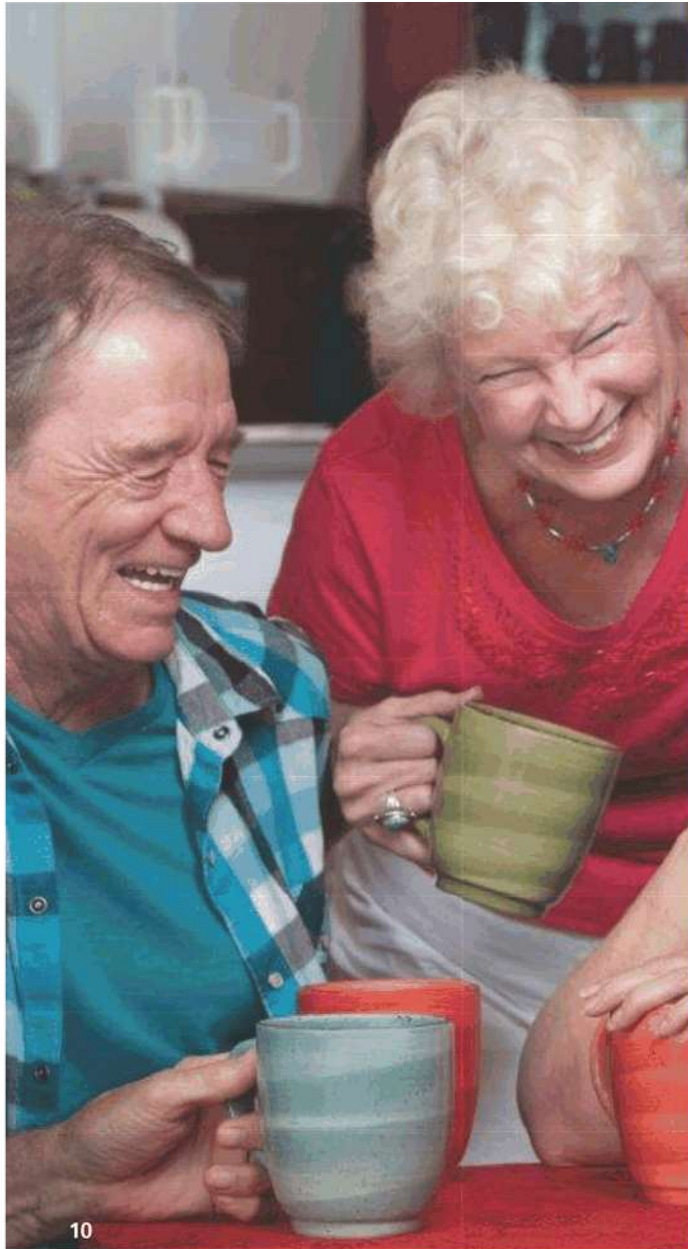
An environment and community that cultivate and enjoy active living

WHAT THE STATISTICS SAY

-  **58%** Not meeting daily activity guidelines
-  More than two-thirds would like to increase their physical activity
-  1 in 3 People are a member of a sporting group
-  Latrobe residents reported that barriers to engaging in physical activity include time, affordability, ill health, suitable facilities and caring for young children

OUR FOCUS

- Promote ways to be more active in the home, at work, school and play
- Build environments that create opportunities to move and build physical health
- Invest in infrastructure that provides low cost physical activity that can be used by all members of the community
- Create affordable sporting and physical activity options with Clubs and sporting organisations
- Get the community moving—grow existing active living initiatives, foster new ones and work with the community to create new and exciting physical activity opportunities
- Grow participation in physical activity —women, Aboriginal and Torres Strait Islander community, LGBTI, multicultural community, people with a disability, seniors
- Improve low cost physical activity facilities to promote walking, cycling and use of public transport with an aim to reduce our community's carbon footprint



What the community said

mental health
inclusive services
affordable options
business
council facilities
healthier fast food options
free water
sporting clubs
support with dignity
workplaces
sexual health
education
food literacy
edible landscapes
healthy kids menus
community groups
focus on wellness
support for families
crisis support
healthy relationships
gender equity
system navigation
empower
reduce the stigma
social inclusion
service professional retention
vulnerable groups
LGBTIQ support
information packs
community leadership
neighbourhood outreach
community based support
farmer's markets
food swaps
drug rehabilitation
schools

HEALTH AND WELLBEING

Our community has a strong sense of wellbeing and are equipped to make healthy choices in an environment that supports wellness

WHAT THE STATISTICS SAY



58% of people at increased risk of alcohol related harm on a single occasion



2/10 report being obese



5 in 10 people do not meet dietary guidelines for fruit or vegetable consumption



15% Reported fair or poor health status



17% are in high psychological distress

OUR FOCUS

- Increase access, availability, promotion and consumption of healthy food and drink options
- Support local food initiatives such as community gardens and food swaps
- Reduce the harms associated with drugs, smoking and excessive alcohol consumption
- Support families to access information about drug and alcohol rehabilitation services. Advocate for improved alcohol and drug rehabilitation services in local communities
- Work with the community to prevent family violence. Promote respectful and equitable relationships
- Promote safe sexual relationships across the community
- Be a welcoming and inclusive community for all members including LGBTI, Aboriginal and Torres Strait Islander community, multicultural, youth, people with a disability
- Develop and support partnerships to address the causes of food insecurity with focus on access to healthy food, education around healthy eating and support for local producers
- Support Victorian State Government initiatives to improve health outcomes for Aboriginal and Torres Strait Islander community members







What the community said

safe in the family unit long-term planning
culturally diverse support
online and telephone fraud workplaces
education children and young people
community hubs
support for victim survivors same sex relationships
elder abuse police
prevention accessibility
gender equity address causes
perpetrators online bullying
short term contracts affect relationships
healthy relationships accessibility
mental health first aid

SAFE AT HOME

Our people feel safe in their homes

WHAT THE STATISTICS SAY

- 
 Family violence incidents per 1000
**compared to state rate of 12*
- 
 More than half of people are able to
 get help from neighbours
- 
 4/10 people aged over 75 years live
 alone
- 
 75% of those affected by family
 violence across Victoria were female

OUR FOCUS

- Be vocal supporters and active participants in the eradication of family violence
- Promote a more gender equitable community by developing our workforce, educating the community and building an understanding of the underlying causes of family violence
- Work with key partners including state government on implementing “Ending Family Violence—Victoria’s Plan for Change” (10 year plan)
- Work with partners to enable responsive, flexible and culturally appropriate support for those who have been affected by family violence
- Work with community groups to promote online safety



What the community said

protective services
community gatherings safe open spaces
respect for women education
homelessness police resources
diversity outreach programs
permits for parties safe transport
mental health aid additional paths
prevention relationship building
rehabilitation centres shared goals
anti-violence nightlife transport availability
hoon reduction school crossings
fall risks Kurnai Young Parents Program
community gardens
youth justice street lights

SAFE IN THE COMMUNITY

Our community cultivates respectful relationships and feels safe in their environment

WHAT THE STATISTICS SAY

12 Drug usage and possession offences per 1000

 Just over half of people feel safe on the streets alone

94% Rated their community as a pleasant environment

OUR FOCUS

- Support stronger relationships and partnerships between the Police and the community
- Encourage clubs, community groups and services to provide safe, welcoming and inclusive environments for all
- Consider innovative ways to reinvigorate empty shop fronts to add brightness and vibrancy to our street scapes
- Work with the Police and agencies to respond to public perceptions of safety
- Work with neighbourhood centres, houses and hubs to build local connections and support school and neighbourhood renewal projects
- Work creatively to develop initiatives to prevent those in our community from entering or re-entering the criminal justice system and look at ways to support re-entry into the community
- Address pedestrian and transport safety needs—consider pedestrian crossings, bike and walking paths, hoon behaviour, lighting and community prevention activities



What the community said

harness strengths of the community
 build confident adults culture matters
 cost of education / skills development ecological model
 encourage hope digital literacy
 food security life skills early years
 gender equity recognition of experience
 Home and Community Care
 managing finances impact of trauma
 multiple pressures fair pay for young people
 parents learn through their children mental health
 men's sheds grandparents as carers
 match education to employment options
 value volunteering childhood impacts on later life
 casualisation of the workforce pathways
 mentoring learn locals skills for hobbies and interests
 flexible accessible learning

LIFELONG LEARNING AND OPPORTUNITIES

Our community is equipped with the skills to maximise opportunities in an environment that supports lifelong learning

WHAT THE STATISTICS SAY

- 7.8%** Unemployment rate
-  Almost one-third of children developmentally vulnerable in more than 1 area
- \$400** 45% of people have income less than \$400 per week
- 85%** Year 9 students attained national minimum literacy standards
**6% below state rate*

OUR FOCUS

- Support and promote flexible learner centred initiatives and learning as an opportunity for every member of our community.
- Build positive and supportive pathways into learning.
- Embrace a family centred approach to early years learning which harnesses the talents and interests of children to support school readiness
- Grow, support and promote services and programs which build financial and digital literacy
- Create opportunities to harness hobbies and interests as pathways into learning
- Recognise that employment is an important foundation for health and wellbeing. Support our community to build skills and be job ready
- Create and promote clear local pathways from education and skills training to employment opportunities
- Coaching and training to assist with resume writing, interview skills and career advice for appropriate employment opportunities for all ages throughout all stages of life
- Reduce harm from problem gambling

OUR PROMISE

... next steps



**ACTION PLAN
PROGRESS MONITORING
ANNUAL REVIEW
COMMUNITY INVOLVEMENT
PROMOTE & SHARE**

WITH ENVIRONMENTS THAT...



WE WILL...



18

OUR COMMUNITY WILL SAY...



HOW WE KNOW WE ARE MAKING A DIFFERENCE?

- ✓ Health data improves
- ✓ Community are connected, active, happy and healthy
- ✓ Service providers and partners commit to and deliver meaningful services to the community
- ✓ Community will feel listened to and catered for and report positively on changes resulting from the plan

APPENDIX 1

Following the Council election in 2016, Latrobe City have implemented the development of a community focused Municipal Public Health and Wellbeing Plan for years 2017-2021.

With this in mind, an extensive community engagement was undertaken to collect the community's thoughts and ideas on how to improve the health and wellbeing of the people and understand the best ways to engage with them to ensure this plan is useful; and responds to the way in which they live.

Latrobe City's primary objective was to listen to the community and capture their thoughts on their life, their community and their wellbeing.

Latrobe City Council embarked upon neighbourhood door knock surveys in four townships in Latrobe City. Conversation Cafes were held with the neighbourhoods which were visited to share these results and discuss the themes drawn from this to understand the ideas they have on improving their health and wellbeing. As well as these neighbourhoods, online responses have been received from Tyers, Yallourn North, Yinnar, Boolarra, Newborough, Toongabbie, Glengarry and Traralgon South through online surveys. In addition, a short postcard survey was distributed.

This process generated a wealth of valuable insight into our community which drove the next steps. From these surveys Latrobe City identified a number of key themes, which set the direction for further in-depth discussions.

From the data collated four main workshop themes were identified; social and community connection; feeling safe; active and healthy living and; work and educational opportunities and financial security. These formed the basis for discussions with the MPHWP Reference Group and the Municipal Themed Workshops where community members and representatives from local service providers examined the themes in more depth and explored ideas for how our community can improve their health and wellbeing in these key areas.

In addition people were asked how they would like to be engaged, what a thriving community would look like to them if the plan was successful and what they would like the plan to look like. This input drove out key priorities for development of a community focused Municipal Health and Wellbeing Draft Plan.



APPENDIX 2

In context

This section of the plan details how our focus areas align with the Latrobe City Council Plan 2017-2021, the Municipal Strategic Statement, the Victorian Public Health and Wellbeing Plan 2015-19 and the Latrobe Health Assembly priorities to work together towards a happy and healthy Latrobe.

		LATROBE CITY COUNCIL PLAN 2017 - 2021 OBJECTIVES ⁶							MUNICIPAL STRATEGY STATEMENT ⁷				
		SUPPORT JOB CREATION AND INDUSTRY DIVERSIFICATION TO ENABLE ECONOMIC GROWTH	ENCOURAGE IMPROVED EDUCATION & TRAINING OUTCOMES	IMPROVE THE LIVEABILITY AND CONNECTEDNESS OF LATROBE CITY	IMPROVE THE AMENITY AND ACCESSIBILITY OF COUNCIL SERVICES	PROVIDE CONNECTED, ENGAGED & SAFE COMMUNITY ENVIRONMENT, WHICH IS IMPROVING THE WELLBEING OF ALL CITIZENS	ENSURE COUNCIL OPERATES OPENLY, TRANSPARENTLY AND RESPONSIBLY	GROW THE CIVIC PRIDE OF OUR MUNICIPALITY & SOLIDIFY LATROBE CITY'S IMAGE AS A KEY REGIONAL CITY	NATURAL ENVIRONMENT	BUILT ENVIRONMENT SUSTAINABILITY	MAIN TOWNS	ECONOMIC SUSTAINABILITY	LIVEABILITY
SOCIAL AND COMMUNITY CONNECTEDNESS	Our neighborhoods are informed, connected and supportive			•	•	•		•					•
ACTIVE LIVING	An environment and community that cultivate and enjoy active living			•	•	•		•	•	•			•
HEALTHY LIVING	Our people have the knowledge and opportunities to make healthy choices and access appropriate, responsive supports and services			•	•	•	•	•	•				•
SAFE AT HOME	Our people feel safe in their homes and can access appropriate support and services when needed		•	•	•	•							
SAFE IN OUR COMMUNITY	Our schools, workplaces, environment and community help everyone to feel safe and connected			•	•	•		•	•				•
LIFELONG LEARNING AND OPPORTUNITIES	Our community have the skills, and opportunities to be financially secure	•	•	•	•	•		•				•	

APPENDIX 2

In context (continued)

		VICTORIAN PUBLIC HEALTH AND WELLBEING PLAN 2015-19 PRIORITY AREAS ⁷							
		HEALTHIER EATING AND ACTIVE LIVING	TOBACCO FREE LIVING	REDUCING HARMFUL ALCOHOL & DRUG USE	IMPROVING MENTAL HEALTH	PREVENTING VIOLENCE & INJURY	IMPROVING SEXUAL & REPRODUCTIVE HEALTH	MAINTAINING HEALTHY ENVIRONMENTS	RESPONDING TO THE IMPACTS OF CLIMATE CHANGE
SOCIAL AND COMMUNITY CONNECTEDNESS	Our neighborhoods are informed, connected and supportive				•	•			•
ACTIVE LIVING	An environment and community that cultivate and enjoy active living	•						•	
HEALTHY LIVING	Our people have the knowledge and opportunities to make healthy choices and access appropriate, responsive supports and services	•	•	•	•	•	•		
SAFE AT HOME	Our people feel safe in their homes and can access appropriate support and services when needed				•	•			
SAFE IN OUR COMMUNITY	Our schools, workplaces, environment and community help everyone to feel safe and connected	•		•	•	•		•	
LIFELONG LEARNING AND OPPORTUNITIES	Our community have the skills, and opportunities to be financially secure	•			•				•

APPENDIX 2

The establishment of the Latrobe Health Assembly (the Assembly) was a key recommendation from the re-opened Hazelwood Mine Fire Inquiry. It is independent of government and consists of over 40 members of the Latrobe Valley reflecting the diversity of our community.

The Assembly is an important partner in the development and implementation of this plan, and has initially established three working groups

LATROBE HEALTH ASSEMBLY WORKING GROUPS	SOCIAL AND COMMUNITY CONNECTEDNESS	ACTIVE LIVING	HEALTHY LIVING	SAFE AT HOME	SAFE IN OUR COMMUNITY	LIFELONG LEARNING AND OPPORTUNITIES
	Our neighborhoods are informed, connected & supportive	An environment & community that cultivate and enjoy active living	Our people have the knowledge & opportunities to make healthy choices & access appropriate, responsive supports & services	Our people feel safe in their homes & can access appropriate support & services when needed	Our schools, workplaces, environment & community help everyone to feel safe & connected	Our community have the skills, and opportunities to be financially secure
Make the move		•	•			
Education employment and pride of place	•					•
Early childhood, young people and families	•			•		•

REFERENCES

1. Department of Health and Human Services (2015), Local Government Area Statistical Profiles, Latrobe (C), <https://www2.health.vic.gov.au/about/reporting-planning-data/gis-and-planning-products/geographical-profiles>
2. Latrobe City Council, Public Health and Wellbeing Survey (May 2017)
3. Department of Health and Human Services (2017), Preventative Health Survey 2012-13 – Adult: Companion Document Draft, Part 1: Healthy eating and physical activity behaviours and risk factors
4. Turning Point, Alcohol and other drug statistics, (2015-16 figures) <http://aodstats.org.au/VicLGA/>
5. Crime Statistics Agency, Family Violence Data Portal, Victoria Police Data Tables (2015-16 figures) <https://www.crimestatistics.vic.gov.au/family-violence-data-portal>
6. Latrobe City Council (2017), Latrobe City Council Plan 2017-2021 http://www.latrobe.vic.gov.au/About_Us/Media_and_Publications/Major_Council_Publications
7. Latrobe City Council (2017), Latrobe Planning Scheme (Municipal Strategic Statement) <http://planningschemes.dpcd.vic.gov.au/schemes/latrobe>
8. Department of Health, Koolin Balit: Victorian Government strategic directions for Aboriginal Health 2012-2022







INTRODUCTION

The Living Well Latrobe - Municipal Public Health and Wellbeing Plan (MPHWP) 2017-2021 is the result of extensive community-led engagement and consultation in partnership with our service stakeholder colleagues. The Plan aims to provide a healthy, safe, vibrant and connected community.

The Year 1 Action Plan is a supporting document to the Living Well Latrobe MPHWP 2017-2021 - a four year strategic reference guide.

The foundation work identified in the Year 1 Action Plan outlines activities to be undertaken in collaboration with community, external service partners and with colleagues across the Latrobe City organisation for the first period of the 4-year strategic plan. Also, this plan acknowledges the input, priorities and alignment of the activities of our important partner, the Latrobe Health Assembly.

The Living Well Latrobe MPHWP 2017-2021 has six strategic focus areas:

- Social and Community Connectedness
- Active Living
- Health and Wellbeing
- Safe at Home
- Safe in the Community
- Lifelong Learning and Opportunities

The Action Plan identifies priority actions to be delivered in these six focus areas.

