



# **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  
11 APRIL 2016**

**CM480**

## MISSION

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

## VALUES

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



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

**TABLE OF CONTENTS**

<b>1. OPENING PRAYER.....</b>	<b>5</b>
<b>2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND .....</b>	<b>5</b>
<b>3. APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>5</b>
<b>4. DECLARATION OF CONFLICT OF INTEREST .....</b>	<b>5</b>
<b>5. ADOPTION OF MINUTES .....</b>	<b>5</b>
<b>6. ACKNOWLEDGEMENTS.....</b>	<b>5</b>
<b>7. PUBLIC QUESTION TIME.....</b>	<b>5</b>
<b>8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE .....</b>	<b>6</b>
<b>9. NOTICES OF MOTION .....</b>	<b>29</b>
9.1 2016/07 - Request to write to Federal Minister for Health, re Complex Regional Pain Syndrome .....	29
9.2 2016/08 - Endorsement of MAV State Council Motion.....	30
<b>10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION .....</b>	<b>32</b>
10.1 Hubert Osborne Park - Consideration of Submissions and Proposed Policy for Adoption.....	32
10.2 Moe Racing Club Expression of Interest to purchase part of Joe Tabuteau Reserve from the Department of Environment, Land Water & Planning. ....	51
10.3 Petition in Relation to Banning Coal Mining in the Mirboo North Region .....	60
10.4 Items Closed to the Public – summary overview .....	65
<b>11. CORRESPONDENCE .....</b>	<b>102</b>
<b>12. PRESENTATION OF PETITIONS .....</b>	<b>104</b>
<b>13. CHIEF EXECUTIVE OFFICE.....</b>	<b>106</b>
13.1 Request for Support for Upcoming Visit to Taizhou with Federation University .....	106

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>14. CITY DEVELOPMENT .....</b>	<b>110</b>
14.1 Planning Application 2015/245- Subdivision of land into two (2) lots within the General Residential Zone at 54 Bradman Boulevard, Traralgon. ....	110
14.2 Consideration of submissions for Amendment C90 .....	127
<b>15. INFRASTRUCTURE AND RECREATION.....</b>	<b>167</b>
15.1 Landfill Rehabilitation Planning - Alternative Cap Design .....	167
15.2 Special Charge Scheme Consideration - Railway Avenue Glengarry.....	176
15.3 Endorsing Response to Infrastructure Victoria's 30-year Strategy Discussion Paper.....	193
<b>16. COMMUNITY SERVICES .....</b>	<b>241</b>
16.1 Mayoral Sponsorship Fund Request from Gippsland FM .....	241
<b>17. CORPORATE SERVICES .....</b>	<b>249</b>
17.1 Proposed Road Exchange - Fox and Fanckes Road, Boolarra South ....	249
17.2 Presentation of the Committee of Management Template for Adoption .....	260
17.3 Potential Sale of Land - Ryland Way, Moe South.....	287
17.4 Document for Signing and Sealing - Application to Land Victoria for replacement Certificates of Title .....	296
17.5 Assemblies of Councillors.....	300
17.6 2016/17 Draft Budget (Incl. Fees and Charges) and Strategic Resource Plan 2016-2020 .....	323
<b>18. URGENT BUSINESS.....</b>	<b>493</b>
<b>19. MEETING CLOSED TO THE PUBLIC .....</b>	<b>495</b>
19.1 Confidential items Held Over .....	496
19.2 Bad Debts Report - February 2016.....	507
19.3 Presentation of the Audit and Risk Committee Minutes.....	513
<b>20. CONFIDENTIAL URGENT BUSINESS .....</b>	<b>530</b>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)****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 the traditional owners upon whose land we are meeting on today, the Gunaikurnai people and pay my respects to their Elders past and present.*

*If there are other Aboriginal people/Elders present I would also acknowledge them.*

**3. APOLOGIES AND LEAVE OF ABSENCE****4. DECLARATION OF CONFLICT OF INTEREST****5. ADOPTION OF MINUTES****RECOMMENDATION**