The Latrobe City MPHWP Reference Group is an advisory committee to Council with the purpose to inform the development, implementation and review of the Living Well Latrobe MPHWP in conjunction with an evidence-based and community consultation approach.



Each year, an Action Plan will be developed with the guidance and input of the Reference Group. The first Action plan will cover the period to June 2019 and will be reviewed and refreshed as required in July 2018. Subsequent annual reviews will inform the development of the 2019-20 and 2020-21 Action Plans.

Our partners have been working together to identify the priorities of the community. Latrobe City will continue to engage with the community to identify current and emerging needs; develop solutions and progress action priorities. Working Groups will be established to support agreed activities or projects, combining key organisational or service stakeholders and community representation to work through the deliverable actions as set out in the Year One Action Plan with the aim to continue a co-designed approach to activities with the community. These groups will define indicators and measures to review the progress and track achievements.

A Communications Plan will deliver a report to the community on the Action Plan progress to ensure that our community is kept in the loop with what's happening as a result of the Living Well Latrobe Health and Wellbeing Plan and the following action priorities.

We understand how important it is to our community that this plan makes a difference and works towards a better place to live, work and play. We will encourage our partners to work together to address priorities hand-in-hand with our community and continue to generate co-designed activities with our community at the centre.



HOW WILL WE WORK TOGETHER?





LIVING WELL LATROBE

OUR PROMISE ... next steps



- ACTION PLAN
- PROGRESS MONITORING
- ANNUAL REVIEW
- COMMUNITY INVOLVEMENT
- PROMOTE & SHARE

WITH ENVIRONMENTS THAT...



HOW WE KNOW WE ARE MAKING A DIFFERENCE?

- ✓ Health data improves
- ✓ Community are connected, active, happy and healthy
- ✓ Service providers and partners commit to and deliver meaningful services to the community
- ✓ Community will feel listened to and catered for and report positively on changes resulting from the plan

WE WILL...





Living Well Latrobe : Year One Actions

1: Social and Community Connectedness : Our community is informed, connected and supportive			
Priority	Action	Lead	Partners
1.1 Develop and promote a diverse range of volunteering opportunities so that people can make a difference in their community	1.1.1 Identify a flexible and diverse range of volunteering opportunities which are easy to access and free	Latrobe City Aged & Disability Services (A&DS)	<ul style="list-style-type: none"> o Local Learning and Employment Networks o Latrobe Community Health Service o Victoria Police o Neighbourhood Houses o Latrobe City o Volunteering Victoria
	1.1.2 Improve channels connecting people in need with offers of support. Create a network for everyday tasks such as gardening, transport, assistance with grocery shopping		
	1.1.3 Identify new ways to connect in person, online, apps/job task walls		
	1.1.4 Simplify volunteering application processes by reviewing current approaches		
	1.1.5 Improve promotion for volunteering opportunities		
	1.1.6 Support Volunteering Vic project – full review of volunteering process and gaps looking at position descriptions, possible centralising of on boarding system, making inductions uniform. 'Volunteering corner' to connect volunteering opportunities with people interested in volunteering	Latrobe City A&DS	
	1.1.7 Support 'Adopt a grandparent' program; a way of connecting individuals/families with no extended family network with seniors who can coach and support	Latrobe City A&DS	
	1.1.8 Bring together relevant agencies to consolidate and progress partnership approach	Latrobe City A&DS	
	1.1.9 Promote and support the Health Champions Latrobe Network to improve the health and wellbeing of the community	Latrobe Community Health Service	



Priority	Action	Lead	Partners
1.2 Support initiatives that reduce feelings of isolation and loneliness – connect neighbours and communities	1.2.1 Support increased activation of community centres/neighbourhood houses and common areas	Latrobe City Community Development	<ul style="list-style-type: none"> o Latrobe City o Development o Latrobe Community Health Service o Quantum o Department of Health and Human Services
	1.2.2 Establish new and support existing neighbourhood community group forums to increase networking, stronger relationships and knowledge of local activities with particular focus on large towns.	Latrobe City Community Development & Community Resilience	
	1.2.3 Support Department of Health and Human Services and other organisations in Revitalisation Projects and community activation i.e. Traralgon East project and Community Centre and Priestly Park.	Department of Health and Human Services Latrobe City Community Development	
	1.2.4 Support community members to plan/organise gatherings which activate their neighbourhoods/communities e.g. create neighbourhood event packs to support community events	Latrobe City Community Resilience	
Priority	Action	Lead	Partners
1.3 Promote mental wellbeing, talk about ways to support and enhance mental health. Work with our partners to promote services, networks and	1.3.1 Develop the mental health stepped care model with community and mental health service providers	Gippsland Primary Health Network	<ul style="list-style-type: none"> o Latrobe City o Latrobe Community Health Service o Quantum o Department of Health and
	1.3.2 Implement a place based innovative LifeSpan model for suicide prevention strategies. Program to provide training, support and awareness to service providers and community members.	Gippsland Primary Health Network Wellways Australia	



<i>agencies working in this space</i>	1.3.3 Continue training & building awareness in the community through Latrobe Regional Hospital training programs i.e. Mental Health First Aid, Teen Mental Health First Aid, Youth Mental Health First Aid & Applied Suicide Intervention Skills Training	Latrobe Regional Hospital	Human Services ○ Headspace ○ Wellways Australia ○ Gippsland Primary Health Network ○ Department of Health and Human Services ○ Latrobe Regional Hospital ○ Latrobe Health Assembly ○
	1.3.4 Investigate opportunities for Council to enhance collaboration with the Gippsland Mental Health Alliance Network	Latrobe City Community Resilience	
	1.3.5 Establish an awareness campaign partnership to provide information and clarity around mental health services	Latrobe Health Assembly	
	1.3.6 Development of a Latrobe Mental Health Awareness Strategy – Expression of Interest	Latrobe Health Assembly Department of Health and Human Services Gippsland Mental Health Alliance	
	1.3.7 Link with other councils to support and strengthen collaboration with the mental health service system	Latrobe City Community Resilience	
	1.3.8 Convene a Youth Council Session focused on mental health and wellbeing	Latrobe City Community Development	
	1.3.9 Participate in Gippsland Primary Health Network Suicide Prevention Advisory Group		
	1.3.10 Continue to develop and implement self management programs for individuals and carers that support wellness and recovery i.e. 'My Recovery' and 'Building a Future'	Wellways Australia	



	1.3.11 Develop and promote Clinical Psychology internships through the Alcohol and Other Drug & Counselling teams at Latrobe Community Health Service as part of the Department of Health and Human Services regional workforce development strategy. This includes providing paid internships to build local sector capacity to 'grow our own'	Latrobe Community Health Service	
Priority	Action	Lead	Partners
1.3 Greater promotion of events, activities, gatherings and opportunities to connect	1.3.1 Review www.latrobe.vic.gov.au website to improve navigation and make more user friendly. Make events and ways for community to connect more prominent and easy to find.	Latrobe City Communications and Customer Relations	<ul style="list-style-type: none"> ○ Latrobe City ○ Latrobe Health Assembly ○ Gippsland Primary Health Network
	1.3.2 Create a senior specific webpage to connect elderly community members with relevant groups, clubs and information	Latrobe City A&DS	
	1.3.3 Establish a seniors expo to promote services, providers, events etc.	Latrobe City A&DS	
	1.3.4 Work with organisations to develop a way to provide community with clear information for access to services and support and promotion of events and activities	Latrobe Health Assembly	



2: Active Living : An environment and community that cultivate and enjoy active living

Priority	Action	Lead	Partners
2.1 Build environments that create opportunities to move and build physical health	2.1.1 Investigate opportunities to improve walking tracks, cycle paths, school crossings, resting stations and safety interventions by developing an agreed plan to prioritise funding applications	Latrobe City Recreation & Infrastructure	<ul style="list-style-type: none"> o Latrobe City o Victorian State Government o Vic Roads
	2.1.2 Implement funded improvements to built environments that support physical health and activity		
	2.1.3 Work with community to understand needs and develop wayfinding tools to encourage people to be more active by taking opportunities to walk in preference to other means of transport		
	2.1.4 Planning of new developments to meet community expectation of open spaces – safety/accessibility/shade/visibility		
	2.1.5 Identify ways to assist Seniors in being active. Review current environment and explore additional facilities such as resting stations, public toilets, visible maps/navigation and crossing times to support seniors physical activity		
	2.1.6 Advocate for bus stops to be placed closer to seniors services such as senior citizen clubs and public venues		
	2.1.7 Renewal and upgrade of 14 play spaces in 2018/19 across Latrobe with a total of 60 being completed across 2016-21 as part of the Play Space Improvement Plan 2016 - 2021		
	2.1.8 Implementation of new master plan for Moe Botanic Gardens play space 2018/19		
	2.1.9 Tracks, Trails and Paths 5 Year Program construct 5 to 6 new paths a year which will link with renewals and upgrades of play spaces		



	2.1.10 New management plan for Mathison Park Churchill which will include community volunteer roles		
	2.1.11 Implement a trial site for an off-leash fenced dog park	Latrobe City Local Laws	
Priority	Action	Lead	Partners
2.2 Promote ways to be more active in the home, at work, school and play	2.2.1 Promote and support the Health Champions Latrobe Network to improve the health and wellbeing of the community confidence to move more	Latrobe Community Health Service	<ul style="list-style-type: none"> ○ Latrobe City ○ Latrobe Community Health Service ○ Gippsland Primary Health Network ○ Latrobe Health Assembly
	2.2.2 Celebrate and support smaller scale successes and current initiatives e.g. footy mums 'kick about'	Latrobe Health Assembly	
	2.2.3 Communicate activity guidelines clearly		
	2.2.4 Promote current facilities which support the community to be active		
	2.2.5 Sell benefits of other transport promoting active modes as alternatives such as promotion of bike paths and taking bus/train instead of car		
	2.2.6 Develop new multigenerational activities and support existing – mixed dance classes, family orienteering activities		
	2.2.7 Create environments that promote active living through the achievement program in schools and workplaces		
	2.2.8 Support physical activity opportunities in the community through the Heart Foundation Walking Groups		
	2.2.9 Support workplaces to promote the "Achievement Program" in meeting the physical activity benchmarks	Latrobe Community Health Service	
	2.2.10 Implement 'Make the Move' program to encourage incidental activity in the workplace and gives opportunities for sedentary or isolated workers through social sport and	Latrobe Health Assembly	



	recreation to be active	GippSport	
	2.2.11 Develop an online interactive tool 'Tracks and Trails' to increase awareness of current facilities and encourage participation	Latrobe Health Assembly	
	2.2.12 Develop and pilot a bike restoration program with Flexible Learning Options (FLO) school to restore and distribute bikes to local charities and children in need		
Priority	Action	Lead	Partners
2.3 Grow participation in physical activity	2.3.1 Develop a no cost low/ low cost activities guide	Latrobe City Community Resilience	<ul style="list-style-type: none"> ○ Latrobe City ○ Victorian Office for Women ○ Gippsport ○ Latrobe ○ Latrobe Health Assembly ○ GippSport ○ Sport & Recreation Victoria ○ Local organisations/clubs ○ Gippsland Primary Health Network
	2.3.2 Create ways for equipment/uniforms to be more affordable and accessible to all – swaps and recycling of second hand	Latrobe Health Assembly	
	2.3.3 Increase promotion of sporting opportunities	GippSport	
	2.3.4 Support inclusive participation in sport with particular focus on disability, multicultural and gender equitable	Latrobe Health Assembly	
	2.3.5 Promote enjoyment of sport and increase 'just for fun' opportunities	GippSport	
	2.3.6 Roll out 'This Girl Can' campaign to encourage and empower women in sport. Promote with activities and events in partnership with organisations and leisure/recreation centres	GippSport VicHealth Latrobe Health Assembly	
	2.3.7 Work with clubs/organisations to utilise facilities more effectively to accommodate all users	GippSport	



	2.3.8 Encourage increased use of Latrobe Leisure Centres by running social events and activities which engage broader community participation	Latrobe City and GippSport	
	2.3.9 Workshop opportunities for mass participation physical activities and events e.g. fun runs, triathlons, community games etc.		
	2.3.10 Develop a place based pop-up sport model to build engagement and activity		
	2.3.11 Strengthen Certified Occupational Therapy Assistance program to support active ageing for over fifty's.	Latrobe City A&DS	



3: Health and Wellbeing : Our community has a strong sense of wellbeing and are equipped to make healthy choices in an environment that supports wellness

Priority	Action	Lead	Partners
3.2 Develop partnerships to address the causes of food insecurity and support local food initiatives	3.2.1 To propose a partnership approach for a sustainable kitchen garden project in an education environment to support children, families and the broader community	Latrobe City Community Resilience	<ul style="list-style-type: none"> ○ Latrobe City ○ Latrobe Community Health Service ○ Central West Gippsland Primary Care Partnership ○ Latrobe Health Assembly ○ Reactivate ○ Neighbourhood houses ○ Gippswater ○ Quantum
	3.2.2 Develop ways to utilise seniors in the community to share skills and knowledge on healthy eating and growing produce	Latrobe City A&DS	
	3.2.3 Convene a Community Garden Network to build local capacity and understanding of Council's policy and implementation process	Latrobe City Community Development	
	3.2.4 Support settings to provide healthy food options through the Healthy Eating Advisory Service, Healthy Choices Guidelines and Heart Foundation Healthy Oils Program.	Latrobe Community Health Service	
	3.2.5 Continue to develop and identify opportunities for the Latrobe Nutrition Network	Central West Gippsland Primary Care Partnership	
Priority	Action	Lead	Partners
3.3 Be a welcoming and inclusive community for all	3.3.1 Inclusivity principles for service providers, clubs and organisations- connecting seniors – training on being welcoming & age friendly club/organisation	Latrobe City A&DS	<ul style="list-style-type: none"> ○ Latrobe City ○ Gippsland Primary Health Network ○ LGBTIQ community representatives ○ Aboriginal community representatives ○ Multicultural, youth and disability
	3.3.2 Develop welcome packs for new residents which connect them with their neighbourhoods, health facilities, community services, community groups, sports and recreation facilities as well as volunteer opportunities and other people in their community	Latrobe City Community Resilience	
	3.3.3 Develop the Latrobe City Cultural Diversity Action Plan, 2018 – 2022.	Latrobe City Community Development	



	3.3.4 Deliver year one of the Reconciliation Action Plan		representatives o Community members and clubs
	3.3.5 Provide training and support for community groups to increase their knowledge, skills and capacities to run healthy, welcoming and inclusive community groups and clubs.		
	3.3.6 Develop and implement 'Well Together', an inclusion framework to build inclusive communities	Wellways Australia	
Priority	Action	Lead	Partners
3.4 Support Victorian State Government initiatives to improve health outcomes for Aboriginal and Torres Strait Islander community members.	3.4.1 First 1000 days program working with Aboriginal and Torres Strait Islander communities to provide culturally informed intervention to address the needs of families and support from pregnancy through to 2 years.	Latrobe City Family Services	o Latrobe City o Latrobe Community Health Service o Department of Health and Human Services o Latrobe Regional Hospital o Aboriginal Health Service representatives o Gippsland Primary Health Network
	3.4.2 Appointment of an Aboriginal families and child health worker to support Maternal and Child Health nurse for antenatal to school age		
	3.4.3 Improved access to cancer screening and immunisations for Aboriginal and Torres Strait Islander people	Gippsland Primary Health Network	
Priority	Action	Lead	Partners
3.5 Promote safe sexual relationships across the community	3.5.2 Release social media campaign advertising safe practices	Gippsland Women's Health and Latrobe City Community Development	o Family Planning Victoria o Department of Education o Latrobe Community Health
	3.5.3 Promote condom vending machines		
	3.5.4 Conduct a mapping exercise for reproductive services and identify gaps	Gippsland Women's Health	



	3.5.5 Continue Enabling Women Program	Enabling Women in Gippsland Partnership Group	Service <ul style="list-style-type: none"> ○ Latrobe City ○ Enabling Women, Gippsland ○ Gippsland Primary Health Network
	3.5.6 Create school environments that promote safe sexual relationships through the implementation of the Achievement Program	Latrobe Community Health Services	
	3.5.7 Support evidence-based health practice and development of local referral pathways	Gippsland Primary Health Network	
Priority	Action	Lead	Partners
3.6 <i>Reduce the harms associated with drugs, smoking and excessive alcohol consumption</i>	3.6.1 Implement Reducing Alcohol Related Harm policy implementation plan	Latrobe City Community Development	<ul style="list-style-type: none"> ○ Latrobe Community Health Service ○ Latrobe City ○ Gippsland Primary Health Network ○ Department of Health and Human Services
	3.6.2 Implement Smoke Free Latrobe Initiative , including smoking cessation support	Gippsland Alcohol and Drug Service Provider Alliance	
	3.6.3 Continue to support Alcohol and Other Drug services including family and carer support and youth specific services		



4: Safe at Home : Our people feel safe in their homes			
Priority	Action	Lead	Partners
4.1 Be vocal supporters and active participants in the eradication of family violence	4.1.1 Provide training and support for other organisations in line with the Gippsland Prevention of Men’s Violence Against Women Strategy	Latrobe City Community Development	<ul style="list-style-type: none"> ○ Latrobe City ○ Gippsland Women’s Health ○ Quantum ○ Prevention of Men’s Violence Against Women Steering Group ○ Latrobe Community Health Service ○ Victoria Police ○ Gippsland Women’s Health Family Violence ○ Gippsland Centre Against Sexual Assault ○ Relationships Australia, Victoria ○ GippSport
	4.1.2 Support local and state wide initiatives to prevent family violence		
	4.1.3 Continue to operate the “Respect and Equality Collective” within Latrobe City Council		
	4.1.4 Continue to increase, support and strengthen the organisations and communities who are taking action to improve gender equality		
	4.1.5 Promote ‘Steering the Right Path: Planning a Family Route for Ageing’ program to raise awareness and provide tools to assist families with ageing family members	Relationships Australia, Victoria	
	4.1.6 Strengthen family violence response through education and training for staff in health and community services	Latrobe Regional Hospital Gippsland Primary Health Network	
Priority	Action	Lead	Partners
4.2 Work with community groups to promote online safety	4.2.1 Conduct Community Safety Forums on online safety, scams and cyber bullying	Latrobe City Community Development	<ul style="list-style-type: none"> ○ Latrobe City