**That the minutes of the Ordinary Council Meeting held on 21 March 2016 be confirmed.**

**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.*

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

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

Council Meeting Date	Item	Resolution	Status Update
<b>City Development</b>			
06 May 2013  City Development	Latrobe City International Relations Advisory Committee - Amended Terms of Reference	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	<p>Item on hold pending Council's review of Committees.</p> <p>A further report will be presented to Council once the review is complete.</p> <p><b>05 February 2016</b>            Manager Arts &amp; Events is preparing a submission for the Tourism Advisory Board to consider options to broaden the scope of the Terms of Reference to include matters relating to Major Events. The submission will be presented to the Advisory Board meeting scheduled for April.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Council Meeting Date	Item	Resolution	Status Update
<p style="text-align: center;">14 September 2015</p> <p style="text-align: center;">City Development</p>	<p>Consideration of the Recommendations of the Panel Report for C87</p>	<p>That Council defer the Consideration of the recommendations of the Panel Report for C87 until the following have taken place:</p> <p>1. That Council communicates with the Premier to organise a meeting with the EPA, interested Councillors, relevant Council Officers, Australian Paper and relevant stakeholders to discuss Urban Amenity Buffer solutions</p>	<p><b>05 February 2016</b> A Councillor Briefing with EPA and Australian Paper took place on 1 February 2016 to discuss the urban amenity buffer.</p> <p><b>09 March 2016</b> EPA, AP and LCC met with Tyers landowners on 03 March 2016, and will organise to meet with the Traralgon West, Morwell North and community groups on 21 March 2016.</p> <p>The draft Risk Assessment has been received and reviewed by Council Officers.</p> <p>A Councillor Briefing was held on 07 March 2016 to discuss the Risk Assessment report.</p> <p>A second Councillor Briefing will be organised with DEDJTR regarding their position on coal buffers and the AGL Work Plan variation. This date will be communicated to Councillors once confirmed.</p> <p><b>30 March 2016</b> EPA, AP and LCC met with the Traralgon West, Morwell North and community groups on 23 March 2016.</p> <p>A second Councillor Briefing has been organised with DEDJTR on 18 April 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review <b>(continued below)</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the Review of the Latrobe Performing Arts and Convention Centre Feasibility Study and Business Case June 2015.</li> <li>2. Consider the Latrobe Performing Arts and Convention Centre as two separate projects – Latrobe Performing Arts Centre and Latrobe City Convention Centre.</li> <li>3. In relation to the Latrobe Performing Arts Centre:               <ol style="list-style-type: none"> <li>a) Confirms the site of the existing Latrobe Performing Arts Centre in Traralgon as the site for the new Latrobe Performing Arts Centre.</li> <li>b) Undertake a detailed business case for the Latrobe Performing Arts Centre including a strong evidence base for the new facility and confirmation of key design elements.</li> <li>c) Engage a specialised theatre design consultant to confirm key design elements and complete a functional design brief to detail costs of the Latrobe Performing Arts Centre.</li> </ol> </li> </ol>	<p><b>05 February 2016</b></p> <p>In relation to the Latrobe City Convention Centre, a project brief will be prepared in the first half of 2015/16 to engage a consultant to undertake investigation to confirm potential demand for a dedicated convention centre. It is envisaged that this will be completed in the 2015/16 financial year, subject to budget approval by Council.</p> <p>A further report will be presented to Council at this time and depending on the outcome of the demand analysis, a business case including establishment of a working group will be progressed.</p> <p>A consulting team has been appointed and work is underway on the full business case, concept designs and applications for the National Stronger Regions Fund and Victorian Regional Jobs and Infrastructure Fund.</p> <p>A Project Reference Group has been established, with key community stakeholders, representatives of Regional Development Australia and Creative Victoria, Councillors and Council Officers to review and provide feedback on the submission elements through the development process.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review <b>(continued)</b>	<p>d) Allocate \$200,000 from the 2015/16 Financial Year surplus to develop the Latrobe performing arts business case and functional concept design.</p> <p>e) Establish a representative community working group to steer the business case and design for the Latrobe Performing Arts Centre.</p> <p>f) Receive a report pending the outcome of the funding submission to the National Stronger Regions Fund – Round 2.</p> <p>g) Continue to liaise with the Victorian and Commonwealth governments in relation to potential funding opportunities.</p>	<p><b>05 February 2016</b> Following the Councillor Briefing on Wednesday 27 January, a report will be presented to Council on Monday 08 February ahead of the submission being lodged with the State Government.</p> <p><b>10 March 2016</b> Following the appointment of Williams Boag Pty Ltd Architects in December 2015, a Business Case and Functional Concept Design has been prepared in relation to what is now called the Latrobe Creative Precinct. The Precinct incorporates a new Latrobe Performing Arts Centre, outdoor event spaces, educational and vocational training facilities and a digital learning hub; in addition to the existing Library and Service Centre and Maternal and Child Health Centre. Applications for funding have been prepared and lodged with the State Government and Federal Governments, following Council's resolution to provide \$10 million towards the project. If successful, Council will move to the preparation of detailed planning for the new Precinct in coming months.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review <b>(continued)</b>	<p>4. In relation to the Latrobe City Convention Centre:</p> <ul style="list-style-type: none"> <li>a) Confirms Morwell as the location of the Latrobe City Convention Centre.</li> <li>b) Undertakes further detailed analysis and investigation to confirm potential demand for a dedicated convention centre in Latrobe City.</li> <li>c) Establish a representative community working group, to steer the business case and design for the Latrobe City Convention Centre.</li> <li>d) Allocate funding in future budgets to assist with the development of a business case and functional concept design for the Latrobe City Convention Centre.</li> <li>e) Investigate funding options for the Latrobe City Convention Centre.</li> </ul> <p><b>27 July 2015</b> That Council:</p> <ul style="list-style-type: none"> <li>1. Receives a report outlining State Government funding opportunities and recommendations on applying for funding through National Stronger Regions Fund Round 3.</li> </ul>	<p>In relation to the Latrobe City Convention Centre, a project brief will be prepared late in the first half of 2015/16 to engage a consultant to undertake investigation to confirm potential demand for a dedicated convention centre. It is envisaged that this will be completed in the 2015/16 financial year, subject to budget approval by Council.</p> <p>A further report will be presented to Council at this time and depending on the outcome of the demand analysis, a business case including establishment of a working group will be progressed.</p>



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
26 October 2015  City Development	2015/20 - Traralgon Court House Status Update	That a report be brought back to Council on the status of the plans for the Traralgon Court House.  That the report includes:  (a) the options on how Council proposes to fund the plans; and  (b) the actions for 2015/16 and any actions proposed for 2016/17	Officers will prepare a report for Council meeting in May  <b>05 February 2016</b> Preparation of report is on schedule.
26 October 2015  City Development	Economic Development Engagement Plan	That Council:  1. Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication with Council staff, investors, government, business and industry leaders.  2. Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and  3. Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.	<b>05 February 2016</b> The Economic Development Engagement Plan Quarterly report was presented to Council in February 2016. Report to be presented to the Ordinary Council Meeting on 29 February 2016.  <b>09 March 2016</b> The next quarterly report will be presented to Council in May 2016.  The annual report will go to Council for consideration in September 2016.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued below)</b>	That Council:  1. Supports the consideration of an allocation of Council resources to complement the Gippsland Campus of Federation University Australia proposed initiatives with Latrobe City's Sister City, Taizhou China.  2. Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy.	Email correspondence has recently taken place with the Taizhou Foreign Affairs Officer in relation to a proposed Educational Marketing Campaign in Taizhou and also a possible Taizhou Foreign Affairs Officer secondment for 8 weeks in February/March 2016. However, due to time constraints it is unlikely that the secondment will come to fruition.  Initial feedback on the marketing campaign was positive; we are waiting to hear more information in coming weeks. Positive feedback from the Taizhou Foreign Affairs office indicates that the Federation University marketing campaign in Taizhou is a real possibility. Further conversation will be held once Dr Harry Ballis returns from overseas in late January.  <b>05 February 2016</b> Contact will be made this month with Dr Ballis.  <b>09 March 2016</b> Correspondence has been sent to the Taizhou Government. Further information will be provided once a response is received.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

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07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued)</b>	That Council:  3. Supports the consideration of an allocation of Council resources to complement the Gippsland Campus of Federation University Australia proposed initiatives with Latrobe City's Sister City, Taizhou China.  4. Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy.	<b>10 March 2016</b> During April 2016, Federation University Australia, Gippsland Campus is embarking on another marketing campaign to Taizhou, China. The purpose of the visit will be to further progress the collaborative partnerships with Taizhou Polytechnic, Taizhou University and Taizhou High Schools with the aim of establishing programs and exchanges for mutual benefits.  The delegation is planned for 18th to 22 April 2016, will focus on finalising collaborative partnership initiatives, showcase Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

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07 December 2015  City Development	Planning Scheme Amendment C85 - Crinigan Road, Morwell	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Defer the consideration of Amendment C85 until advice has been received from the landowner on how they wish to proceed with the amendment.</li> <li>2. That a report outlining the next steps be presented to Council no later than 30 October 2016.</li> <li>3. Advises those persons who made written submissions to Amendment C85 of Council's decision</li> </ol>	<p>The land owner has been advised of Council's decision, and are now considering their options. No further action will be undertaken until further advice from the landowner has been received.</p> <p><b>05 February 2016</b> The landowner (Hancock Victorian Plantations) has been contacted recently and has advised they are yet to make a decision pending a future HVP Board meeting. Further advice from the landowner is expected by the end of March.</p> <p><b>30 March 2016</b> The landowner (Hancock Victorian Plantations) have advised that they require more time to consider their options. The HVP Board have requested further information be sought prior to a decision being made. Further advice from HVP is expected in the coming months.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Proposed - Community Amenity Local Law No. 2 2015	<p>That Council resolves:</p> <ol style="list-style-type: none"> <li>1. To give notice of its intention to make the Community Amenity Local Law No. 2 2015 as outlined in the Local Law Community Impact Statement (att 2)</li> <li>2. To publish notice to like effect in the Victorian Government Gazette</li> <li>3. That a further report be presented to Council allowing the consideration of any submissions.</li> </ol>	<p><b>Complete</b> Proposed Community Amenity Local Law No 2, 2015 has been released for public comment from 7 Dec. 2015 until 26 Feb. 2016.</p> <p>Notices will be published on the Government Gazette and Latrobe Valley Express on 7 Dec. 2015.</p> <p>Submissions received will be submitted to Council at its meeting on 21 March 2016.</p> <p><b>05 February 2016</b> The document is still on exhibition for public comment and as such no further update at this stage.</p> <p><b>09 March 2016</b> Council will consider submissions received at the Ordinary Council Meeting 21 March 2016.</p> <p><b>10 March 2016</b> Submissions were heard at the Ordinary Council Meeting 21 March 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>21 March 2016</p> <p>City Development</p>	<p>Community Amenity Local Law No 2 2015 Consideration of Submissions</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes and considers all submissions received in relation to the proposed draft Community Amenity Local Law No.2 2015;</li> <li>2. Requests a further report be presented no later than 20 June 2016 that identifies any changes to the proposed draft Community Amenity Local Law No.2 through consideration of these submissions;</li> <li>3. That an amended draft Community Amenity Local Law No.2 2015 be put out to the public for consultation for a period of four weeks; and</li> <li>4. A meeting is arranged with the submitters to discuss any alterations to the draft Community Amenity Local Law No.2.</li> </ol>	<p><b>24 March 2016</b></p> <p>Council has noted and considered all submissions received in relation to the proposed draft Law. 3 submitters spoke, specifically against section 94 - recreational vehicles &amp; permits.</p> <p>A further report will be presented to Council in May that identifies any changes to the proposed law.</p> <p>The amended draft Local Law 2 2015 can then be put to the public for consultation for a four week period during June and a meeting will be arranged with the submitters to explain alterations to the proposed law.</p> <p>A report will then be presented to Council in July recommending that Council adopt the amended Local Law No 2.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Council Meeting Date	Item	Resolution	Status Update
<b>Infrastructure &amp; Recreation</b>			
06 November 2013  Infrastructure & Recreation	Latrobe Regional Motorsport Complex	<ol style="list-style-type: none"> <li>1. That Council requests the members of the Latrobe Regional Motorsports Complex Advisory Committee to investigate potential sites for the motorsports complex and to advise Council of any sites identified so that further investigation can be undertaken by Council officers.</li> <li>2. That Council officers meet with Energy Australia to discuss other possible sites for a motorsports complex on their land.</li> <li>3. That a further report be presented to Council at such time that site options have been investigated</li> </ol>	<p><b>2015</b> Initial advice from Energy Australia and HVP is that land is not currently available for this use. Officers continuing to work with both parties to identify potential sites for further investigation.</p> <p>An on-site meeting with Cr Middlemiss occurred in December 2014 to investigate further site options.</p> <p>Further evaluation will be undertaken of sites identified during on-site meeting.</p> <p>A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b> Further evaluation will be undertaken of 10 sites identified during on-site meeting. A briefing report will be presented in May 2016.</p>
25 October 2015  Infrastructure & Recreation	Petition Presented to Council in Regards to Raising the Temperature at Latrobe Leisure Moe Newborough (LLMN) One Day Per Week.	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Continues to heat the Latrobe Leisure Moe Newborough pool one day per week for the remainder of the 2015/16 financial year.</li> <li>2. Requests a further report presented to council prior to the end of the financial year detailing the metrics of the extension to the heating of the pool for hydrotherapy.</li> </ol>	<p><b>2015</b> A further report, detailing the results of the trial, including any financial implications and attendances will be provided following the end of the trial period in July 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
25 May 2015  Infrastructure & Recreation	Draft Tracks, Trails And Paths Strategy	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Releases the draft Tracks, Trails and Paths Strategy for a period of 6 weeks from Tuesday 26 May 2015 to Friday 7 July 2015.</li> <li>2. Request a further report be presented to Council with the results of the community consultation process.</li> </ol>	<p><b>09 March 2016</b> The Tracks Trails and Paths Strategy and Implementation plan will be presented to Council in May 2016.</p>