Priority	Action	Lead	Partners
4.3 Promote a more gender equitable community by developing our workforce, educating the community and building an understanding of the underlying causes of family violence	4.3.1 Develop a gender equity resource that can be used as tool in the work place.	Gippsland Women’s Health	<ul style="list-style-type: none"> ○ Latrobe City ○ Gippsland Women’s Health ○ Relationships Australia, Victoria ○ Department of Education, Employment and Training ○ Gippsland Centre Against Sexual Assault
	4.3.2 Identify work places that would be willing to take part in a Pilot to review/audit their practices and use Gippsland Women’s Health gender equity resources to implement new policies to encourage a more gender equitable environment	Latrobe City Community Services	
	4.3.3 Support a tailored approach to deliver MATE family violence bystander training and promote in the community by encouraging community hubs to run sessions	Gippsland Women’s Health	
	4.3.4 Respectful relationships training in schools	Department of Education, Employment and Training Gippsland Centre Against Sexual Assault	
	4.3.5 Develop ways to support and empower women with disabilities in the community i.e. Purple Hearts Women’s Group	Relationships Australia, Victoria	
	4.3.6 Develop a Gender Equality Action Plan and bring together key organisations to develop a partnership model to progress approach	Latrobe City Community Services	



5: Safe in the Community : Our community cultivates respectful relationships and feels safe in their environment			
Priority	Action	Lead	Partners
<i>5.1 Innovative ways to re-energize empty shop fronts and street scapes</i>	5.1.1 Identify and address challenges and barriers to success for new and small businesses	Latrobe City Community Resilience	<ul style="list-style-type: none"> ○ Latrobe City ○ Latrobe Valley Authority
	5.1.2 Identify incentives for small businesses to take up empty shop fronts		
	5.1.3 Promote and deliver business mentoring and coaching for new/small business	Latrobe City Economic Development	
	5.1.4 Review ways to re-activate CBD areas and rural town centres	Latrobe City Community Resilience	
	5.1.5 Partnership with internal stakeholders to develop shop activation projects		
<i>5.2 Address safety needs – pedestrian/roads</i>	5.2.1 Review of township dark spots and investigate online tool to enable community reporting	Latrobe City Recreation & Infrastructure	<ul style="list-style-type: none"> ○ Latrobe City ○ Vic Roads
	5.2.2 Develop a pedestrian/bicycle strategy		
	5.2.3 Increase bicycle racks in towns		
	5.2.4 Promote local community transport forums as an avenue for feedback		
	5.2.5 Investigate opportunities of an online tool to enable community reporting e.g. GIS map with facility for community to pin comments/images to allow reporting of problem areas – bike		



	<p>paths, walking tracks, dark spots</p> <p>5.2.6 Report issues raised at Small Township Association meetings to relevant Council programs to address</p>	<p>Latrobe City Community Development</p>	
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Priority	Action	Lead	Partners
5.3 Respond to public perceptions of safety and support stronger relationships with Police	5.3.1 Support stronger relationships and partnerships between police and the community by conducting Police open days and participating in agreed joint community events.	Victoria Police	<ul style="list-style-type: none"> o Victoria Police o Latrobe City o Community Safety network o Council with Liquor Accord Partnership o Gippsland Primary Health Network
	5.3.2 Work with community to re-define perceptions of safety		
	5.3.3 Report and respond to community safety concerns and issues for action using Council systems	Latrobe City Community Development and Community Resilience	
	5.3.4 Make targeted use of the Eye Watch Latrobe Facebook page	Victoria Police	
	5.3.5 Invite Police to actively participate in the Latrobe Youth Network and ongoing liaison	Latrobe City Community Development	
	5.3.6 Convene two Latrobe Liquor Accord meetings and participate in the Moe, Morwell and Traralgon Liquor Accords		
	5.3.7 Seek funding and install CCTV in high crime and risk areas		



6: Lifelong Learning and Opportunities : Our community is equipped with the skills to maximise opportunities in an environment that supports lifelong learning

Priority	Action	Lead	Partners
6.1 Pathways to education, training and employment	6.1.1 Information gathering and mapping for gap analysis to identify barriers to learning through all stages of life	Local Learning and Employment Networks	<ul style="list-style-type: none"> o Department of Education and Training o Local Learning and Employment Networks o Latrobe City
	6.1.2 Scoping exercise to identify opportunities and gain clarity		
	6.1.3 Gather relevant organisations to address these barriers and identify possible solutions programs to connect the community with education, training and employment opportunities		
	6.1.4 Engage community to understand their education and training needs		
	6.1.5 Develop a lifelong learning plan which addresses barriers to training and education and identifies ways to support community to access and take up opportunities		
	6.1.6 Form a partnership with key organisations to support community		
	6.1.7 Develop campaign to communicate and promote pathways information with community		
Priority	Action	Lead	Partners
6.2 Coaching and training for job ready skills in a flexible learning environment	6.2.1 Provide support and coaching for new and small business owners	Latrobe City Economic Development	<ul style="list-style-type: none"> o Morwell 4 Kids (Berry Street) o Latrobe City o Local Learning and Employment Networks o Latrobe Valley
	6.2.2 Identify opportunities for skills training that are affordable and flexible and includes interview skills, resume writing, matching skills with jobs	Latrobe City Community Resilience	
	6.2.3 Identify and promote services that provide advice and assistance for return to the workforce or following redundancy	Latrobe Health Assembly	



	6.2.4 Identify training needs for those wanting to re-skill/change industries	Latrobe Valley Authority	Authority ○ Latrobe Health Assembly
	6.2.5 Support the New and Emerging Communities Leadership Program delivered by Leadership Victoria	Latrobe City Community Development	
	6.2.6 Promote financial counselling services within the Emergency Relief Network of Latrobe City and wider community		
	6.2.7 Continue the delivery of Latrobe City's Indigenous Employment Program	Latrobe City Employment Development	
	6.2.8 Develop innovative programs which aim to develop skills and build confidence i.e. Bike restoration program where students receive Certificate 1 Work preparation for restoring bikes for the community and Up-skilling Dental Assistants in Certificate IV Oral Health Assessor	Latrobe Health Assembly	
Priority	Action	Lead	Partners
3.6 <i>Reduce the harms associated problem gambling</i>	3.6.1 Improve community knowledge of the potential harms and risks associated with gambling	Latrobe Community Health Service	○ Latrobe Community Health Service ○ Latrobe City
	3.6.2 Support Latrobe settings to become responsible gambling environments and venues		
	3.6.3 Improve awareness of the support services available for people experiencing gambling related harm		



HOW WILL WE DELIVER?

WE PLAN TOGETHER

Be proactive in discussing upcoming opportunities.
Work together to plan future initiatives and programs.

WE SOLVE PROBLEMS TOGETHER

Work smarter.
Make sure our priorities complement each other but don't duplicate.

WE KEEP EACH OTHER IN THE LOOP

Regularly inform and report on priorities, activities and opportunities.

WE MAKE IT HAPPEN!

Work side by side to support each other and discuss key decisions together.

CORPORATE SERVICES

17. CORPORATE SERVICES

Agenda Item: 17.1

Agenda Item: Procurement Policy Review

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Adopts the Procurement Policy with an effective date of 4 April 2018;**
- 2. Notes that with the adoption of this Policy that any previous versions are now rescinded; and**
- 3. Makes this Policy available to the public on Council's website.**

Executive Summary:

In accordance with Section 186A of the *Local Government Act 1989*, 'At least once each financial year, a Council must review the current Procurement Policy and may, in accordance with this section, amend the Procurement Policy'. Latrobe city Council's Procurement Policy 16-POL-9 was last reviewed and adopted by Council on 22 August 2016.

The statutory review of the current policy has been completed. This report presents the reviewed Procurement Policy (attached) for adoption.

Declaration of Interests:

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

Background:

An internal audit was undertaken in May 2017 on Tendering and Contract Management. As a result of this audit, 18 action items were identified, some of which required updates to the Procurement Policy.

An external consultant was engaged to review the existing policy against Victorian Local Government Best Practice, to benchmark Latrobe City Council's policy against other like councils and to incorporate the recommendations of the internal audit report.

The draft Procurement Policy was circulated to Audit and risk Committee members and was presented at the Audit and Risk Committee held on the 8 March 2018; Feedback received from the committee was incorporated in to the revised policy.

Proposed alterations to the current policy include:

- Adjustments to the Quotation Requirements
- Exemption levels in line with the proposed Quotation Requirements
- Increases to the Procurement Approval Delegations
- Contract Variation Approvals in line with the proposed Procurement Approval Delegations
- Provision for the Contract Superintendents or Representative to approve Latent Conditions and Design Variations to align with AS4000 contracts
- A detailed commitment to 'Buy Local'
- Other minor typographical, spelling and formatting alterations

Reasons for Proposed Resolution:

The resolution is required in order to comply with Section 186A of the *Local Government Act 1989*.

Issues:

Strategy Implications

Latrobe City Council's Procurement Policy ensures that Council operates openly, transparently and responsibly in respect to all procurement activities.

Communication

The adopted Procurement Policy 18-POL-10 will be made available to the public on the Council's website.

Financial Implications

There are no financial implications in relation to this report.

Risk Analysis

Current controls in place to manage the potential risks of fraud:

- All procurement activities are required to leave an audit trail for monitoring and reporting purposes. This audit trail is automatically recorded in the finance system.
- No single council officer is to have complete control over any procurement activity. To ensure segregation of duties, at least three different council officers are to be involved in and responsible for an end to end procurement activity. These controls are automated in the finance system.
- No council officer is permitted to authorise expenditure above their assigned procurement delegation. These controls are automated in the finance system.
- No council officer is permitted to authorise expenditure from which they are directly involved with or will benefit from. All procurement activities are reviewed by the Procurement team to ensure the correct authorisations are sought.
- All purchase requisitions are reviewed by the Procurement team to ensure the correct number quotations have been sought in accordance with the quotation requirements and to ensure they accurately reflect the requisition description.
- Quotation details are captured within the Finance System and stored and reviewed as part of the purchase requisition process.

Future controls include the implementation of an eQuote system that will be used to source quotes for spend under the compulsory tender threshold. This system will provide equal opportunities to registered suppliers to quote for the supply of goods, services or works. VendorPanel captures all information and correspondence relating to quotes sought and provides transparency for the quote opportunities provided to suppliers.

Legal and Compliance

There are no legal implications in relation to this report.

The Procurement Policy review ensures Council remains compliant with Section 186A of the *Local Government Act 1989*.

Community Implications

There are no community implications in relation to this report.

Environmental Implications

There are no environmental implications in relation to this report.

Consultation

The external consultant engaged to review the existing procurement policy, undertook internal consultation with key stakeholders.

Other

There are no other implications in relation to this report.

Supporting Documents:

Nil

Attachments

1 [↓](#)  Procurement Policy 18-POL-10

17.1

Procurement Policy Review

1	Procurement Policy 18-POL-10	641
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Procurement Policy

Version 18 – POL – 10

Approval Date: Draft
Review Date: 30 June 2019



Procurement Policy

DOCUMENT CONTROL

Responsible GM	Greg Drumm	
Division	Corporate Services	
Last Updated (who & when)	Matthew Rogers – Manager Finance	2016
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	22 August 2016	Policy reviewed, adopted by Council.
References	Legislative References <ul style="list-style-type: none"> Local Government Act 1989 Competition and Consumer Act 2010 Trade Practices Act 1974 Goods Act 1958 New Tax System (Goods and Services Tax) Act 1999 OHS Safety Act 2004 Environmental Protection Act 1994 National Competition Policy Competitive Neutrality Policy Victoria 2000 	
	Related Council Policies <ul style="list-style-type: none"> Purchasing Card Policy Grants Policy Gifts, Benefits and Hospitality Policy Fraud Policy Wood Encouragement Policy 	
	Other Associated Documents <ul style="list-style-type: none"> Procurement Operational Policy Grants and Sponsorship Operational Policy Disposal of Assets Operational Framework Instrument of Delegations Conflict of Interest Guidelines Councillor Code of Conduct 	

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Page 2 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
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Procurement Policy

	<ul style="list-style-type: none"> • Employee Code of Conduct • Occupational Health and Safety State and National Regulations • OHS Purchasing of Goods • Disability Action Plan
Next Review Date	2018/ 19 Financial Year
Published on website	Yes
Document Reference No	1380258

Latrobe City Council acknowledges the assistance of the Municipal Association Victoria through the provision of a Model Procurement Policy

Approved by Latrobe City Council

For further information about this document, please contact:

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Page 3 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
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Procurement Policy

Table of Contents

1.	Principles	7
1.1	Background	7
1.2	Scope	8
1.2.1	Other Acts and Policies	8
1.2.2	Procurement during Council Elections	8
1.3	Purpose.....	9
1.4	Integration with Council Strategy	9
1.5	Treatment of GST	10
1.6	Definitions and Abbreviations	10
2.	Effective Legislative and Policy Compliance and Control	13
2.1	Ethics and Probity.....	13
2.1.1	Requirement	13
2.1.2	Conduct of Councillors and Council Officers	13
2.1.2.1	General.....	13
2.1.3	Procurement Activity Processes.....	14
2.1.4	Probity Advisors/Auditors	14
2.1.5	Conflict of Interest.....	14
2.1.6	Fair and Honest Dealing	14
2.1.7	Gifts and Hospitality	15
2.1.8	Disclosure of Information	15
2.1.9	Non-Compliance.....	15
2.2	Governance	16
2.2.1	Structure	16
2.2.2	Standards	16
2.2.3	Latrobe City Council Related Policies, Frameworks and Guidelines	17
2.2.4	Methods	17
2.2.5	Responsible Financial Management.....	18
2.3	Procurement Processes and Thresholds	18
2.3.1	Process	18
2.3.2	Minimum Spend Competition Thresholds	19
2.3.2.1	Tenders	20
2.3.2.2	Quotations	20

WARNING - uncontrolled when printed.

Page 4 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
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Procurement Policy

2.3.2.3	Purchasing Cards.....	21
2.3.2.4	Petty Cash	21
2.3.2.5	Reimbursements	21
2.4	Delegation of Authority.....	22
2.4.1	Requirement	22
2.4.2	Delegations.....	22
2.4.2.1	Council Officers	22
2.4.2.2	Delegations Reserved for the Council	24
2.5	Exemptions from Procurement Levels and Procedures.....	24
2.5.1	Critical Incidents	25
2.6	Public Advertising.....	26
2.7	Internal Controls.....	26
2.8	Risk Management.....	27
2.8.1	General.....	27
2.8.2	Supply by Contract	27
2.9	Contract Terms.....	27
2.10	Endorsement	27
2.11	Dispute Resolution.....	28
2.12	Contract Management.....	28
2.13	e-Procurement.....	28
3.	Demonstrate Sustained Value	30
3.1	Achieving Best Value	30
3.1.1	Requirement	30
3.1.2	Approach	30
3.1.3	Role of Specifications	31
3.2	Performance Measures and Continuous Improvement	31
3.3	Corporate Social Responsibility	31
3.3.1	Social Procurement.....	32
3.3.2	Buy Local	32
3.3.2.1	Local Suppliers	32
3.3.2.2	Local Economic Development.....	33
3.3.2.3	Social Contribution	33
3.3.2.4	Indigenous Engagement.....	33
3.3.2.5	Social Employment	34

WARNING - uncontrolled when printed.

Page 5 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
-------------------------	--------------------	------------------	-------	----------------	--------------



Procurement Policy

3.3.3	Sustainable Procurement	34
3.3.4	Diversity and Inclusion	35
3.3.5	Occupational Health and Safety	35
4.	Apply a Consistent and Standard Approach	36
4.1	Standard Processes	36
5.	Build and Maintain Supplier Relationships	37
5.1	Developing and Managing Suppliers	37
5.2	Communication	37
6.	Review Process	38

WARNING - uncontrolled when printed.

Page 6 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
-------------------------	--------------------	------------------	-------	----------------	--------------



Procurement Policy

1. Principles

1.1 Background

Latrobe City Council:

- Recognises:
 - Developing a procurement policy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Latrobe City Council, will enhance achievement of objectives. These objectives include sustainable and social procurement, bottom-line cost savings, supporting the local economy, achieving innovation and better services for communities.
 - The elements of best practice applicable to local government procurement incorporate:
 - Broad principles covering ethics, value for money, responsibilities and accountabilities;
 - Guidelines giving effect to those principles;
 - A system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process); and
 - Procurement processes, with appropriate processes covering minor, simple procurement to high value, more complex procurement.
- Contracting, purchasing and contract management activities endeavour to:
 - Achieve value for money and quality in the acquisition of goods, services and works;
 - Support Latrobe City Council's corporate strategies, aims and objectives;
 - Take a long term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
 - Provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
 - Are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;

WARNING - uncontrolled when printed.

Page 7 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

- Ensure that risk is identified, assessed and managed at all stages of the procurement process;
- Use strategic procurement practices and innovative procurement solutions to promote sustainability and best value, in particular making use of collaboration and partnership opportunities; and
- Comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Latrobe City Council standards and best practice.

1.2 Scope

This Procurement Policy is made under Section 186A of the *Local Government Act 1989*, (the Act) which is the key legislative framework that regulates the process of all local government procurement in Victoria.

Section 186A of the Act requires Victorian councils to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works.

Latrobe City Council's Procurement Policy applies to all contracting and procurement activities and is binding upon Councillors, Council officers, temporary employees, contractors and consultants while engaged by Latrobe City Council.

1.2.1 Other Acts and Policies

The *Competition and Consumer Act 2010* - protects businesses and its customers from unfair trading practices. Latrobe City Council officers are to ensure that they are operating fairly, transparently and competitively in the marketplace.

- The National Competition Policy - extends the Australian Consumer Law to councils and introduces Competitive Neutrality Policy.
- *Competitive Neutrality Policy Victoria 2000* - promotes efficient competition between public and private businesses operating in the same market.

1.2.2 Procurement during Council Elections

The *Local Government Act 1989* stipulates that councils are prohibited from making certain prescribed decisions during an election period¹. This includes a decision to enter into a contract that has a total value which exceeds the threshold amounts or 1% of Latrobe City Council's revenue from rates in the preceding year, whichever is greater.

¹ Section 93A of the Local Government Act 1989

WARNING - uncontrolled when printed.

Page 8 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Any decision which does not follow this requirement is deemed to be invalid. Latrobe City Council is liable to pay compensation as a result of acting on a major policy decision made in contravention of the legislation. The decision also applies to special committees or persons acting under a delegation from Council.

1.3 Purpose

The purpose of this policy is to:

- Provide policy and guidance to the Council to allow consistency and control over procurement activities;
- Demonstrate accountability to rate payers;
- Provide guidance on ethical behaviour in public sector purchasing;
- Demonstrate how to apply best practice principles when purchasing; and
- Increase the probability of obtaining the right outcome when purchasing goods, services and works.