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Council Meeting Date	Item	Resolution	Status Update
25 May 2015  Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities <b>(continued below)</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Considers allocating funding in the 2016/17 financial year for the installation of air handling systems at the following Latrobe Leisure facilities, Traralgon Sports Stadium, Latrobe Leisure Morwell, Latrobe Leisure Moe Newborough and Latrobe Leisure Churchill;</li> <li>2. Instructs Council Officers to undertake further investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities;</li> <li>3. Identifies and allocates the funding for the investigations detailed in point 2 from savings from the 2014/15 budget;</li> <li>4. Request a report be presented to Council prior to the development of the 2016/17 budget detailing the results of the investigations detailed in point 3;</li> </ol>	<p><b>2015</b> Quotes are currently being requested for investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities.</p> <p>Quotes are currently being requested for the provision of temporary air handling units for the BVC Event in 2016.</p> <p>A report is planned to be presented to the April Council Meeting.</p> <p><b>30 March 2016</b> A report is planned to be presented to the June Council Meeting.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

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25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities <b>(continued)</b>	<p>5. Instructs Council Officers to investigate the ability to hire, and the costs associated with, temporary air handling units for the BVC event in 2016;</p> <p>6. Consider the costs of item 5 is as part of the mid year budget review; and</p> <p>7. Advise Basketball Victoria Country of Councils' decision.</p>	As above
27 July 2015 Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing	<p>That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including;</p> <p>1. The materials used</p> <p>2. The written Tender brief</p> <p>3. The overseeing process utilised and reporting details</p> <p>4. The report with all of these details be brought back to Open Council as soon as practical.</p>	<p><b>2015</b> Officers have not as yet engaged an independent investigator to investigate the Traralgon Netball Court resurfacing tender process. Council Officers are currently focused on finalising the remediation process with the Contractors who undertook the works.</p> <p>A project brief is currently being developed and quotes will be sought for the investigation during March. The investigation report will be provided to the Council Meeting in May 2016.</p> <p>We are currently negotiating with the Contractor who undertook the works for them to accept responsibility for the resurfacing. Once we have clarified the contractors position the review will commence.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Council Meeting Date	Item	Resolution	Status Update
05 October 2015 Infrastructure & Recreation	Waste Management Strategy 2010-2017 Review	<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes the review of the Waste Management Strategy 2010 – 2017.</li> <li>Requests a further report to Council in relation to: <ul style="list-style-type: none"> <li>The Kitchen Organics trial in Churchill that was undertaken by Council in Latrobe City in 2012</li> <li>The future provision of kerbside hard waste services in Latrobe City</li> </ul> </li> </ol>	<p>The report for Hard Waste Review will be tabled at the March 2016 meeting.</p> <p>The report for the Kitchen Organics Trial was presented at the 07 December 2015 Council meeting.</p> <p><b>09 March 2016</b> The Hard Waste Review report has been scheduled for the 11 April 2016 Council meeting.</p> <p><b>24 March 2016</b> The Report has been rescheduled to a Councillor Briefing on 18 April 2016</p>
05 October 2015 Infrastructure & Recreation	Draft Play Space Strategy – Release for Public Exhibition	<p>That Council:</p> <ol style="list-style-type: none"> <li>Releases the draft Play Space Strategy for a period of 8 weeks from Tuesday 06 October 2015 to Friday 27 November 2015.</li> <li>Request a further report be presented to Council with the results of the community consultation process.</li> </ol>	<p>The draft Play Space Strategy is now on public exhibition until 27 November 2015. The draft Play Space Strategy can be found on Latrobe City Council's "Have a Say" webpage. Notices have been placed on the Council Noticeboard and an email has been sent to all identified stakeholders. Council officers will be present at the Children's Expo in late October to further engage with the community.</p> <p><b>09 March 2016</b> A further report will be presented to a Councillor Briefing on 09 May 2016, and the Ordinary Council Meeting on 23 May 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
26 October 2015	2015/19 - Modular Design of Female Friendly Change Facilities	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Establish a working group consisting of a representative from the following organisations to develop a modular design that can be easily implemented to provide female change facilities</li> </ol> <ul style="list-style-type: none"> <li>• Three representatives from local community sporting clubs</li> <li>• Two reps from local sporting associations</li> <li>• Three nominated Councillors</li> <li>• A suitably experienced design consultant</li> </ul> <p>The final design be brought back to Council by March 2016.</p>	<p>An update was included in the Councillor Bulletin on 18 November 2015.</p> <p>An Expression of Interest process will be undertaken and report to Council to adopt the members of the working group.</p> <p>Information from Hume City Council is being obtained as they currently have portable female change facilities.</p> <p>A report is being presented to the 27 January 2016 Councillor Briefing in relation to Committee representation.</p> <p><b>09 March 2016</b> A further report will be presented to Council in April 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Council Meeting Date	Item	Resolution	Status Update
<b>Community Services</b>			
18 February 2013  Community Services	Affordable Housing Project – Our Future Our Place	<ol style="list-style-type: none"> <li>1. That Council proceeds to publically call for Expressions of Interest as a mechanism to assess the viability and interest in developing an affordable housing project on land known as the Kingsford Reserve in Moe.</li> <li>2. That a further report be presented to Council for consideration on the outcome of the Expression of Interest process for the development of an affordable housing project on land known as the Kingsford Reserve in Moe.</li> </ol>	<p>Project review underway, almost at completion.</p> <p><b>09 March 2016</b> A report will be presented to a Councillor Briefing in May 2016</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>08 February 2016</p> <p>Community Services</p>	<p>Gippsland Train Services – Ongoing Service Issues</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Writes to the Premier, Daniel Andrews &amp; Minister for Public Transport, Jacinta Allan, requesting an urgent meeting to discuss and seek action regarding the ongoing issues of service cancellations, disruptions and overcrowding impacting Latrobe Valley users of Gippsland train services.</li> <li>2. Requests that the Mayor seek the support of GLGN to undertake a Gippsland campaign to overcome the ongoing rail transport issues impacting on the region.</li> <li>3. Requests that a report be presented to a future Ordinary Council Meeting detailing the outcomes of these approaches and representations.</li> </ol>	<p><b>11 February 2016</b> A draft has been prepared and is in the process of being forwarded to the Mayor for his consideration.</p> <p><b>09 March 2016</b> The letters are expected to be signed, and sent week ending 11 March 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Council Meeting Date	Item	Resolution	Status Update
<b>Corporate Services</b>			
05 December 2011  Corporate Services	Investigation into Mechanisms Restricting the sale of Hubert Osborne Park Traralgon	<p>That a draft policy be prepared relating to Hubert Osborne Park and be presented to Council for consideration.</p> <p><b>26 October 2015</b> That Council release the draft policy for community consultation for at least 28 days, and a report be brought back to Council</p>	<p>A Briefing occurred on 27 April 2015, and a further briefing occurred on 10 August 2015.</p> <p>The Policy was presented to Council for consideration on 26 October 2015, where it was resolved to send the policy out for community consultation.</p> <p>Council has advertised in the Express and on Council's website calling for public submissions into draft policy on Hubert Osborne Park.</p> <p>The advertisement commenced Monday 02 November 2015.</p> <p>The policy will be released again for public comment in January 2016 to ensure the 28 day period is met.</p> <p>A report will then be presented to Council in April 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
23 March 2015  Corporate Services	2015/02 - Notice of Motion - Grants Acquittal	<p>That Council Officers conduct a review and prepare a report for Council detailing:</p> <ol style="list-style-type: none"> <li>1. The methods of acquittal currently used for all Council grants and other funds dispersed through Council to external entities or individuals on behalf of the State or Federal Government;</li> <li>2. Internal and external Legislation, Regulations and Policy Requirements around acquittal of such funds; and</li> <li>3. Council compliance obligations and best practice in regard to the acquittal of the above.</li> </ol>	<p>The internal committee convened on 18 January 2016 with a copy of the results of the audit undertaken.</p> <p>Further work has been identified in the audit on grant management which is currently under consideration by management. This is anticipated to be tabled at the next Audit and Risk Committee meeting scheduled for March 2016.</p> <p><b>24 March 2016</b> A report has been prepared for the Ordinary Council Meeting 11 April 2016.</p>



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>21 March 2016</p> <p>Corporate Services</p>	<p>Improvements in Council Governance - Items Closed to the Public</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receives and notes this report into the Improvements into Council Governance;</li> <li>2. Requests a report to be provided in the second half of 2016 updating Council on the progress of implementing improvements; and</li> <li>3. Requests a report be prepared listing every matter considered by Council in 'Items Closed to the Public' since 2014. This report to be tabled at the next meeting of Council, and be based around the Public Agenda listing of each matter. The report to include the title of each item considered and the justification for the matter to be considered in 'Items Closed'.</li> </ol>	<p><b>24 March 2016</b></p> <p>A report has been prepared for the Ordinary Council Meeting 11 April 2016.</p>

# NOTICES OF MOTION

**9. NOTICES OF MOTION****9.1 2016/07 - REQUEST TO WRITE TO FEDERAL MINISTER FOR  
HEALTH, RE COMPLEX REGIONAL PAIN SYNDROME****Cr Dale Harriman**

I, Cr Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 11 April 2016:

**That Council requests the Mayor writes to the Federal Minister for Health, the Honourable Sussan Ley, calling on her to:**

- 1. Recognise Complex Regional Pain Syndrome as a disease; and**
- 2. Initiate the process to enable Calmare Therapy to be recognised in Australia and included on Medicare rebates; and**
- 3. For a centre of treatment to be set up in Latrobe City.**

**Attachments**  
Nil

Signed  
Cr Dale Harriman  
18 March 2016

**9.2 2016/08 - ENDORSEMENT OF MAV STATE COUNCIL MOTION**

**Cr Dale Harriman**

I, Cr Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 11 April 2016:

**That Council endorses the following MAV State Council Motion:**

**That Latrobe City Council requests that the MAV writes to the Federal Minister for Health, the Honourable Sussan Ley, calling on her to:**

- 1. Recognise Complex Regional Pain Syndrome as a disease; and**
- 2. Initiate the process to enable Calmare Therapy to be recognised in Australia and included on Medicare rebates; and**
- 3. For centres of treatment to be set up in Latrobe City, other regional cities in Victoria, and in Melbourne.**

**Attachments**  
Nil

Signed  
Cr Dale Harriman  
18 March 2016

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

**10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION****10.1 HUBERT OSBORNE PARK - CONSIDERATION OF SUBMISSIONS AND PROPOSED POLICY FOR ADOPTION****General Manager****Corporate Services****For Decision****PURPOSE**

The purpose of this report is for Council to consider all written submissions received in response to the proposed Council Policy for the Protection of Hubert Osborne Park (Policy), and to seek adoption of the Policy.