1.4 Integration with Council Strategy

This policy supports the following Strategic Objectives contained within *Latrobe 2026: The Community Vision for Latrobe Valley* and the *Council Plan 2017-2021*:

Latrobe 2026

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.

Regulation and Accountability:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights outline obligations and support community values and cohesion.

Council Plan 2017 – 2021 Objective 6:

Ensure Council operates openly, transparently and responsibly

WARNING - uncontrolled when printed.

Page 9 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Strategies:

- Enhance Council's engagement with the community to better understand the community's priorities.
- Develop Council's long term financial plan and asset management plan to ensure that Council remains financially sustainable.

1.5 Treatment of GST

All monetary values stated in this policy include GST except where specifically stated otherwise.

1.6 Definitions and Abbreviations

Term	Definition
The Act	<i>Local Government Act 1989</i> (as amended)
CEO	Chief Executive Officer
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party (for example discounts rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Conflict of Interest	Refer to Section 77A of the <i>Local Government Act 1989</i> .
Contract Management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility is about taking positive action to demonstrate Latrobe City Council's commitment to the local community and environment on which it impacts.
The Council / Council	The Latrobe City Councillor's as the governing body
Council officers	Includes temporary, full-time and part-time Latrobe City Council employees, as well as contractors and consultants while engaged by Latrobe City Council.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf.

WARNING - uncontrolled when printed.

Page 10 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Term	Definition
Expression of Interest (EOI)	An invitation for potential suppliers to submit an EOI for the provision of the goods, services and works generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract. It is usually the first stage of a multi-stage procurement process.
e-Procurement	Refers to the use of electronic methods at any stage of the procurement process from identification of a requirement through to any contract management and possibly procured asset management. Electronic procurement is the undertaking of the procurement process stage by electronic methods.
GM	General Manager
MECC	Municipal Emergency Coordination Centre
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MRM	Municipal Recovery Manager
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	Reviews dealings with tenderers and the evaluation panel at presentations and interviews. Probity advisors provide advice to the evaluation team and/or steering committee.
Probity Auditor	Reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
RERC	Regional Emergency Response Coordinator
SERC	State Emergency Response Coordinator

WARNING - uncontrolled when printed.

Page 11 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Term	Definition
Social Procurement	Social Procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender Process	The process of inviting suppliers to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Value for Money	Value for money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of Latrobe City Council's priorities; • non-cost factors such as fit for purpose, quality, service and support; and • cost-related factors including whole of life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services and works.

WARNING - uncontrolled when printed.

Page 12 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

2. Effective Legislative and Policy Compliance and Control

2.1 Ethics and Probity

2.1.1 Requirement

Latrobe City Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

All staff involved in procurement should be skilled in probity fundamentals, their application and be familiar with Latrobe City Council's Conflict of Interest Guidelines.

2.1.2 Conduct of Councillors and Council Officers

2.1.2.1 General

Councillors and Council officers shall at all times conduct themselves in ways that are, and are perceived to be, ethical and of the highest integrity and will:

- Treat potential and existing suppliers with equality and fairness;
- Not seek or receive personal gain;
- Maintain confidentiality of Commercial in Confidence information such as competing suppliers information, pricing, specifications, quotations, tenders or any other sensitive information;
- Present the highest standards of professionalism and probity;
- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- Invite quotations and tenders only where there is a clear intent to procure the goods, services and works in the near future;
- Not behave in a fraudulent or criminal manner as detailed in Latrobe City Council's Fraud and Corruption Operational Policy;
- Not use Latrobe City Council's purchasing system or purchasing card for the purchase of personal items;
- Provide all suppliers with the same information and equal opportunity;
- Be able to account for all decisions and provide feedback on them;

WARNING - uncontrolled when printed.

Page 13 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Latrobe City Council's procurement activities; and
- Report matters if they are concerned that improper conduct is being undertaken, this includes:
 - Corrupt conduct;
 - A substantial mismanagement of public resources;
 - A substantial risk to public health or safety; and
 - A substantial risk to the environment.

2.1.3 Procurement Activity Processes

All procurement activity processes shall be conducted in accordance with the requirements of this policy, Latrobe City Council's Procurement Operational Policy, Procurement Guidelines and any associated procedures, relevant legislation, relevant Australian Standards and the *Local Government Act 1989*.

2.1.4 Probity Advisors/Auditors

An independent probity advisor or auditor must be appointed in the following circumstances and provide a written report of results:

- If the procurement activity exceeds the probity excess limit of \$10M; or
- If the relevant General Manager or Chief Executive Officer requests the inclusion of a probity auditor or advisor.

2.1.5 Conflict of Interest

Councillors and Council officers shall at all times adhere to the Latrobe City Council Conflict of Interest Guidelines.

2.1.6 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to participate in a procurement activity.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

WARNING - uncontrolled when printed.

Page 14 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to individual rates or prices, discounts, rebates, profit, manufacturing and product information.

2.1.7 Gifts and Hospitality

Councillors and Council officers shall at all times adhere to the Gifts, Benefits and Hospitality Policy.

2.1.8 Disclosure of Information

Commercial in Confidence information received by Latrobe City Council must not be disclosed and is to be stored in a secure location.

Councillors and council officers are to protect Commercial in Confidence information, by refusing to release or discuss the following:

- Allocated Council budgets for proposed procurement activities;
- Information disclosed by suppliers in tenders, quotations or during tender negotiations;
- All information that is Commercial in Confidence information; and
- Pre-contract information including but not limited to information provided in procurement activities or subsequently provided in pre-contract negotiations.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Summary information relating to contracts entered into with an estimated expenditure which exceeds the compulsory tender thresholds pursuant to Section 186 of the *Local Government Act 1989* will be published on Latrobe City Council's external website.

2.1.9 Non-Compliance

Non-compliance to the Procurement Policy or the Procurement Operational Policy will be recorded and actions will be taken as per the procedures detailed in the Procurement Operational Policy.

WARNING - uncontrolled when printed.

Page 15 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

2.2 Governance

2.2.1 Structure

Latrobe City Council shall:

- Establish formal procurement approvals and a delegations structure that will ensure accountability and auditability of all procurement decisions made over the lifecycle of all goods, services and works;
- Ensure that Latrobe City Council's procurement structure:
 - Obtains value for money;
 - Is flexible enough to purchase the diverse range of material, goods, works and services required by Council in a timely manner;
 - Ensures that prospective contractors and suppliers are afforded an equal opportunity to participate in procurement activities; and
 - Encourages competition.

2.2.2 Standards

Procurement activities shall be carried out to the professional standards required by Local Government Best Practice Guidelines and in compliance with:

- *Local Government Act 1989*;
- Latrobe City Council's policies, operational policies and procedures;
- Latrobe City Council's Procurement Operational Policy;
- Councillor Code of Conduct;
- Latrobe City Council's Employee Code of Conduct;
- Occupational Health and Safety State and National Regulations; and
- Other relevant legislative requirements such as but not limited to the *Competition and Consumer Act 2010*, *Trade Practices Act 1974*, *Goods Act 1958*, *New Tax System (Goods and Services Tax) Act 1999*, *OHS Safety Act 2004* and the *Environmental Protection Act 1994*.

WARNING - uncontrolled when printed.

Page 16 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

2.2.3 Latrobe City Council Related Policies, Frameworks and Guidelines

Latrobe City Council's policies, operational policies and guidelines relating to procurement that must also be complied with are:

- Purchasing Card Policy;
- Grant Governance Policy;
- Instrument of Delegations;
- Sponsorship Policy;
- Fraud and Corruption Policy;
- Disposal of Assets Operational Framework;
- Conflict of Interest Guidelines;
- OHS Purchasing of Goods;
- Wood Encouragement Policy; and
- Disability Action Plan.

2.2.4 Methods

Latrobe City Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- Purchasing card;
- Purchase order following the quotation process in accordance with section 2.3.2.2;
- Under contract following a tender process;
- Using aggregated purchasing arrangements with other councils, MAV Procurement, Procurement Australia, Victorian Government, the Construction Suppliers Register or other bodies; and
- Other arrangements authorised by the Council or the Chief Executive Officer on a needs basis as required by abnormal circumstances such as emergencies.

WARNING - uncontrolled when printed.

Page 17 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

2.2.5 Responsible Financial Management

Responsible financial management shall be applied to all procurement activities.

To give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement activity for the supply of goods, services or works.

Council officers must not authorise the expenditure of funds in excess of their financial delegations.

Council officers must not disclose allocated procurement activity budgets to suppliers.

Latrobe City Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this policy.

2.3 Procurement Processes and Thresholds

2.3.1 Process

Latrobe City Council's procurement processes are based on a number of principles:

- **Best Value**

The benefits of the purchase are weighted against the costs necessary for the optimum result for Latrobe City Council and the local community. Latrobe City Council is not required to accept the lowest tender. Instead, Latrobe City Council is required to take into account issues of quality, cost, the accessibility of the service and other factors relevant to the overall objectives of the *Local Government Act 1989*.

Best value is often mistaken for meaning the lowest price, however, in terms of the contracting process, best value requires Latrobe City Council to balance quality and price with as much transparency as is reasonably achievable. In this context price should take into account the whole life cost of the provision so far as is practicable. It follows that the delivery of best value is dependent upon Latrobe City Council's priorities.

Achieving best value also requires challenging the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, comparing service provision options against all those available, consulting with key stakeholders and ensuring competition in the open market.

WARNING - uncontrolled when printed.

Page 18 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Achieving best value for money must be the basis of all procurement decisions within Latrobe City Council.

- **Open and Fair Competition**

All suppliers are treated fairly in an open and transparent manner and have access to the same information.

- **Accountability**

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with this Procurement Policy and associated Latrobe City Council's policies, operational policies and procedures. Additionally:

- All Council officers are required to comply with the Employee Code of Conduct and accordingly they must be able to account for all procurement decisions they have been involved in that were made over the lifecycle of all goods, services and works purchased by Latrobe City Council and provide feedback on them;
- All procurement activities are to leave an audit trail for monitoring and reporting purposes; and
- Councillors must not direct or influence Council officers in the exercise of any power in the performance of any procurement related duty or function.

- **Risk Management**

Strategies for managing risks associated with all procurement processes are in place and consistent.

- **Probity and Transparency**

All procurement processes must be conducted in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

2.3.2 Minimum Spend Competition Thresholds

All Latrobe City Council procurement activities must comply with this policy and in accordance with Latrobe City Council's documented authorised delegations. The only exception to this is when a critical incident is declared invoking emergency incident procurement policies at 2.5.1.

WARNING - uncontrolled when printed.

Page 19 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Procurement activities must not be split into smaller amounts to circumvent the thresholds or financial delegate levels and must be calculated on total cost of ownership (options to extend the contract, contingency and travel or out of pocket expenses).

Latrobe City Council's minimum spend competition thresholds are listed below.

2.3.2.1 Tenders

Purchase of all goods, services and works for which the estimated expenditure exceeds the compulsory tender thresholds pursuant to Section 186 of the *Local Government Act 1989*, must be undertaken by public tender. There is no specific time limit applicable to the length of a contract which is subject to the thresholds.

Latrobe City Council may undertake a public tender process where the value of goods, services and works does not reach the threshold sums. These may be situations where a public tender is preferred or prudent, managing risk considerations are paramount, or there is a desire for greater transparency of the procurement.

As a general rule Latrobe City Council will not accept late tenders, the exception being where it can be substantiated that there was a Latrobe City Council related system failure / interruption in the case of submission of an electronic tender.

Where it can be determined that the above circumstance prevailed at the time of attempted lodgement, Latrobe City Council may accept the late tender, this is to be approved by the Chief Executive Officer or a General Manager.

The tenders will be evaluated against the mandatory and discretionary selection criteria which are detailed in the tender document.

An exemption can be obtained to not go to public tender. This must be discussed and documented with the Coordinator Procurement and endorsed by the Manager Finance, the Chief Executive Officer and Council. Exemptions from public tender must then be approved by the Minister for Local Government.

2.3.2.2 Quotations

Purchase of goods, services and works having a total valuation of less than the compulsory tender threshold and do not require a contract, may be undertaken using the procurement by quotation method as described in Table 1 below:

WARNING - uncontrolled when printed.

Page 20 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Table 1

Quote Requirements	
Quotations	
Less than \$1,000	Minimum one (1) verbal quotation
\$1,001 - \$5,000	Minimum one (1) written quotation
\$5,001 - \$25,000	Minimum two (2) written quotations
\$25,001 - \$150,000	Minimum three (3) written quotations
Tender	
Greater than \$150,000	Public Tender process required

In addition to the quotation requirements above, quotations may be publicly advertised at the Council officer's discretion. This may occur when a field of potential suppliers hasn't been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices.

2.3.2.3 Purchasing Cards

Purchasing cards are available for the low cost purchases of goods and services. They must be used in accordance with Latrobe City Council's Purchasing Card Policy and are not to be used for personal use.

2.3.2.4 Petty Cash

A petty cash system operates to reimburse legitimate, urgent and operational business expenses incurred by Council officers in the conduct of Latrobe City Council activities.

The maximum claim for petty cash is \$50 and must be authorised by the requesting officer's supervisor.

2.3.2.5 Reimbursements

A reimbursement system operates to reimburse legitimate and operational business expenses incurred by employees on behalf of Latrobe City Council. Legitimate and operational business expenses are defined as expenses incurred that are essential to performing functions of the relevant business unit.

WARNING - uncontrolled when printed.

Page 21 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

All reimbursement expenditure must adhere to quotation requirements and purchasing approval delegations prior to incurring any expenses.

The reimbursement facility should not be used for purchases that can reasonably be made in advance via the quotation processes.

All reimbursements must be undertaken in accordance with council's reimbursement procedure.

2.3.2.6 Agency

Council may use the services of a third party agent to undertake a tender on its behalf. Where this engagement is determined Council will:

- Endorse the tender and contract specifications, conditions and other contract documentation before public tenders are called;
- Ensure proper procurement processes and procedures are in place;
- Make a decision to either accept one of the tenders or reject all tenders as allowed by the Act, including reviewing the evaluation panel's assessment of submissions and recommendation to select one tender or a panel of tenderers; and
- Exercise discretion in accepting one of the tenders and merely rely on the work undertaken by the agent.

2.4 Delegation of Authority

2.4.1 Requirement

Delegations define the limitations within which Council officers are permitted to work. Delegation of procurement authority allows specified Council officers to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables council officers to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

2.4.2 Delegations

2.4.2.1 Council Officers

The following tables outline the authorised procurement delegations, identifying Council officers authorised to make procurement commitments in respect of goods, services and works on behalf of Latrobe City Council.

The delegations for all purchasing at Latrobe City Council are in accordance with Table 2:

WARNING - uncontrolled when printed.

Page 22 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Table 2

Procurement Approval Delegations	
Limit of Delegation	Approving Officer
Purchase Card	As delegated by CEO or delegate
Up to \$500	Supervisor or equivalent*
Up to \$25,000	Coordinator / Team Leader
Up to \$100,000	Manager
Up to \$250,000	General Manager
Up to \$500,000	Chief Executive Officer
Greater than \$500,000	Council

***for the approval of reimbursements only**

All procurements require the applicable approval prior to providing advice to potential suppliers. Council officers must not authorise the expenditure of funds in excess of their financial delegations. Council officers are not permitted to authorise expenditure which directly benefits them or they are the recipient of the goods, service and works.

To ensure segregation of duties, Latrobe City Council requires at least three different officers to be involved and responsible for an end to end procurement activity. No single officer is to have complete control over any procurement activity. The delegations to award a contract at Latrobe City Council are in accordance with Table 3:

Table 3

Contract Award Delegations	
Limit of Delegation	Power to Award
<\$500,000	Chief Executive Officer
>\$500,000	Council

Where a contract variation is required, approval must first be sought from the applicable approving officer. The approving officer has the delegation to sign all correspondence in relation to the variation.

The delegations for contract variations at Latrobe City Council are in accordance with Table 4:

WARNING - uncontrolled when printed.

Page 23 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

Table 4

Contract Variation Delegations (per contract)	
Cumulative value of variations	Approving Officer
Up to \$25,000	Coordinator / Team Leader
Up to \$100,000	Manager
Up to \$250,000	General Manager
Greater than \$500,000	Chief Executive Officer

Where the Cumulative value of all variations;

- **exceeds 10%** of the original contract value, endorsement must be sought from the General Manager or Chief Executive Officer
- **exceeds \$500,000** it must be approved by the Chief Executive Officer and a briefing note be submitted to Council for their noting only.

Table 5

Latent Conditions (as per Australian Standards) and Design Variations	
Limit of Delegation	Approving Officer
Up to project budget	Contract Superintendent or Representative
Over project budget	Council

2.4.2.2 Delegations Reserved for the Council

Commitments and processes which exceed the Chief Executive Officer's delegation must be approved by Council. See Tables 2, 3 and 4 for Council officer's delegations to approve purchasing, award contracts and approve contract variations.

2.5 Exemptions from Procurement Levels and Procedures

Acceptable justifications for exemptions to the procurement methods detailed in clause 2.3 are specified in the Procurement Operational Policy.

WARNING - uncontrolled when printed.

Page 24 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

The delegations for endorsing and approving exemptions are in accordance with Table 5:

Table 6

Purchasing Exemption Delegations		
Value	Endorsed by	Approving officer
Up to \$25,000	Procurement Officer	Manager
Up to \$100,000	Coordinator Procurement; or Manager Finance	General Manager
Up to \$150,000	Coordinator Procurement; or Manager Finance	Chief Executive Officer
Greater than \$150,000	Chief Executive Officer	Minister

2.5.1 Critical Incidents

Emergency Management policies and processes are invoked when a relevant Incident Controller, State Emergency Response Coordinator (SERC), Regional Emergency Response Coordinator (RERC) or Municipal Emergency Response Coordinator (MERC) (if not already self-activated by the Municipal Emergency Resource Officer (MERO) / Municipal Recovery Manager (MRM)) contacts Council requesting Council assistance in relation to:

- An emergency within the meaning of the *Emergency Management Act 1986* and the *Emergency Management Act 2013*;
- Latrobe City Council's Municipal Emergency Management Plan being activated;
- An emergency impact that requires activation of Council resources through the MERO/MRM via the Municipal Emergency Coordination Centre (MECC);
- An incident that activates the Councils Business Continuity Plan;
- An incident that represents a serious threat to health, safety, security of person or property; or
- A situation that represents a serious or urgent disruption to Latrobe City Council services.

WARNING - uncontrolled when printed.

Page 25 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

In recognition that full compliance with existing Latrobe City Council procurement policies may not support the requirements during a critical incident, an alternative procurement process is in place to operate during a critical incident. Critical incident procurement aims to accommodate urgent procurement needs whilst ensuring that procurement processes adopted are reasonable and conducted with appropriate consideration of the standard procurement principles. In the event of a critical incident being declared, the process for procuring goods, services and works is to:

- Take into account value for money, accountability and probity to the extent that they can be applied given the severity and urgency of the incident;
- Adopt minimum record keeping processes through the Crisisworks Emergency Management System for relief, response and recovery;
- Ensure records of all procurements and decisions are documented in Crisisworks and disclosure of the value of goods, services and works procured for the emergency are reported to Council upon request;
- Ensure a procurement team member is to be part of the Emergency Management team to manage all procurement activities; and
- Ensure emergency incident approval processes are activated through the MERO via delegated authority of the Chief Executive Officer.

2.6 Public Advertising

All public procurement activities are to be published on Latrobe City Council's e-tendering portal and advertised in a local newspaper and state wide newspaper to ensure compliance with the *Local Government Act 1989*.

2.7 Internal Controls

Latrobe City Council will establish and maintain the Procurement Operational Policy which will detail the internal controls over procurement processes and will ensure:

- A minimum of three people are involved in and are responsible for a transaction end to end;
- Transparency in the procurement process;
- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained and documented; and
- Systems are in place for appropriate monitoring and performance measurement.

WARNING - uncontrolled when printed.

Page 26 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

2.8 Risk Management

2.8.1 General

Risk management is to be appropriately applied at all stages of procurement activities. This will be properly planned and carried out in a manner that will protect and enhance capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Risk management will be carried out in accordance with the stated requirements in the Risk Management Policy and the Guidelines for Occupational Health and Safety, Management of Contract and any Federal or State regulatory requirements.

2.8.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes risk.

Latrobe City Council will minimise its risk exposure by measures such as:

- Standardising contracts to include current, relevant clauses;
- Requiring security deposits where appropriate;
- Referring specifications to relevant experts;
- Requiring contractual agreement before allowing the commencement of work;
- Use of or reference to relevant Australian Standards (or equivalent); and
- Effectively managing the contract including monitoring and enforcing performance.

2.9 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions unless changes to this are supported by the Procurement and Governance teams.

To protect the best interests of Latrobe City Council, terms and conditions must be settled in advance of any commitment being made with a supplier.

2.10 Endorsement

Council officers and Councillors must not endorse any products or services.

WARNING - uncontrolled when printed.

Page 27 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

2.11 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the potential for legal action.

2.12 Contract Management

The purpose of contract management is to ensure that Latrobe City Council, and where applicable its contractors, receive the goods, services and works provided to the required standards of quality and quantity as intended by the contract by:

- Establishing a system monitoring and achieving the responsibilities and obligations of both parties' under the contract;
- Providing a means for the early recognition of issues and performance problems and the identification of solutions;
- Goods, services and works have been completed to council officers satisfaction prior to payment occurring;
- Contract variations are approved prior to any work commencing;
- Contract variations are reported to Council on a quarterly basis; and
- Adhering to Latrobe City Council's Risk Management Operational Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the Council officer responsible for the delivery of the contracted goods, services and works to ensure Latrobe City Council receives value for money.

A Contract Superintendent will be appointed and delegated authority as assigned by Australian Standards for the purpose of directing latent conditions and design variations.

2.13 e-Procurement

e-Procurement is integral to the overall development of procurement processes and involves the use of electronic systems to acquire and pay for goods, services and works.

WARNING - uncontrolled when printed.

Page 28 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

By utilising e-Procurement Latrobe City Council aims to:

- Reduce transaction costs;
- Increase supplier competition;
- Make processes more efficient;
- Improve management information and visibility of spend;
- Increasing control and consistency of processes; and
- Improve spend compliance.

For these reasons Latrobe City Council will only be accepting tender submissions electronically via the electronic Tender Box, unless otherwise approved prior to the closing time and date by the Coordinator Procurement. The electronic Tender Box is a free service.

WARNING - uncontrolled when printed.

Page 29 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

3. Demonstrate Sustained Value

3.1 Achieving Best Value

3.1.1 Requirement

Latrobe City Council's procurement activities will be carried out on the basis of obtaining best value (as defined in 1.6 Definitions and Abbreviations and detailed in 2.3.1 Process – Best Value).

This means minimising the total cost of ownership over the lifetime of the requirement, consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinate of value for money.

3.1.2 Approach

This will be facilitated by:

- Developing, implementing and managing procurement strategies that support the coordination and streamlining of activities throughout the lifecycle;
- Developing and implementing a variety of standard selection criteria and weightings. Criteria and weightings will be established at the beginning of a tendering process to ensure value for money is achieved;
- Effective use of competition;
- Using a schedule of rates and panel contract arrangements where appropriate;
- Identifying and rectifying inefficiencies in procurement processes;
- Placing emphasis on the procurement activity planning process;
- Developing more cost efficient procurement processes including appropriate use of e-solutions;
- Council officers responsible for providing procurement services or assistance within Latrobe City Council and providing competent advice in terms of available products and agreements;
- Working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired;
- Undertaking analysis of Council's category spending patterns; and

WARNING - uncontrolled when printed.

Page 30 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

- Ensuring procurement effort corresponds with risk and expected return.

3.1.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to Latrobe City Council's Value for Money objectives by being written in a manner that:

- Ensures impartiality and objectivity;
- Clearly defines Latrobe City Council's requirements;
- Encourages the use of standard products;
- Encourages sustainability; and
- Eliminates unnecessarily stringent requirements.

3.2 Performance Measures and Continuous Improvement

Latrobe City Council will establish appropriate performance measures and reporting systems to monitor performance and compliance with procurement policies, procedures and controls which will be reported to Latrobe City Council's Senior Leadership Team and / or Executive Team.

Procurement procedures, practices and costs may be benchmarked externally.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance;
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers; and
- Facilitate programs to drive improvement in procurement to eliminate waste and inefficiencies.

3.3 Corporate Social Responsibility

Corporate Social Responsibility is about taking positive action to demonstrate Latrobe City Council's commitment to the local community and the environment on which it impacts. This means maximising the benefits of the services we provide across the community and minimising the negative aspects of activities.

Latrobe City Council integrates Corporate Social Responsibility into its organisational policies and practices through social procurement, sustainability and diversity.

WARNING - uncontrolled when printed.

Page 31 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

3.3.1 Social Procurement

Social Procurement is the process of generating positive social outcomes through the delivery of goods, services and works. Social Procurement generates positive outcomes by building on initiatives already undertaken by Latrobe City Council in enhancing sustainable and strategic procurement practices, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives.

Latrobe City Council is committed to adding value to the Latrobe City region, including the social benefits throughout Local Economic and Social Contribution. Social Procurement can effectively contribute to building stronger communities and meeting social objectives and in particular facilitating employment opportunities to target communities within the Latrobe City region,

Latrobe City Council's is committed to Social Procurement by:

- Ensuring all procurement practices are sustainable and strategically aligned with wider Council objectives;
- Achieving greater value for money across the community through the use of effective procurement;
- Ensuring all businesses have the same opportunity to tender for Council contracts;
- Enhancing partnerships with other councils, suppliers and community stakeholders;
- Building and maintaining a strong community by exploring ways to generate local employment (particularly among disadvantaged residents) and further strengthening the local economy;
- Purchasing ethical and fair trade goods to support equitable, local, national and international trade; and
- Ensuring business meets its obligations to its employees under applicable industrial instruments and legislation.

3.3.2 Buy Local

3.3.2.1 Local Suppliers

Latrobe City Council is committed to buying from local businesses where purchases can be justified against Value for Money grounds, while remaining compliant with the *Competition and Consumer Act 2010* and other fair trading legislation requirements.

Wherever practicable, Latrobe City Council will fully examine the benefits available through purchasing goods, services and works from suppliers within Latrobe City.

WARNING - uncontrolled when printed.

Page 32 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

To ensure that value for money is achieved through use of local suppliers when purchasing, Latrobe City Council shall:

- Encourage a 'buy local' culture within Council;
- Encourage local suppliers to participate in Council business by advertising in local newspapers and other means considered appropriate;
- Ensure that procurement policies and procedures do not disadvantage local suppliers;
- Ensure transparency in Council procurement practices;
- Encourage the use of local suppliers by contractors.

3.3.2.2 Local Economic Development

Latrobe City Council will also seek from prospective suppliers/contractors, where applicable, what economic contribution they will make to the Latrobe City region. Latrobe City Council will assign weighting percentage up to a maximum of 15% to this criteria element. The quotation or tender evaluation panel will determine the percentage applied to any procurement.

Such examples may include a supplier/contractor who:

- Engages and contracts with local suppliers
- Engages local sub-contractors
- Participates in apprenticeship schemes or employs apprentices when tendering for projects upon award
- Contributes to the financial, social and environmental wellbeing of the region
- Enables the expansion, growth and servicing of local businesses and contractors
- Uses existing local businesses

3.3.2.3 Social Contribution

A social enterprise is a revenue generating business with primarily social objectives that reinvest surpluses in the business or community, rather than being driven by the need to deliver profit to shareholders and owners. These organisations are commonly referred to as social benefit suppliers and include social enterprises, Australian Disability Enterprises, Fair Trade Businesses, Indigenous Businesses, and can include women-owned and minority-owned businesses.

Latrobe City Council will identify opportunities to work with social enterprises and other not for profit businesses in the Latrobe City region that deliver social outcomes as part of doing business, either directly or as part of our supply chain.

3.3.2.4 Indigenous Engagement

Latrobe City Council is committed to exploring opportunities in engaging local indigenous businesses for the delivery of goods, services or works.

WARNING - uncontrolled when printed.

Page 33 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

3.3.2.5 Social Employment

Latrobe City Council is committed to Social Procurement, effectively achieving social objectives and facilitating employment opportunities to target communities in the Latrobe City region via our procurement processes. Latrobe City Council will seek from prospective suppliers/contractors, where applicable, what employment contribution they will make to the Latrobe City region.

3.3.3 Sustainable Procurement

Latrobe City Council recognises it has an implicit role in furthering sustainable development, through its procurement of goods, services and works.

In addition, Latrobe City Council recognises the potential impact this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process. Latrobe City Council aims to achieve this by:

- Taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods, services and works;
- Taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured;
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner;
- Considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products;
- Selecting products and services that have minimal effect on the depletion of natural resources and biodiversity;
- Working more effectively with local suppliers to ensure they are encouraged to bid for Latrobe City Council's business in line with the Procurement Policy;
- Ensuring all relevant procurement activities contain sustainability specifications as appropriate to the product or service being procured;
- Comply with all Australian regulations and legislation and ensuring our suppliers do the same; and
- Training all Council officers on sustainability considerations within the procurement process.

WARNING - uncontrolled when printed.

Page 34 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

3.3.4 Diversity and Inclusion

Promoting equality through procurement can improve competition, best value, the quality of public services, satisfaction among users and community relations. It should be a consideration in every procurement activity and reflect corporate commitment to diversity and equal opportunities wherever possible.

Latrobe City Council recognises the importance of having a diverse supplier base that reflects the breadth of our clients and the Victorian community.

Diversity and inclusion in procurement can refer to diverse suppliers, for example indigenous, culturally diverse, disability or gender diverse suppliers or can refer to generic suppliers providing consideration of the needs of diverse groups.

Latrobe City Council's Procurement Policy is to look at including diverse enterprises in procurement processes and that the legislative requirements of Latrobe City Council's Disability Action Plan are considered to ensure that procurement processes and decisions do not directly or indirectly discriminate against people with a disability.

3.3.5 Occupational Health and Safety

Latrobe City Council will undertake due diligence assessments on all suppliers to ensure compliance to legislative and business requirements. Latrobe City Council requires all contractors, service providers and volunteers to comply with all Occupational Health and Safety legislative requirements. These are mandatory requirements and non-compliance will disqualify prospective suppliers. Suppliers will be required to provide evidence of insurances in providing goods, services and works.

WARNING - uncontrolled when printed.

Page 35 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



4. Apply a Consistent and Standard Approach

Latrobe City Council will provide effective and efficient commercial arrangements for the acquisition of goods, services and works.

4.1 Standard Processes

Latrobe City Council will provide effective commercial arrangements covering standard products and provision of standard services to enable **Council officers** to source requirements in an efficient manner.

This will be achieved via a combination of the following:

- Use of Latrobe City Council's approved suppliers;
- Pricing where relevant;
- Processes, procedures and techniques;
- Tools and business systems (e.g. e-Procurement arrangements);
- Reporting requirements; and
- Application of standard contract terms and conditions.

WARNING - uncontrolled when printed.

Page 36 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



5. Build and Maintain Supplier Relationships

Latrobe City Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers.

5.1 Developing and Managing Suppliers

Developing and managing suppliers is essential to achieving a competitive market capable of delivering Latrobe City Council services and works requirements. Latrobe City Council recognises the importance of effective and open working relationships with its suppliers and is committed to the following:

- Managing existing approved suppliers, to ensure the benefits are delivered;
- Maintaining approved suppliers compliance with Latrobe City Council's requirements for insurances, Occupational Health and Safety, etc; and
- Developing new suppliers and improving the capability of existing suppliers where appropriate.

All suppliers have a responsibility to follow and comply with the principles outlined in Latrobe City Council's Supplier Code of Conduct and be read in conjunction with Latrobe City Council's Purchase Order Terms and Conditions.

5.2 Communication

External communication is very important in ensuring a positive interest from potential suppliers. Latrobe City Council's website will be updated and provide:

- Information about Council and how to become an approved supplier;
- A list of open Public Procurement Activities;
- Summary information relating to contracts entered into with an estimated expenditure which exceeds the compulsory tender thresholds as per section 2.1.8;
- Purchase Order Terms and Conditions;
- Supplier Code of Conduct;
- Guidelines for 'Doing Business with Latrobe City Council';
- Standard documentation used in the procurement process; and
- Links to other relevant sites.

WARNING - uncontrolled when printed.

Page 37 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------



Procurement Policy

6. Review Process

Latrobe City Council endeavours to continually improve its procurement performance such that the Procurement Policy and Operational Framework are reviewed annually, while guidance and templates are continually reviewed and then updated every 12 months to ensure compliance with Section 186A of the *Local Government Act 1989*.

WARNING - uncontrolled when printed.

Page 38 of 38

Responsible Division	Corporate Services	Approved Date	Draft	Review Date	30 June 2019
----------------------	--------------------	---------------	-------	-------------	--------------

Agenda Item: 17.2

Agenda Item: Update on sale of surplus properties resolution of 24 November 2014

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council resolves that the following properties are no longer surplus to either Council or community's requirements and retains ownership of:

- **Emerald Court Reserve, Traralgon**
- **Carpark part of Helen Street Reserve, Morwell; and**
- **Former preschool Maple Crescent Churchill (part Andrews West Reserve).**

Executive Summary:

Having completed the statutory process, Council resolved on 24 November 2014 to sell nine properties identified as being surplus to Council and the community requirements (refer attachment 1).

Of the nine properties, Council has sold three properties, the sale of four properties are still to commence and Officers are of the opinion that Council should retain three other properties as detailed in the table below:

Sold:

- 30 Elizabeth Street Traralgon,
- 25A Grubb Avenue Traralgon,
- 41A Swallow Grove Traralgon.

Sales to commence:

- Fraser Court Morwell,
- Morwell West Development (Catherine Street & Mary Street Morwell),
- Retford Street Reserve Newborough.

Properties recommended to retain:

- Emerald Court Reserve Traralgon,
- Carpark part of the Helen Street Reserve Morwell,
- Former preschool Maple Crescent Churchill (part Andrews West Reserve).

Refer attachment 2 for a locality plan of properties recommended to be retained.

Declaration of Interests:

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

Background:

In adopting the 2014/15 budget, Council identified four capital works projects that total \$1 million that required funding. Council determined that there were nine properties surplus to both Council and the community's requirements and resolved to sell to fund the capital works.

Reasons for Proposed Resolution:

Following further investigation officers have formed the opinion that Council should retain ownership of the properties detailed in the table below:

<i>Property</i>	<i>Details</i>	<i>Comment</i>
Emerald Court Reserve, Traralgon	Vacant land. Reserve for sewerage and drainage purposes. Drainage requirements required further investigation of the stormwater catchment. Small building envelope due to the required easements.	This reserve provides an overland water flow path in the event underground infrastructure cannot convey storm water. Advice received from Council's Infrastructure Design team recommended that the property be retained by Council for sewerage and drainage

<i>Property</i>	<i>Details</i>	<i>Comment</i>
		purposes.
The carpark part of Helen Street, Reserve	<p>Formerly, part of this land was a brick makers quarry. From 1885, the land changed ownership to a sawmill and in 1956 was transferred to the former Shire of Morwell.</p> <p>Sometime between 1991 and 2006 a playground and gravel carpark were constructed.</p>	<p>Part of this property has subsided.</p> <p>Due to this subsidence it may impact on the overall potential use and development of the property.</p> <p>It is recommended that this property be retained by Council for its current use being a carpark for the adjoining bowling green and playground.</p> <p>Council is unable to contract itself out of any potential liability that may arise from the land being filled and should be retained.</p>
Former preschool Maple Crescent, Churchill	<p>Former preschool building.</p> <p>Subdivision requiring separation of building from Andrews West Reserve.</p> <p>Expression of interest invited from local Estate Agency to undertake the auction sale of this property.</p>	<p>Building was leased to a small community Church that has since vacated.</p> <p>Building remains vacant.</p> <p>Subdivision of the land and buildings out of the reserve will have a detrimental impact to the overall amenity of the Andrews West Reserve.</p> <p>It is recognised that the cost to subdivide and prepare this property for sale deducted from any sale proceeds may not justify the effect to the amenity of the overall Andrews West Reserve.</p> <p>Officers recommend that the property be retained by Council for reserve purposes..</p>

Issues:

Strategy Implications

Objective 6 of the 2017-2021 Council Plan: *Ensure Council operates openly, transparently and responsibly.*

Communication

No communication was required as part of this report.

Financial Implications

Ongoing operational costs in routine maintenance will continue to be incurred on the abovementioned properties. These costs will be funded from current budget allocations.