**EXECUTIVE SUMMARY**

In response to community concern around the proposed sale of Hubert Osborne Park (the Park), a policy was drafted imposing criteria which discourages Council accepting future proposals to sell the Park.

At the 26 October 2015 Ordinary Council Meeting, Council resolved:

*That Council release the draft policy for community consultation for at least 28 days, and a report be brought back to Council.*

The Policy was released for community consultation on 2 November 2015 and 28 January 2016.

One submission was received during the first consultation period in 2015.

A further eight submissions were received during the second consultation period in 2016.

The submitters support the proposed Policy; however, one is requesting further protections to be put in place to future protect the Park.

Minor grammatical changes to the policy have been applied since the Policy was previously considered by Council.

**RECOMMENDATION****That Council:**

- 1. Having considered the submissions received, adopts the Protection of Hubert Osborne Park Policy with an effective date of 12 April 2016;**
- 2. Thanks the submitters in writing for their consideration and input; and**
- 3. Makes this Policy available to the public on Council's website.**

### **DECLARATION OF INTEREST**

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

### **STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

*Theme 4: Advocacy for and consultation with our community*

### **BACKGROUND**

In 2007, Council proposed an extension to the Kay Street Kindergarten located on Hubert Osborne Park in Traralgon. At this time, the Save Osborne Park Community Group was formed to provide representation for residents concerned about saving the Park.

In 2010, Council considered a proposal to sell part of Hubert Osborne Park to assist in the development and financing of a new indoor Aquatic and Leisure Centre associated with the Traralgon Activity Centre Plan.

Neither of these proposals proceeded after strong opposition from the local community and the Save Osborne Park Community Group.

On 5 December 2011, Council resolved:

1. *That Council does not sell any land making up the Hubert Osborne Park in Traralgon.*
2. *That a draft policy be prepared relating to Hubert Osborne Park and be presented to Council for consideration.*

Legal advice was sought from Maddocks Lawyers as to what mechanisms could be put in place to restrict the future sale of the Park and a policy was drafted. The policy was presented to the Ordinary Council Meeting on 26 October 2015, where Council resolved to send the policy out for community consultation.

### **KEY POINTS/ISSUES**

In accordance with the Council resolution on 26 October 2015, the draft Council Policy for the Protection of Hubert Osborne Park was released for community consultation inviting submissions on 2 November 2015. The Policy was re-released on 28 January 2016, with submissions closing on 7 March 2016.

This was advertised through the Latrobe Valley Express and on Council's website.

Following the consultation periods, a total of nine submissions were received (attached). These are detailed below:

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

Name	Summary of submission	Officer Comment
Elizabeth Jeffery	Supportive of Council's intention. Seeking further secure protection.	
Enid Kay	Generally supportive of the proposed Policy.	
Rosalind Hustler	Not supportive of the proposed Policy. Supportive of previous attempts to change the use of the park. Requests that if the park is to be retained as is, then improvements to the park are made.	Previous attempts have been conducted by Council to engage the community for comment concerning future developments on the park site.
Save Osborne Park Committee	Letter of thanks Supportive of the work done by Council Officers in preparation of the proposed Policy, and appreciative of the community engagement process	
Shirley Hill	Supportive of proposed Policy.	
Submitter #6	Submission contains requests specifically regarding Traralgon Pool.	There are currently no plans to close down the Traralgon outdoor pool.
David Gafa	Submission contains requests specifically regarding Traralgon Pool.	There are currently no plans to close down the Traralgon outdoor pool.
Kerrie Neilson	Supportive of Hubert Osborne Park remaining as a green area	
Traralgon Community Development Association Inc.	Submission endorses the proposed draft policy. Concerns regarding a Councillor "voting bloc" surrounding any future sale or transfer of land.	Councillors are voted in to represent the interests of the municipality as a whole as required under the <i>Local Government Act 1989</i> . Councillor voting on any matter is for each Councillor to determine.

There are no legally binding options that Council can enforce to prevent the sale of the Park. Council decisions to do so can be overturned by a future Council resolution.

A draft Policy has been developed and attached to this report (attachment one) which highlights the public's concern over the future of the Park and reinforces Council's current position not to sell the Park.



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

The proposed draft Policy imposes criteria that discourages any future proposal to sell the Park.

**RISK IMPLICATIONS**

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

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no known financial or resource implications in implementing the proposed Policy.

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

An advertisement was placed in the Latrobe Valley Express on 2 November 2015, 5 November 2015, 28 January 2016 and 1 February 2016 inviting written submissions on the Policy, and the proposed Policy placed on the Council website. The consultation period closed on 7 March 2016.

Residents who made previous submissions to Council were also sent a letter outlining the community consultation period and inviting written submissions. A total of 18 letters were sent in February. The number reflects the formal submissions received as part of the Traralgon Activity Centre Plan community consultation, where concerns were raised regarding the sale of the Park.

*Details of Community Consultation / Results of Engagement:*

External legal advice was also sought as to the Council's rights and responsibilities regarding the prevention of any future sell of the Park.

Consultation was sought by Council officers with the Save Hubert Osborne Park Community Group and with Councillors in the development of this Policy, prior to the policy being released for community consultation.