To date Council has realised \$344K from the sales of identified properties and given that Council has completed the Capital Works Projects identified in the 2014/15 Budget, there remains an outstanding liability being carried on the Balance Sheet of \$656K, which relates to the unfunded portion of the completed Capital Works Projects.

Officers will continue to pursue the sale of the remaining identified surplus properties and are also identifying other properties in order to offset the current outstanding liability.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Financial risk Council does not generate sufficient sale of land proceeds to cover the costs of the Capital Works projects identified as part of the 2014/15 budget (as detailed above).	3 - Possible	Sale of additional Council owned properties have been undertaken. Various other Council owned properties are being investigated to determine if potentially surplus to Council and the community's requirements prior to determining to offer for sale.

Legal and Compliance

Council had previously completed the statutory process in 2014 and resolved to sell the above 3 properties.

Should Council resolve to retain these properties, no further statutory process is required.

Community Implications

Neither positive nor negative community impact is expected.

Consultation



Officers have attempted to identify an alternate community use for the Churchill property, letters were sent to numerous not for profit organisations inviting them to express interest in occupying the property.

No further community consultation is required to be undertaken as part of this report.

Other

Should Council adopt the recommendation it will retain ownership of Emerald Court Reserve, Traralgon, the carpark, being part of the Helen Street Reserve, Morwell, and the former preschool located at Maple Crescent Churchill (part Andrews West Reserve).

Attachments

- 1 [↓](#).  Extract of Council report 24 November 2014
- 2 [↓](#).  Locality plans

17.2

Update on sale of surplus properties resolution of 24 November 2014

- | | | |
|----------|---|------------|
| 1 | Extract of Council report 24 November 2014 | 685 |
| 2 | Locality plans..... | 689 |

**ORDINARY COUNCIL MEETING MINUTES
24 NOVEMBER 2014 (CM450)**

[EXTRACT CM 24 NOV 2014 – ITEMS CLOSED PAGE 283 >](#)

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

9.1 POTENTIAL SALE OF SURPLUS PROPERTIES

Executive Manager

Office of the Chief Executive

For Decision

ALTERNATE MOTION

1. That Council, having given public notice in accordance Section 189 of the Local Government Act 1989, the Sale of Council Owned Property Policy, and after considering submissions received in accordance with Section 223 of the Local Government Act 1989 concerning its intention to consider the sale of the potentially surplus properties, has determined that the following properties are not reasonably required and are surplus to both community and Council requirements:

Churchill

- Ex Preschool Maple Cres - Pt Andrews West Reserve.

Morwell

- Fraser Court Reserve,
- Catherine Street – Part Morwell West Development Area,
- Western end of Mary Street – abutting the Morwell West Development Area
- The carpark part of Helen Street Reserve.

Newborough:

- Retford Street Reserve

Traralgon

- Emerald Court Reserve,
- Haneton Park, Swallow Grove Reserve
- Grubb Ave & Elizabeth Street Reserve

2. That pursuant to section 189 of the Local Government Act 1989, Council resolves to offer for sale the following properties:

**ORDINARY COUNCIL MEETING MINUTES
24 NOVEMBER 2014 (CM450)**

Churchill

- Ex-Preschool Maple Cres - Pt Andrews West Reserve.

Morwell

- Fraser Court Reserve with a condition that the property can only be developed with a single dwelling,
- Catherine Street – Part Morwell West Development Area subject to the condition that the legal point of stormwater discharge and connection into the drainage infrastructure for 45 Catherine Street is addressed,
- Western end of Mary Street – abutting the Morwell West Development Area, and
- The carpark part of Helen Street Reserve.

Newborough:

- Retford Street Reserve, upon the condition that any subdivision be restricted to two titles and the property only be developed with a single dwelling on each title

Traralgon

- Emerald Court Reserve,
- Haneton Park, Swallow Grove Reserve, upon the condition that the property only be developed with a single dwelling
- Grubb Ave & Elizabeth Street Reserve upon the condition that any subdivision be restricted to two titles and the property only be developed with a single dwelling per title

3. That Council undertake further community consultation with residents within in the vicinity of the Rainbird Court part of the Think Big Reserve, Traralgon and the Glenlee Court Reserve Traralgon.
4. That those persons who have provided a submission be advised in writing of Council's decision in this matter.
5. That Council authorise the Acting Chief Executive Officer or nominated representative to prepare the above properties for sale, appoint a selling agent/s, determine the sale price based on independent valuations and in consultation with the selling agent/s determine the preferred method of sale for each

**ORDINARY COUNCIL MEETING MINUTES
24 NOVEMBER 2014 (CM450)**

respective property.

6. That Council authorises the Acting Chief Executive Officer or nominated representative to sign prepared Contracts of Sale, sign and seal Transfer of Land documents for each respective property.
7. That the net funds from the sale of the respective parcels of land be allocated to the sale of surplus properties reserve established to finance the \$1 million Council contribution towards four Capital Works Projects identified in the 2014-2015 Budget.
8. That a progress report be provided to Council no later than an Ordinary Council Meeting to be held in February 2015.
9. That Council undertake a review of all Council property to identify any additional properties potentially surplus to Council needs for consideration at a future Ordinary Council Meeting.

Moved: Cr Sindt
Seconded: Cr Middlemiss

That the Alternate Motion be adopted.

For the Motion

Councillor/s Gibbons, Harriman, White, Middlemiss, Sindt.

Against the Motion

Councillor/s Kam, Rossiter, O'Callaghan

The Mayor confirmed that the Alternate Motion had been CARRIED.



ADDRESS:

Emerald Court Reserve, Traralgon





ADDRESS:

Carpark part of the Helen Street Reserve, Morwell





ADDRESS:

**Ex Preschool Maple Crescent Churchill
Part Andrews Reserve.**



Agenda Item: 17.3

Agenda Item: Proposed Public Highway Declarations - Laneways in the Moe Central Business District

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Authorises the Chief Executive Officer to commence the statutory process required under sections 204(1) and 223 of the *Local Government Act 1989* and publishes public notices inviting written submissions concerning the proposed declaration of Buckland Lane, Skeltons Lane and Templeton Lane, Moe, as public highways; and**
- 2. If submissions are received, delegates to the Chief Executive Officer the authority:
 - a) to fix the date of the Ordinary Council Meeting to consider submissions, and**
 - b) to notify submitters wishing to be heard of the time and place of the Ordinary Council Meeting that Council will consider submissions; or****
- 3. If no submissions are received. Council forms the opinion that Buckland Lane, Skeltons Lane and Templeton Lane, Moe, are public highways and authorises the Chief Executive Officer to prepare a notice for inclusion in the Victoria Government Gazette formally declaring each to be a public highway.**

Executive Summary:

- Council has previously resolved to undertake “a process to identify all laneways across the municipality with a view to undertaking the statutory process to declare them as public highways”.
- At common law a public highway is created via the doctrine of “dedication and acceptance” whereby a competent landowner gives an intention to dedicate

land for use by the public and there is a demonstrated acceptance by the public of this dedication.

- Once declared as public highways each laneway would vest in the ownership of Council free of all mortgages, charges, leases and sub-leases.
- Laneways are often created as roads on various plans of subdivision, a majority of which are not in the ownership of Council. Through use by the public over time they become public highways, by Council undertaking a statutory process to declare them as such this is formalised.
- It is proposed that Council commence this project by undertaking the statutory process to declare three laneways in the Moe Central Business District as public highways.

Declaration of Interests:

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

Background:

As a result of the protracted and costly dispute over the ownership and status of Deakin Lane, Traralgon, Council, in part, resolved at its meeting held on 18 December 2014:

That Council undertakes a process to identify all laneways across the municipality with a view to undertaking the statutory process to declare them as public highways.

A road (laneway) will generally be considered to be a public highway at common law if there has been:

- an implied dedication of the road as a public highway by the owner of the land on which the road is constructed, such as identifying the land as road on a plan of subdivision; and
- acceptance of that dedication through long-term, continuous public use of the land as a road.

Provided that a road satisfies the above requirement, Council has the power to formalise this status by declaring the road a public highway following which the land vests in Council “free of all mortgages, charges, leases and sub-leases”.

Prior to making such a declaration, Council must undertake a statutory process by giving notice of its intention to declare a road to be a public highway and invite and consider submissions in accordance with section 223 of the *Local Government Act 1989*. It can then make a decision, by resolution, as to whether it will declare a road to be a public highway.

Declaring these laneways as public highways under section 204(1) of the *Local Government Act 1989* will:

- vest them in Council;
- give Council care and management responsibility for each; and
- guarantee public rights of access over each in the future.

Reasons for Proposed Resolution:

Given the broad scope of the previous resolution Council officers, having undertaken the necessary investigations, have identified that the best manner in which to progress this matter is to complete the statutory process separately for the laneways in the central business districts of Moe, Morwell and Traralgon.

It is proposed to commence with the declaration of laneways in Moe. Of the 13 laneways identified within the nominated area ten were found to be Government roads, one (Buckland Lane) is part Government road and two (Skeltons Lane and Templeton Lane) are roads created on a plan of subdivision.

A list providing further details of these laneways together with an aerial image of each is provided as an attachment to this report.

As those laneways that were created as Government roads are not subject to actions such as adverse possession and would not vest in Council even if they were to be declared as public highways they will not be included in this process. It will therefore only be necessary for Council to declare part of Buckland Lane, Skeltons Lane and Templeton Lane as public highways.

Issues:

Strategy Implications

Objective 6 of the 2017/2021 Council Plan: *Ensure Council operates openly, transparently and responsibly.*

Communication

No communication was required as part of this report.

Financial Implications

The costs associated with undertaking the statutory process to declare these laneways as public highways are minimal being the cost of public notices together with the preparation of the necessary plans for inclusion in the Victoria Government Gazette. These costs will be accommodated within an existing budget allocation for this project.

These laneways are already recorded in the Public Road Register and have been allocated a hierarchy that denotes the level of maintenance for each, undertaking the

statutory process to declare them a public highway will not create any additional obligations for Council as a result.

Risk Analysis

The purpose of undertaking this process is to ensure that each laneway vests in Council, thereby protecting them from any claims or encroachments that may arise in the future and ensuring the rights of the public to use them are guaranteed.

Legal and Compliance

Section 204(1) of the *Local Government Act 1989* gives Council the power to declare a road to be a public highway or open to the public:

- (1) A Council may, by notice published in the Victoria Government Gazette, declare a road in its municipal district to be a public highway for the purpose of this Act.
- (2) A Council may, by resolution, declare a road that is reasonably required for public use to be open to public traffic.
- (3) A road does not become a public highway by virtue of a Council resolution made under subsection (2).

Community Implications

As these laneways are already in use by the public and the statutory process merely serves to ensure that control and management of each is formalised by vesting the land in Council it is unlikely that there will be any significant degree of concern as a result of this process.

Environmental Implications

There would be no environmental implications as a result of this action.

Consultation

Council would be required to give public notice of its intention to declare these laneways as public highways and invite comment on the proposal. It is proposed that this will be achieved by public notices in the Latrobe Valley Express, physical notices placed at the Moe Service Centre and letters to property owners / occupiers adjoining these laneways.

Any submissions received would be considered in accordance with section 223 of the *Local Government Act 1989* at a future meeting of Council.



Other

Once the statutory process has been completed to declare the laneways in the central business district of Moe as public highways the same process will be undertaken for Morwell and then Traralgon.

Supporting Documents:

Nil

Attachments

- 1 [↓](#)  Moe Laneways Listing
- 2 [↓](#)  Moe Laneways Aerial Images

17.3

Proposed Public Highway Declarations - Laneways in the Moe Central Business District

- | | | |
|----------|---|------------|
| 1 | Moe Laneways Listing..... | 699 |
| 2 | Moe Laneways Aerial Images | 701 |

Laneway	Road Register Description	Road Register Hierarchy	Government Road	Name Registered at VicNames	Signage	Assets in Road Reserve
Britter Lane	From Albert Street to Bell Street	Sealed Access <= 60 km/hr	Yes	Yes	Yes	Drainage, Sewerage
Buckland Lane	From Langford Street to Linton Avenue	Sealed Access <= 60/km/hr	Part	Yes	No	No
Collins Lane	The first 80 meters off Linton Avenue	Limited Access	Yes	Yes	No	No
Gregory's Lane	From Albert Street to Haigh Street	Sealed Access <= 60 km/hr	Yes	Yes	No	Drainage, Sewerage
Hasthorpe Place	From Moore Street to Anzac Street	Sealed Access <= 60 km/hr	Yes	Yes	No	Drainage, Sewerage
Kelly Lane	From Lloyd Street to O'Brien Lane	Minor Access	Yes	Yes		Drainage
Maley Lane	From Albert Street to Hasthorpe Place	Sealed Access <= 60 km/hr	Yes	No	No	Drainage, Sewerage
Moore Lane	From Purvis Lane to Garden Beds	Sealed Access <= 60 km/hr	Yes	No	No	Drainage, Sewerage
O'Brien Lane	From Fowler Street to Kelly Lane	Minor Access	Yes	Yes		Sewerage
Purvis Lane	From Market Street to George Street	Sealed Access <= 60 km/hr	Yes	Yes	No	Drainage, Sewerage
Schurman Lane	From Moore Street to Kirk Street	Sealed Access <= 60 km/hr	Yes	No	No	Drainage
Skeltons Lane	From Hasthorpe Place to Albert Street	Sealed Access <= 60 km/hr	No	No	No	Drainage, Sewerage
Templeton Lane	From Market Street to Moore Street	Sealed Access <= 60 km/hr	No	No	Yes	Sewerage, Water Supply

Britter Lane, Moe



Buckland Lane, Moe



Collins Lane, Moe



Gregory's Lane, Moe



Hasthorpe Place, Moe



Kelly Lane, Moe



Maley Lane, Moe



Moore Lane, Moe



O'Brien Lane, Moe



Purvis Lane, Moe



Schurman Lane, Moe



Skelton's Lane, Moe



Templeton Lane, Moe



Agenda Item: 17.4

Agenda Item: Review of Council Delegations

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. In relation to the *Delegation to the Chief Executive Officer*:**
 - a. Delegates to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions as described in the attached '*Instrument of Delegation to the Chief Executive Officer*', subject to the conditions and limitations specified in that Instrument;**
 - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument;**
 - c. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked;**
 - d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and**
 - e. Notes that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.**
- 2. In relation to the *Delegation to members of Staff*:**
 - a. Delegates to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached '*Instrument of Delegation to members of Council staff*', the powers, duties and functions as described in that instrument, subject to the conditions and limitations specified in that Instrument;**
 - b. The instrument comes into force immediately the common seal of**

Council is affixed to the instrument;

- c. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and**
- d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

Executive Summary:

The purpose of this report is to seek Council's approval for the revised Instruments of Delegation to Chief Executive Officer and Delegation from Council to Council officers in accordance with the requirements of the *Local Government Act 1989* section 86(6) and 98(6) which requires councils to conduct regular reviews of their Instruments of Delegation.

The Instruments of Delegation has been revised in accordance with Maddocks Lawyers' advice of December 2017.

Along with Maddocks Lawyers' advised changes, additional necessary amendments have been made in accordance with advice received from Council departments.

The Instruments of Delegation to Chief Executive Officer and from Council to Council Officers acts to delegate a Council power, duty or function which is lawfully permitted under relevant legislation or associated regulations to be delegated to and exercised by an appropriate Council officer.

Declaration of Interests:

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

Background:

Process

Council subscribes to a service provided by Maddocks Lawyers that twice yearly reviews relevant legislation and advises Councils on the updates which need to be made in relation to the delegations affecting Local Government functions and powers. Officers amend Council's Instrument of Delegation in order to reflect the changes advised by Maddocks Lawyers. Additional amendments are made to Council's Instrument of Delegations where found to be necessary following a twice yearly internal organisational review to ensure that the delegation functions and powers are recorded as being assigned to the appropriate officer(s). The amended Instruments of Delegation is then presented to Council for its consideration and approval.

Authority

A council is a statutory entity and is able to do only those things which it is authorised by statute to do.

The sources of council authority can be summarised as:

- 1 power to do things which a “natural person” can do, in particular the power to enter into contracts;
- 2 powers conferred by provisions of acts and regulations, such as the *Local Government Act 1989* and the *Planning and Environment Act 1987*; or
- 3 powers conferred by other forms of statutory instrument.

Amendments to the legislations included in this Instrument are *the Food Act 1984*, and the *Planning and Environment Act 1987*.

Reasons for Proposed Resolution:

It is not practical for Council and the CEO alone to exercise the statutory powers bestowed on Council.

Delegation facilitates the achievement of good governance for the community by empowering appropriate officers to make decisions on behalf of the Council and the CEO. When delegation is utilised correctly, red tape and processing time can be reduced. It is imperative that Council’s records of its delegated powers are kept under regular review in order that changes made necessary due to legislative change, movement or departure of officers responsible for exercising delegated powers, and other relevant factor are properly reflected in Council’s Instrument of Delegation from Council to Council Staff.

Issues:

Strategy Implications

Ensure Council operates openly, transparently and responsibly.

Communication

Internal organisational review has been conducted to ensure that the delegation functions and powers are recorded as being assigned to the appropriate officer(s).

Financial Implications

With the exception of the purchase price for the Maddocks Lawyers’ Delegation and Authorisation Service (Council’s yearly subscription fee) there is no direct cost to Council in delegating various powers and functions

Risk Analysis

Delegation of powers is generally considered essential to enable day-to-day decisions to be made.

Effective and efficient functioning of local government would not be possible if the delegation of certain council powers was not available. Many officers would be unable to properly perform the responsibilities of their position and the increased amount of Councillor time required to perform those undelegated powers, duties and responsibilities would be unrealistic and unworkable.

Legal and Compliance

Requirement under the *Local Government Act 1989*, to review and update registers.

Community Implications

No community impact would result from the adoption of this recommendation as this is a statutory requirement.

Environmental Implications

Nil impact

Consultation

No external consultation has been engaged

Community consultation has not been undertaken as this is a statutory function required by the *Local Government Act 1989*.

Other

Organisational consultation has been conducted with departments.

Supporting Documents:

Attachments

1.  Instrument of Delegation to the CEO
2.  Instrument of Delegation from Council to Staff (Published Separately)

17.4

Review of Council Delegations

- 1 Instrument of Delegation to the CEO 713**

Maddocks Delegations and Authorisations

S5. Instrument of Delegation to Chief Executive Officer



Latrobe City Council

Instrument of Delegation

to

The Chief Executive Officer

[18 DEL-1]

SCHEDULE

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves:

awarding contracts greater than the value of \$500,000 for goods, services and works in accordance with the current Latrobe City Council Procurement Policy; unless the contract, purchase or payment relates to statutory charges, utility contracts or insurance contract arrangements, such as:

WorkCover Insurance;
Public Liability, Products Liability and Professional Indemnity;
(JMAPP) Insurance;

- 4.1 making a local law under Part 5 of the Act;
- 4.2 approval of the Council Plan under s.125 of the Act;
- 4.3 adoption of the Strategic Resource Plan under s.126 of the Act;
- 4.4 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
- 4.5 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
- 4.6 determining pursuant to s37 of the Act that an extraordinary vacancy on Council not be filled;
- 4.7 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
- 4.8 appointment of councillor or community delegates or representatives to external organisations; or

- 4.9 the return of the general valuation and any supplementary valuations;
- 4.10 appointment of an acting Chief Executive Officer for a period exceeding four weeks.
- 5 if the issue, action, act, or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
- 6 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 7 if the determining of the issues, taking of the action or doing of the act or thing would or would likely to involve a decision which is inconsistent with a -
 - 7.1 policy; or
 - 7.2 strategy
adopted by Council; or
- 8 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 9 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Agenda Item: 17.5

Agenda Item: Tabling of 'Assembly of Councillors' Records

Sponsor: General Manager, Corporate Services

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

Status: For Information

Proposed Resolution:

That Council receives and notes the Assembly of Councillors records tabled for the period 21 December 2017 to 19 March 2018.

Executive Summary:

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
21 December 2017	Traralgon CBD Safety Committee	Councillor Cr D Howe Officer Andrew Legge, Steven Tong	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
12 February 2018	Budget Workshop	<p>Councillors</p> <p>Cr A McFarlane, Cr D Harriman, Cr D Clancey, Gr G Middlemiss, Cr K O'Callaghan, Cr B Law, Cr D White, Cr D Howe, Cr S Gibson</p> <p>Officers</p> <p>Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Matthew Rogers</p>	<p>Yes</p> <p>Under Section (89)(2) (h) any other matter which the Council or Special Committee considers would prejudice the council or any other person</p>	Nil
09 February 2018	Morwell Centenary Rose Garden Advisory Committee	<p>Councillors</p> <p>Cr McFarlane</p> <p>Officer</p> <p>Simon Clark</p>	No	Nil
13 February 2018	Budget Workshop	<p>Councillors</p> <p>Cr A McFarlane, Cr D Harriman, Cr D Clancey, Gr G Middlemiss, Cr K O'Callaghan, Cr B Law, Cr D White, Cr D Howe, Cr S Gibson</p> <p>Officers</p> <p>Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Matthew Rogers</p>	<p>Yes</p> <p>Under Section (89) (2) (h) any other matter which the Council or Special Committee considers would prejudice the council or any other person</p>	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
14 February 2018	Morwell Town Common Development Plan Project Control Group	Councillors Cr McFarlane, Cr Middlemiss Officers Simon Clark	No	Nil
19 February 2018	Councillor Briefing	Councillors Cr A McFarlane, Cr D Harriman, Cr D Clancey, Gr G Middlemiss, Cr K O'Callaghan, Cr B Law, Cr D White, Cr D Howe, Cr S Gibson Officers Gary Van Driel, Greg Drumm, Sara Rhodes-Ward, Steve Piasente, Phil Stone, Amy Phillips, Matt Rogers, Danielle Cox	Yes Under Section 89 (2) (d) contractual matters Under Section 89 (2) (e) proposed developments Under Section 89(2) (h) any other matter which the Council or Special Committee considers would prejudice the council or any other person	Yes Cr Harriman, Cr White
19 February 2018	Latrobe Creative Precinct Project Reference Group	Councillors Cr D Clancey, Cr McFarlane, Cr B Law Officers Phil Stone, Trevor Dando, Andrea Smith	Yes Under Section 89 (2) (d) contractual matters	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
20 February 2018	Budget Workshop	<p>Councillors</p> <p>Cr A McFarlane, Cr D Clancey, Cr G Middlemiss, Cr K O'Callaghan, Cr B Law, Cr D White, Cr D Howe, Cr S Gibson</p> <p>Officers</p> <p>Gary Van Driel, Steven Piasente, Ronda Bruerton, Greg Drumm, Sara Rhodes-Ward, Matthew Rogers</p>	<p>Yes</p> <p>Under Section 89(2) (h) any other matter which the Council or Special Committee considers would prejudice the council or any other person</p>	Nil
20 February 2018	Meeting	<p>Councillors</p> <p>Cr A McFarlane, Cr D Clancey, Cr G Middlemiss, Cr K O'Callaghan, Cr B Law, Cr D White, Cr D Howe, Cr S Gibson</p> <p>Officers</p> <p>Amy Phillips</p>	No	Nil
22 February 2018	Traralgon Sports Stadium Project Reference Group	<p>Councillors</p> <p>Cr D Harriman, Cr D Clancey, Cr Darren Howe</p> <p>Officers</p> <p>Larry Sengstock, Janine Alexander</p>	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
26 February 2018	Councillor Briefing	<p>Councillors</p> <p>Cr A McFarlane, Cr D Harriman, Cr D Clancey, Cr G Middlemiss, Cr B Law, Cr D White, Cr D Howe, Cr S Gibson</p> <p>Officers</p> <p>Gary Van Driel, Greg Drumm, Sara Rhodes-Ward, Steve Piasente, Phil Stone, Amy Phillips, Trevor Dando, Andrea Smith, Michael Bloyce</p>	<p>Yes</p> <p>Under Section 89 (2) (d) contractual matters</p> <p>Under Section 89(2) (e) proposed developments</p> <p>Under Section 89(2) (h) any other matter which the Council or Special Committee considers would prejudice the council or any other person</p>	<p>Yes</p> <p>Cr Harriman</p>
26 February 2018	Rail Freight Alliance 2018 Policy Statement	<p>Councillors</p> <p>Cr A McFarlane, Cr G Middlemiss, Cr D White, Cr D Howe, Cr D Clancey, Cr B Law, Cr S Gibson</p> <p>Officers</p> <p>Gary Van Driel, Phil Stone, Bruce Connolly, Shannan Little</p>	<p>No</p>	<p>Nil</p>

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
28 February 2018	Budget Workshop	Councillors Cr A McFarlane, Cr G Middlemiss, Cr D White, Cr D Harriman, Cr D Clancey, Cr B Law, Cr S Gibson Officers Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Matthew Rogers	Yes Under Section 89(2) (h) any other matter which the Council or Special Committee considers would prejudice the council or any other person	No
06 March 2018	Traralgon Sports Stadium Project Reference Group	Councillors Cr D Harriman, Cr D Howe, Cr D Clancey Officers Steven Piasente, Larry Sengstock, Janine Alexander	No	Nil
07 March 2018	Gippsland Regional Aquatic Centre Reference Group	Councillors Cr Harriman, Cr Howe, Cr Law Officers Steve Piasente, Larry Sengstock, Luke McGrath, Janine Alexander	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
07 March 2018	Tourism Advisory Committee	Councillors C White, Cr Clancey Officers Linda Brock, Michael Bloyce	No	Nil
09 March 2018	Morwell Centenary Rose Garden Advisory Committee	Councillors Cr McFarlane Officer Simon Clark	No	Nil
13 March 2018	Victory Park Precinct Advisory Committee	Councillors Cr Harriman, Cr Clancey Officer Simon Clark	No	Nil
14 March 2018	Morwell Town Common Development Plan Project Control Group	Councillors Cr Middlemiss Officers Simon Clark	No	Nil
15 March 2018	Moe and District Social Infrastructure Plan Reference Group	Councillors Cr B Law, Cr S Gibson Officers Steve Tong, Teresa Pugliese	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
19 March 2018	Councillor Briefing	<p>Councillors</p> <p>Cr McFarlane, Cr Middlemiss, Cr D White, Cr Harriman, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson</p> <p>Officers</p> <p>Gary Van Driel, Phil Stone, Steve Piasente, Greg Drumm, Sara Rhodes-Ward, Brett McCulley, Amy Phillips, Bruce Connolly, Jie Liu, Michael Bloyce</p>	<p>Yes</p> <p>Under Section 89(2) (d) contractual matters</p> <p>Under Section 89(2) (e) proposed developments</p> <p>Under Section 89(2) (h) would prejudice the Council or any person</p>	<p>Yes</p> <p>Cr Harriman, Cr Clancey, Cr Law, Cr Gibson</p>

Declaration of Interests:








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















Reasons for Proposed Resolution:

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

Attachments

1.  Traralgon CBD Safety Committee 21 Dec 2017
2.  Budget Workshop 12 Feb 2018
3.  Budget Workshop 13 Feb 2018
4.  Morwell Town Common Development Plan Project Control Group 14 Feb 2018
5.  Councillor Briefing 19 Feb 2018
6.  Latrobe Creative Precinct Project Reference Group 19 Feb 2018
7.  Morwell Centenary Rose Garden Advisory Committee

- 8↓.  Budget Workshop 20 Feb 2018
- 9↓.  Councillors Meeting 20 Feb 2018
- 10↓.  Traralgon Sports Stadium Reference Group 22 Feb 2018
- 11↓.  Councillor Briefing 26 Feb 2018
- 12↓.  Rail Freight Alliance 2018 Policy Statement 26 Feb 2018
- 13↓.  Budget Workshop 28 Feb 2018
- 14↓.  Traralgon Sports Stadium Project Reference Group 06 Mar 2018
- 15↓.  Gippsland Regional aquatic Centre Reference Group 07 Mar 2018
- 16↓.  Tourism Advisory Committee 07 Mar 2018
- 17↓.  Morwell Centenary Rose Garden Advisory Committee
- 18↓.  Victory Park Precinct Advisory Committee 13 Mar 2018
- 19↓.  Morwell Town Common Development Plan Project Control Group 14 Mar 2018
- 20↓.  Moe and District Social Infrastructure Plan Reference Group
- 21↓.  Councillor Briefing 19 March 2018

17.5

Tabling of 'Assembly of Councillors' Records

1	Traralgon CBD Safety Committee 21 Dec 2017	727
2	Budget Workshop 12 Feb 2018.....	729
3	Budget Workshop 13 Feb 2018.....	731
4	Morwell Town Common Development Plan Project Control Group 14 Feb 2018	733
5	Councillor Briefing 19 Feb 2018	735
6	Latrobe Creative Precinct Project Reference Group 19 Feb 2018	737
7	Morwell Centenary Rose Garden Advisory Committee	739
8	Budget Workshop 20 Feb 2018.....	741
9	Councillors Meeting 20 Feb 2018	743
10	Traralgon Sports Stadium Reference Group 22 Feb 2018	745
11	Councillor Briefing 26 Feb 2018	747
12	Rail Freight Alliance 2018 Policy Statement 26 Feb 2018	749
13	Budget Workshop 28 Feb 2018.....	751
14	Traralgon Sports Stadium Project Reference Group 06 Mar 2018	753
15	Gippsland Regional aquatic Centre Reference Group 07 Mar 2018	755
16	Tourism Advisory Committee 07 Mar 2018.....	757
17	Morwell Centenary Rose Garden Advisory Committee	759
18	Victory Park Precinct Advisory Committee 13 Mar 2018.....	761
19	Morwell Town Common Development Plan Project Control Group 14 Mar 2018	763
20	Moe and District Social Infrastructure Plan Reference Group.....	765
21	Councillor Briefing 19 March 2018	767



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Traralgon CBD Safety Committee
Date:	Thursday 21 December 2017
Time:	7.45 am - 9.00 am
Assembly Location:	Dal Monda Café Traralgon

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe 7.45 am - 9.00 am
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Andrew Legge, Steve Tong		
Matters discussed:	Agency Reports from LV Bus Lines, Traralgon Taxis, Victoria Police, Stockland Plaza and The Traralgon Community Development Association Inc. Matters Arising: ID Scanners & Alcohol Harm Reduction Policy		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No





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Record Completed by: Andrew Legge 21/12/2017





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Budget Workshop
Date:	12 February 2018
Time:	7.15pm to 10.00pm
Assembly Location:	Latrobe City Council HQ, 141 Commercial Road, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane 19:15-22:00	<input checked="" type="checkbox"/> Cr Graeme Middlemiss 19:15-22:00	<input checked="" type="checkbox"/> Cr Darrell White 19:15-22:00
	<input checked="" type="checkbox"/> Cr Dale Harriman 19:15-22:00	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 19:15-22:00	<input checked="" type="checkbox"/> Cr Darren Howe 19:15-22:00
	<input checked="" type="checkbox"/> Cr Dan Clancey 19:15-22:00	<input checked="" type="checkbox"/> Cr Bradley Law 19:15-22:00	<input checked="" type="checkbox"/> Cr Sharon Gibson 19:15-22:00
Officer/s:	Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Matthew Rogers		
Matters discussed:	2018/19 Annual Budget - Confidential (h) any other matter which the Council or Special Committee considers would prejudice the Council or any other person		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Matthew Rogers





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Budget Workshop
Date:	13 February 2018
Time:	6.30pm to 10.10pm
Assembly Location:	Latrobe City Council HQ, 141 Commercial Road, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane 18:30-22:10	<input checked="" type="checkbox"/> Cr Graeme Middlemiss 18:30-22:10	<input checked="" type="checkbox"/> Cr Darrell White 18:30-22:10
	<input checked="" type="checkbox"/> Cr Dale Harriman 18:30-22:10	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 18:30-22:10	<input checked="" type="checkbox"/> Cr Darren Howe 18:30-22:10
	<input checked="" type="checkbox"/> Cr Dan Clancey 18:30-22:10	<input checked="" type="checkbox"/> Cr Bradley Law 18:30-22:10	<input checked="" type="checkbox"/> Cr Sharon Gibson 18:30-22:10
Officer/s:	Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Matthew Rogers		
Matters discussed:	2018/19 Annual Budget - Confidential (h) any other matter which the Council or Special Committee considers would prejudice the Council or any other person		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Matthew Rogers





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Morwell Town Common Development Plan Project Control Group
Date:	14 February 2018
Time:	5:02 pm
Assembly Location:	KRAUATUNGALOONG ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Arrival / Departure Time:			
Officer/s:	Simon Clark		
Matters discussed:	<p>The committee spoke about the historical sign project and Simon reported that he would bring some concept design ideas to the next meeting.</p> <p>The meeting discussed the Timber Playground and the recommendation from Ray Hutchison and Associates that an annual maintenance budget of between \$10,000 and \$20,000 be allocated to the playground. Simon to investigate if a budget has been proposed.</p>		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:





Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Simon Clark





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Councillor Briefing
Date:	19 February 2018
Time:	5.00 pm - 9:56 pm
Assembly Location:	Nambur Wariga, Morwell Headquarters

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Greg Drumm (from 6.10pm), Sara Rhodes-Ward (from 6.10pm), Steve Piasente (from 6.10pm), Phil Stone (6.10pm - 8.50pm), Amy Phillips (from 6.10pm), Matt Rogers (6.10pm-6.35pm), Danielle Cox (6.10pm-6.35pm)		
Matters discussed:	Tonight's presentations Future Presentations Mayor's Update Chief Executive Officer - General Update Chief Executive Officer - Transition Briefing Procurement Policy Review Suitable Tree Species List 2018 Intern Program Review of Council Policies Acceptance and Processing of Council Recycling Contract - confidential under section 89(2)(d) contractual matters Township Entrance, Amenity and Improvement Plans Landfill Biogas renewable Energy Unblocking Infrastructure Barriers Options to Enhance Social Media		



	<p>Hazelwood ondaye Caravan Park Petition Response Report</p> <p>Membership of the Traralgon Sports Stadium Project Reference Group - Review of Terms of Reference</p> <p>International Business Delegation to China and Japan</p> <p>Infrastructure Design Manual - Review for Adoption</p> <p>2018 Latrobe City Council Australia Day Program Debrief and Ambassador Selection Process</p> <p>Hyland Highway Landfill Extension and Odour Impact Assessment - confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Outstanding Issues - confidential under section 89(2)(h) a matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Strategic Issues for Future Briefings</p>
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Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Harriman - Interest not being a Conflict of Interest	n/a
Cr White	Yes

Record Completed by: Amy Phillips, Coordinator Governance





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Latrobe Creative Precinct pre-briefing
Date:	19 February 2018
Time:	3.00 pm
Assembly Location:	Meeting Room 2, Latrobe City Council Headquarters

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Phil Stone, Trevor Dando, Andrea Smith (part)		
Matters discussed:	Viewing of draft presentation to be made to Councillors at a briefing/presentation at a future date. (confidential reason D: contractual matters). Sought feedback on additions to the presentation.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	



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Record Completed by: Andrea Smith





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Morwell Centenary Rose Garden Advisory Committee
Date:	9 February 2018
Time:	9:00am
Assembly Location:	Rose Garden Wing

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark		
Matters discussed:	<p>Projects - Garden seat under the Acer Negunda tree. All agreed to go ahead with this project. Frank to obtain quote. Time capsule stone to be replaced. A new smaller plaque to be added. Old contents to be reburied under original stone. Consideration of a new time capsule in the future with copies of previous contents where possible plus additions. This maybe a 'Township Project'. It was decided to ask the Lions Club for their preferred wording on a plaque to be placed on the new Drinking Fountain. This request would be made in the thank you letter.</p> <p>Frank Sutherland moved a motion 'notice of intention to rescind the motion of December 8 2017'. Seconded Heather Taylor. All agreed. He will circulate a new draft policy for discussion at the March meeting. Del will contact the family who have recently made an enquiry.</p>		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			



Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Simon Clark



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Budget Workshop
Date:	20 February 2018
Time:	7.10pm to 10.30pm
Assembly Location:	Latrobe City Council HQ, 141 Commercial Road, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane 19:10-22:30	<input checked="" type="checkbox"/> Cr Graeme Middlemiss 19:10-22:30	<input checked="" type="checkbox"/> Cr Darrell White 19:10-22:30
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 19:10-22:30	<input checked="" type="checkbox"/> Cr Darren Howe 19:10-22:30
	<input checked="" type="checkbox"/> Cr Dan Clancey 19:10-22:30	<input checked="" type="checkbox"/> Cr Bradley Law 19:10-22:30	<input checked="" type="checkbox"/> Cr Sharon Gibson 19:10-22:30
Officer/s:	Gary Van Driel, Steven Piasente, Ronda Bruerton (19:10-21:00), Greg Drumm, Sara Rhodes-Ward (19:10-21:00), Matthew Rogers		
Matters discussed:	2018/19 Annual Budget - Confidential (h) any other matter which the Council or Special Committee considers would prejudice the Council or any other person		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Matthew Rogers





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Meeting
Date:	20 February 2018
Time:	6.10pm - 7.00pm
Assembly Location:	Nambur Wariga Meeting Room, Morwell Headquarters

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law from 6.30pm	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Amy Phillips		
Matters discussed:	Meeting Procedure Local Law		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Amy Phillips





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Traralgon Sports Stadium Project Reference Group
Date:	Thursday 22 February 2018
Time:	5.30 pm
Assembly Location:	Macfarlane Burnet Room, Latrobe City Council Offices Traralgon

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Larry Sengstock, Janine Alexander		
Matters discussed:	1. Governance/Terms of Reference 2. Project Background 3. Project Status update		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No

Record Completed by: Janine Alexander





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Councillor Briefing
Date:	26 February 2018
Time:	6.00 pm - 9.05 pm
Assembly Location:	Nambur Wariga, Morwell Headquarters

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson via phone
Officer/s:	Gary Van Driel, Greg Drumm, Sara Rhodes-Ward, Steve Piasente, Phil Stone, Amy Phillips, Trevor Dando (6pm - 6.38pm), Andrea Smith (6pm-6.38pm), Michael Bloyce (6pm - 8.55pm)		
Matters discussed:	<p>Tonight's presentations</p> <p>Future Presentations</p> <p>Mayor's Update</p> <p>Chief Executive Officer - General Update</p> <p>Chief Executive Officer - Transition Briefing Confidential Section 89(2) (e) proposed developments</p> <p>Latrobe City Parking Action Plan</p> <p>2017/18 Mid Year Budget Review</p> <p>Latrobe Creative Precinct Construction Contractor and Options for the Mafarlane Burnet and Latrobe Rooms - Confidential</p> <p>This matter is considered confidential under Section 89(2) (d) of the Local Government Act 1989, as it involves discussion of contractual matters.</p> <p>NDIS Service Provision Beyond Transition Period-Update Report</p> <p>Post-Exhibition Review of Magritte Exhibition Held at LRG August to November 2017</p> <p>This matter is considered confidential under Section 89(2) (h) of the Local</p>		



Government Act 1989, as it involves discussion of a matter which the Council or special committee considers would prejudice the Council or any person.