Following the consultation periods and the letters sent, nine written submissions were received.

**OPTIONS**

Council may:

1. Adopt the proposed Protection of Hubert Osborne Park Policy without amendment; or
2. Adopt the proposed Protection of Hubert Osborne Park Policy with amendments; or
3. Not adopt the proposed Protection of Hubert Osborne Park Policy.

**CONCLUSION**

The draft policy for the Protection of Hubert Osborne Park was released for community consultation on 2 November 2015.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Of the nine submissions received, eight submissions were generally supportive of Council's intent and the draft policy for the protection of Hubert Osborne Park.

As the legal advice obtained advises there is no legally binding options available to prevent the future sale of the Park, it is recommended to adopt the attached policy setting down requirements for further community consultation by Council should this matter arise in the future.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Draft Policy - Protection of Hubert Osborne Park
2. Community Submission (Published Separately) (Confidential)
3. Community Submission (Published Separately) (Confidential)
4. Community Submission (Published Separately) (Confidential)
5. Community Submission (Published Separately) (Confidential)
6. Community Submission (Published Separately) (Confidential)
7. Community Submission (Published Separately) (Confidential)
8. Community Submission (Published Separately) (Confidential)
9. Community Submission (Published Separately) (Confidential)
10. Community Submission (Published Separately) (Confidential)

## **10.1**

### **Hubert Osborne Park - Consideration of Submissions and Proposed Policy for Adoption**

- 1 Draft Policy - Protection of Hubert Osborne Park..... 39**



Establishment of Council Policy for the  
Protection of Hubert Osborne Park  
*DRAFT*

<b>Version Number</b>	DRAFT Version 1.1 15-POL-1
<b>Approval Authority</b>	Council
<b>Date of Last Review</b>	July 2015
<b>Next Review due</b>	July 2020
<b>Superseded Documents</b>	N/A
<b>Responsible Area</b>	Corporate Services
<b>Legislative References</b>	<i>Crown Land (Reserves) Act 1978</i> <i>Planning and Environment Act 1987</i> <i>Local Government Act 1989</i> <i>Subdivision Act 1988</i>

Title: Council Policy for the Protection of Hubert Osborne Park

Date of Approval: Draft

Revision No. 1

Next Review Date: July 2020

Owner: Coordinator Property and Statutory

Department: Corporate Services

Page 2 of 12

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**Establishment of Council Policy for the Protection of Hubert  
Osborne Park**

15-POL-1

**BACKGROUND**

In 2007, Latrobe City Council proposed an extension to the Kay Street Kindergarten located on Hubert Osborne Park. At this time, the Save Osborne Park Community Group was formed to provide representation for residents concerned about saving the park. In 2010 Latrobe City Council considered a proposal to sell part of Hubert Osborne Park to assist in the development and financing of a new indoor Aquatic Centre for Traralgon. Neither of these proposals proceeded after strong opposition from the local community and the Save Osborne Park Community Group.

It also led to Council resolving on 05 December 2011 to not sell any part of Hubert Osborne Park and to request the development of a policy to prevent the sale, lease or change of use of any part of the land into the future.

**1. Purpose**

This policy has been prepared and adopted by Council to:

- 1.1 protect Hubert Osborne Park as a community asset for public use;
- 1.2 demonstrate Council's commitment to retaining Hubert Osborne Park as a community asset for future use by the public.

On 05 December 2011 Council resolved to not sell any part of the land that makes up the Hubert Osborne Park. However, in the event that Council ever seeks to change any of the existing uses of the Hubert Osborne Park, or sell or lease part or all of Hubert Osborne Park this policy will ensure that Council;

- 1.3 include local residents in the decision-making process on whether to sell, lease or change the existing uses of Hubert Osborne Park (or part of it) by way of community consultation;
- 1.4 set out additional procedures (further to the existing legislative requirements) with which Council must comply before it can consider selling, leasing or changing the existing use of Hubert Osborne Park; and
- 1.5 inform the community of the steps with which Council would need to comply before determining whether to sell, lease or change the existing uses of Hubert Osborne Park.

**2. Description of Hubert Osborne Park and application of this Policy****2.1 Description of Hubert Osborne Park**

Hubert Osborne Park is bounded by Kay, Breed, Seymour and Mabel Streets in the Traralgon central business district. It is made up of 10 separate lots, of which:

- 2.1.1 2 lots are owned by the Victorian Government. They are Crown land reserved for recreational purposes (**Crown Allotments**). At the time of making this policy, Council was the committee of management responsible for the Crown lots under the *Crown Land (Reserves) Act 1978*; and
- 2.1.2 8 lots are owned by Council.

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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**Establishment of Council Policy for the Protection of Hubert  
Osborne Park****15-POL-1**

The entire park is reserved under the Latrobe Planning Scheme (**the Scheme**) for public purposes and recreation (PPRZ).

**2.2** *Current use of Hubert Osborne Park*

Hubert Osborne Park is used by the community as passive open space, a recreational park and playground, aquatic facility, croquet club, pre-school, barbeque, picnic area and car-park.

There is also an air monitoring station on the site utilised by the Environment Protection Agency.

**2.3** *Application of this policy*

The requirements of this policy apply to any sale or proposed sale, any lease or proposed lease and any change of the existing uses of Hubert Osborne Park (or any part of Hubert Osborne Park) by Council.

Paragraphs 4 to 8 set out the requirements of this policy with which Council must comply before it determines whether to sell or otherwise transfer ownership of all or part of Hubert Osborne Park, lease any or all of Hubert Osborne Park or change any of the existing uses of Hubert Osborne Park in any way whatsoever including any reduction in the passive open space. For clarity, no land within the boundary of the Traralgon Outdoor Pool is considered passive open space for the purpose of this Policy,

Paragraphs 4 to 8 detail the existing statutory and policy requirements with which Council must comply in addition to this new policy, before Council determines whether to sell or otherwise transfer ownership of all or part of Hubert Osborne Park.