Councillor Issues for General Discussion

Outstanding Issues - Confidential

This matter is considered confidential under Section 89(2) (h) of the Local Government Act 1989, as it involves discussion of a matter which the Council or special committee considers would prejudice the Council or any person.

Strategic Issues for Future Briefings

Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Harriman - Interest not being a Conflict of Interest	No

Record Completed by: Amy Phillips, Coordinator Governance





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Rail Freight Alliance 2018 Policy Statement
Date:	26 February 2018
Time:	4.00 pm - 5.00 pm
Assembly Location:	Nambur Wariga Meeting Room, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson (teleconference)
Officer/s:	Gary Van Driel, Phil Stone, Bruce Connolly, Shannan Little External: Reid Mather		
Matters discussed:	Reid Mether, Executive Officer presentation of Rail Freight Alliance and the 2018 Policy Statement - 22 rural, regional and metropolitan municipalities in Victoria. First established 1997 - Discussed challenges with attracting and retaining members due to rate-capped environment - Key advocacy pillars • Rail standardisation of all key freight rail lines, where it is economic to do so. • Upgrading of same.(Higher axle loads, better level crossings, lower journey times, better signalling) • A competitive,independent and Open Access regime. A seamless freight logistics that will facilitate movement of bulk freight by rail rather than road. - Discussed 2018 Policy Statement in detail. This document will be used in place of a budget submission in the lead up to the 2018 state elections.		





Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Shannan Little





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Budget Workshop
Date:	28 February 2018
Time:	5.40pm to 7.30pm
Assembly Location:	Latrobe City Council HQ, 141 Commercial Road, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane 17:40 - 19:30	<input checked="" type="checkbox"/> Cr Graeme Middlemiss 17:40 - 19:30	<input checked="" type="checkbox"/> Cr Darrell White 17:40 - 19:30
	<input checked="" type="checkbox"/> Cr Dale Harriman 17:40 - 19:30	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey 17:40 - 19:30	<input checked="" type="checkbox"/> Cr Bradley Law 17:40 - 19:30	<input checked="" type="checkbox"/> Cr Sharon Gibson 17:40 - 19:30
Officer/s:	Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Matthew Rogers		
Matters discussed:	2018/19 Annual Budget - Confidential (h) any other matter which the Council or Special Committee considers would prejudice the Council or any other person		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Matthew Rogers





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Traralgon Sports Stadium Project Reference Group
Date:	Tuesday 6 March 2018
Time:	6.30 pm
Assembly Location:	Macfarlane Burnet Room, Latrobe City Council Offices Traralgon

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Steven Piasente, Larry Sengstock, Janine Alexander		
Matters discussed:	1. Changes to Terms of Reference 2. Appointment of Consultant and engagement process 3. Project Status update and Key Issues		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No

Record Completed by: Janine Alexander





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Gippsland Regional Aquatic Centre Project Reference Group
Date:	Wednesday 7 March 2018
Time:	5.30pm - 7.50pm
Assembly Location:	Traralgon Sports Stadium, Catterick Crescent, Traralgon

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Steven Piasente, Larry Sengstock, Luke McGrath, Janine Alexander		
Matters discussed:	1. Business arising 2. Project Status update 3. Component options 4. Site plan options		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No



Record Completed by: Janine Alexander





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Tourism Advisory Committee
Date:	7 March 2018
Time:	5.52pm
Assembly Location:	Meeting room 4 HQ Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White 5.58pm - 7.45pm
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey 5.35pm - 7.35pm	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Linda Brock, Michael Bloyce		
Matters discussed:	Business networking draft concept Report from Prof Erik Ekland on Industrial Heritage LCBTA draft Marketing Strategy		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	



Record Completed by: Linda Brock





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Morwell Centenary Rose Garden Advisory Committee
Date:	9 March 2018
Time:	9:00am
Assembly Location:	Rose Garden Wing

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark		
Matters discussed:	<p>Email received from one of the ' Friends'- regarding the use of pots over bed labels questioning if it was compulsory and if so was it monitored. It was agreed that this matter was for self protection and as such was voluntary. Del to reply/deal with this issue.</p> <p>Peoples Choice Awards coming up. It was decided, after short discussion that as these awards were mainly business focused, it was not now appropriate for our participation. New brochures need to be organised this year. Small committee formed: Del, Bev, Frank, Pat & Lyn.</p>		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
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Record Completed by: Simon Clark





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Victory Park Precinct Advisory Committee
Date:	13 March 2017
Time:	5:31pm
Assembly Location:	Macfarlane Burnet Room, Traralgon Service Centre

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark		
Matters discussed:	<p>Cr's Clancy and Harriman suggested that a proposed formal approach to Latrobe City by stakeholders regarding an investigation into the construction of Public Toilets at Victory Park was probably not necessary as internal discussions had already commenced.</p> <p>Simon reported that Council at its 5 March 2018 Ordinary Meeting had re-appointed the Victory Park Precinct Advisory Committee and Terms of Reference operating document. Simon will be in contact with committee members in due course regarding the committee operations.</p> <p>Simon reported that the proposed refurbished Map of Australia was to be in the original 1988 logo design and that works would commence soon.</p> <p>Simon reported that he had investigated where a stone memorial seat was in Victory Park however he was currently unable to find it.</p> <p>Cr Clancy has spoken to Steve Piasente, General Manager Infrastructure and Recreation regarding the infrastructure maintenance standards at Victory Park where it is apparent that poisoning is being undertaken. Mr Piasente will investigate if other potential methods of maintenance such as, whipper snipping should be undertaken for a neater look in the park.</p> <p>Ainsley informed the meeting that the Gippsland Model Engineering Society 40th birthday celebrations were to be held on Saturday 5 May and extended an invitation to all committee members to attend. Ainsley said that although</p>		



	this event was closed to the public that the trains would be running on Sunday 6 May and open to all so to also celebrate the milestone.
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Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Simon Clark





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Morwell Town Common Development Plan Project Control Group
Date:	14 March 2018
Time:	5:03 pm
Assembly Location:	BRATAUALOONG MEETING ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

In Attendance

Councillors:	<input type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Arrival / Departure Time:			
Officer/s:	Simon Clark		
Matters discussed:	<p>Simon presented four concept designs for the shape of the historical sign. The designs ranged from animal and sports cut out depictions, stand-alone old style event and train tickets, old style event and train tickets on plain poles and old style event and train tickets on colourful poles with flags on the top of each (see attachment to Minutes). Discussion was held on each with the following decisions taken:</p> <p>a) That a Cow and Bullock animal depiction is included in the animal and sports cut out depiction sign designs.</p> <p>b) Simon to investigate possible prices for the animal and sports cut out depiction design made from approximately 2mm thick metal sheeting.</p> <p>c) Simon to organise an onsite meeting to discuss possible locations and invite Sharon Harrup.</p> <p>d) Max enquired if the designs were being considered as double sided signs? Simon to ask Sharon.</p>		





Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Simon Clark





Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Moe and District Social Infrastructure Plan Reference Group/Engagement Group
Date:	Thursday, 15 March 2018
Time:	4.30 pm
Assembly Location:	Moe Service Centre and Library, George Street Moe

In Attendance

Councillors:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
Arrival / Departure Time:			
Officer/s:	Steve Tong Teresa Pugliese		
Matters discussed:	Draft 2 Moe and District Social Infrastructure Plan Report		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Teresa Pugliese



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Councillor Briefing
Date:	19 March 2018
Time:	5.52pm - 10.05pm
Assembly Location:	Nambur Wariga Room , 141 Commercial Road Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan until 9.29pm	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Phil Stone, Steve Piasente, Greg Drumm, Sara Rhodes - Ward, Brett McCulley, Amy Phillips, Bruce Connolly (5.52pm-6.45pm), Jie Liu (5.52pm-6.45pm), Michael Bloyce (6.20pm-6.45pm)		
Matters discussed:	<p>Tonight's Presentations - Confidential under Section 89(2) (d) contractual matters</p> <p>Future presentations - Confidential under Section 89(2) (d) contractual matters and under Section 89(2) (e) proposed developments</p> <p>Matters Arising from Presentations</p> <p>Upcoming Significant Items</p> <p>Mayor's Update</p> <p>CEO's General Update</p> <p>Transition Briefing - Confidential under Section 89(2) (e) proposed developments</p> <p>Strength-Led Transition Update</p> <p>Building Enforcement Action - Former Presentation College Buildings in Moe</p> <p>Review of Council Delegations</p> <p>Planning Scheme Amendment C106-Traralgon Activity Centre Plan (TACP)- Consideration of submissions</p> <p>Community Consultation On The Future Use Of Kingsford Reserve</p>		



	<p>Live Work Latrobe Land use Strategies-Proceeding To Public Exhibition Audit And Risk Committee-Term Of Member Expiring - Confidential under Section 89(2)(d) contractual matters</p> <p>Victorian Gas Program</p> <p>Relocation Of Traralgon Croquet Club - Confidential under Section 89(e) proposed developments</p> <p>Waiving And/Or Reimburse Building Permit Fees</p> <p>Draft Building Asset Management Plan 2018 (BAMP) Report</p> <p>Establishment Of project Reference Groups-Major Recreation Projects (Ted Summerton Reserve, Morwell Recreation Reserve And Latrobe City Sports And Entertainment Stadium)</p> <p>Draft Submission To Latrobe Valley Task Force</p> <p>Procurement Policy Review</p> <p>Removal of Trees At Morwell Recreation Reserve</p> <p>Future Use Of The Visitor Information Centre Building</p> <p>Moe Racing Club Request For 1/2 Day Public Holiday For 2018 Moe Cup</p> <p>Outstanding Issues - Confidential under Section 89(2)(h) would prejudice the Council or any person</p> <p>Strategic Issues for Future Briefings</p>
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Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Harriman (Interest not being a Conflict of Interest)	No
Cr Harriman	Yes
Cr Clancey	Yes
Cr Law	Yes
Cr Gibson	Yes



Record Completed by: Amy Phillips, Coordinator Governance



Agenda Item: 17.6

Agenda Item: Moe Racing Club request for a half-day public holiday for the 2018 Moe Cup

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. undertake community consultation and invite written submissions in relation to declaring a substitute (full-day or half-day) public holiday for the 2018 Moe Cup on Thursday, 19 October 2018; and**
- 2. consider a further report including the results of the community consultation at a future Council meeting regarding the declaration of a substitute (full-day or half-day) public holiday for the 2018 Moe Cup.**

Executive Summary:

- The Moe Racing Club (MRC) has written to Council requesting a half-day public holiday for the 2018 Moe Cup on Thursday, 19 October 2018 for the 3825 post code area (refer Attachment 1).
- The *Public Holidays Act 1993* allows a non-metropolitan council to request a substitute public holiday in lieu of the Melbourne Cup public holiday. This public holiday can be either a full-day or two half-day public holidays and be applied to the whole or part/s of the municipality.
- Any application for a substitute half-day or full-day public holiday must be made to the relevant Minister at least 90 days before Melbourne Cup Day (i.e. Wednesday, 8 August 2018).
- Council has not undertaken community consultation in relation to granting a substitute (full or half-day) public holiday since prior to the 2015 Moe Cup.

Declaration of Interests:

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

Background:

The last time Council undertook extensive consultation concerning declaration of a half-day substitute public holiday for the Moe Cup was in 2015. The form of engagement undertaken seeking comments from the community, business groups and major employers was through:

- Public notices published in the Latrobe Valley Express.
- Public notice placed on the Latrobe City Council website.
- Post placed on the Latrobe City Facebook page.
- 285 letters sent/delivered to industrial and commercial premises in Moe, Newborough and Yallourn North.
- Letters sent to 14 schools within the subject area and the Department of Education.
- Letters sent to Narracan Gardens, Latrobe Valley Village and Querencia Latrobe City.
- Letters sent to Yallourn North Action Group, Committee for Moe, Moe Traders Association, Latrobe City Business Tourism Association, Regional Development Victoria, VECCI.

In response to the public notices and correspondence, Council received the following

- 14 written submissions, and
- 204 form letters.

Reasons for Proposed Resolution:

As it has been three years since Council has undertaken community consultation in respect to declaring a substitute half-day public holiday for the Moe Cup, Officers consider it would be timely to again canvas the community, businesses and industries for their opinion prior to considering the current MRC request.

Issues:

Strategy Implications

2017/2021 Council Plan:

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

Strategy 7: *Enhance Council's engagement with the community to better understand the community's priorities.*

Communication

Officers would undertake community consultation similar to that undertaken in 2015 by inviting written submissions on the proposal.

A further report would then be prepared for Council to consider the submissions received.

Financial Implications

The anticipated costs associated with undertaking community consultation include:

- Public notices, preparation and delivery of letters, and
- Officer time in preparing a report to Council and responding to enquiries from the general public.

The above costs are within existing budget allocations.

Risk Analysis

There is no identified risk associated with undertaking the proposed community consultation.

Legal and Compliance

Not Applicable

Community Implications

The community would be invited to prepare and submit written submissions for Councils consideration.

Environmental Implications

Not Applicable

Consultation

Engagement to commence upon adoption of the reports recommendation and the engagement results, both external and internal will be reported to Council at a future meeting.


Other

The proposed community consultation will be undertaken using existing staff resources.

Supporting Documents:

Nil

Attachments

1 [↓](#).  Moe Racing Club request for a half-day public holiday for the 2018 Moe Cup.

17.6

Moe Racing Club request for a half-day public holiday for the 2018 Moe Cup

- 1 Moe Racing Club request for a half-day public holiday for the 2018 Moe Cup. 775**



MOE RACING CLUB
P.O. Box 5
Moe, Vic., 3825
Telephone: (03) 5120-1333
Facsimile: (03) 5120-1355
ABN 13 424 081 291

12th February 2018

Mr Henry Morrison
Manager Property & Legal Services
Latrobe City
PO BOX 264
Morwell 3840

Re: Moe Optical Cup Day, presented by the WIN Network – Thursday 19th October

Dear Mr Morrison,

I am writing on behalf of the Moe Racing Club to apply for a half day Public Holiday for this years Moe Cup 2018. The Moe Cup has long been an iconic and important local and Community event. Last year's Cup Day was again strongly supported by the Moe Traders who held their traditional three-hour sale and attracted a lot of visitation and interest to the area.

Moe Cup Day 2017 was again a great success and was extremely well supported by local business and the Community. The declaration of a half day public holiday is crucial to the ongoing success of this event as it allows business and locals to work in the morning and then finish the day socialising with family, friends and colleagues in the afternoon. We intend on building and growing this event moving forward and to do this we require consistency, being that the Public Holiday is declared and put on the calendar.

I would be delighted if you would once again commence proceedings to declare a public a half day Public Holiday in the 3825-area code year.

Thankyou for your ongoing support of our towns iconic event.

Yours Sincerely,

Shane Berry
Chief Executive Officer
Moe Racing Club Inc.

URGENT BUSINESS

18. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

MEETING CLOSED TO THE PUBLIC

19. MEETING CLOSED TO THE PUBLIC

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

RECOMMENDATION

That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:

- 19.1 Churchill Hub Advisory Committee Recruitment for Vacant Member Position**
Agenda item 19.1 *Churchill Hub Advisory Committee Recruitment for Vacant Member Position* is designated as confidential as it relates to personnel matters (s89 2a)
- 19.2 Presentation of the Audit and Risk Committee Minutes**
Agenda item 19.2 *Presentation of the Audit and Risk Committee 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)
- 19.3 Request to Extend an Independent Member Appointment to the Audit and Risk Committee**
Agenda item 19.3 *Request to Extend an Independent Member Appointment to the Audit and Risk Committee* is designated as confidential as it relates to contractual matters (s89 2d) and a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)
- 19.4 Future Use of the Visitor Information Centre Building**
Agenda item 19.4 *Future Use of the Visitor Information Centre Building* is designated as confidential as it relates to proposed developments (s89 2e)
- 19.5 Endorsement of Latrobe Convention Centre Business Case**

**Project Reference Group Members
Agenda item 19.5 *Endorsement of Latrobe Convention Centre
Business Case Project Reference Group Members* is designated
as confidential as it relates to personnel matters (s89 2a)**