**REQUIREMENTS UNDER THIS POLICY****3 Council must undertake a community survey of local residents**

3.1.1 In addition to the processes outlined at paragraphs 4 to 8 below, Council must conduct a community survey to ascertain public opinion on any proposed sale of all or part of Hubert Osborne Park, any proposed lease of all or part of Hubert Osborne Park and any proposed change of use of the existing facilities in any way whatsoever that make up part of Hubert Osborne Park including any reduction in the existing passive open space.

3.1.2 The community survey is a two-step process that will survey residents;

- (a) Within five hundred metres of Hubert Osborne Park (as shown in appendix two);
- (b) Within the Traralgon and Traralgon East districts including all people who reside within the 3844 postcode.

3.1.3 The community survey for residents within 500 metres of Hubert Osborne Park must;

- (a) Not be conducted at the same time as any public process outlined at paragraphs 6 to 8 below;
- (b) Be directed at residents over the age of 18 years;
- (c) Survey all residential properties located within 500 metres of Hubert Osborne Park;

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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## Establishment of Council Policy for the Protection of Hubert Osborne Park

15-POL-1

- (d) Set out the timeframe for residents to respond to the survey;
  - (e) Be designed to ask residents a "yes" or "no" question about whether Council should:
    - (i) sell, lease or change the existing use of all or part of Hubert Osborne Park; or
    - (ii) retain ownership, not lease or not change the existing use of Hubert Osborne Park; and
  - (f) be retaken in the event that less than 50 percent of residents over the age of 18, to whom the survey was delivered or conducted, respond to the survey. For clarity, any survey that is not returned to Council is not an implied consent to any proposal whatsoever.
- 3.1.4 The community survey for all residents of Traralgon and Traralgon East who have the 3844 postcode must:
- (a) be undertaken at the same time as the survey set out in paragraph 3.1.3
  - (b) be directed at residents over the age of 18 years;
  - (c) survey all households located within the localities of Traralgon and Traralgon East (as identified by reference to the 3844 postcode).
  - (d) set out the timeframe for residents to respond to the survey;
  - (e) be designed to ask residents a "yes or no" question about whether Council should:
    - (iii) sell, lease or change the existing use of all or part of Hubert Osborne Park; or
    - (iv) retain ownership, not lease or not change the existing use of Hubert Osborne Park; and
  - (f) be retaken in the event that less than 20 percent of residents over the age of 18, to whom the survey was delivered or conducted, respond to the survey. For clarity, any survey that is not returned to Council is not an implied consent to any proposal whatsoever.

#### 4. Factors which Council MUST consider before deciding to sell Hubert Osborne Park

- 4.1 Before determining whether to sell, lease or change the existing use in any way whatsoever of all or part of Hubert Osborne Park, Council must (in order of precedence):
- 4.1.1 Obtain a positive majority of the results from the community survey from both;
- (a) The residents within 500 metres of Hubert Osborne Park; and
  - (b) The residents in the Traralgon and Traralgon East areas including all residents who have a 3844 postcode;

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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**Establishment of Council Policy for the Protection of Hubert  
Osborne Park****15-POL-1**

- 4.1.2 provide replacement comparable public open space in the form of a park area, in close proximity to Hubert Osborne Park;
- 4.1.3 consider the purpose for which the potential purchaser or tenant intends to purchase or lease Hubert Osborne Park (or part of Hubert Osborne Park).

**EXISTING PROTECTIONS AND PROCESSES BEFORE ANY SALE CAN TAKE PLACE**

The following part of this policy sets out the existing processes with which Council must comply before it can sell or otherwise transfer ownership of Hubert Osborne Park.

**5. Council cannot sell the Crown Allotments because it does not own them**

The Crown Allotments are owned by the Victorian Government, with Council being responsible for their care and management as a committee of management under the *Crown Land (Reserves) Act 1978*. Therefore, Council cannot sell the Crown allotments of Hubert Osborne Park because it holds no title to the lots. It would be for the Victorian Government to determine whether to sell the land.

If the Victorian Government transfers the Crown Allotments to Council (though it has given no indication that it might) then the remainder of this policy applies to those lots in the same way as it applies to the 8 lots of Hubert Osborne Park which are owned by Council.

**6. Limitation in the *Subdivision Act 1988*****6.1 Reservation for public purposes recorded on title**

In the event that the Victorian Government transfers the Crown Allotments to Council, the two Crown Allotments would remain reserved for public purposes, and the reservation would remain recorded on title.

To sell land that is reserved for public purposes Council would need to:

- 6.1.1 amend the Scheme or obtain a planning permit to alter the use of Hubert Osborne Park; and
- 6.1.2 remove the reservation from Hubert Osborne Park, by following the process set out in section 24A of the *Subdivision Act 1988*.

Amending the Scheme or obtaining a planning permit would involve Council applying to itself (as responsible authority) or the Minister for Planning pursuant to the *Planning and Environment Act 1987*. Both applications would require:

- public notice; and
- if objections were received in relation to the proposal, public submissions processes,

and both applications could ultimately be refused by the decision-maker following these processes.

If, however, Council then successfully obtained a planning permit or amended the Scheme, it would then need to lodge for registration with the Titles Office a certified plan in accordance with section 24A of the *Subdivision Act 1988*. Assuming all of the above requirements are met, then the reserve status of the Crown lots could be removed and the lots would vest in Council as ordinary freehold land, to be used for a purpose consistent with any Act under which Council operates and the Scheme (see section 24A(7)(b) *Subdivision Act 1988*).

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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**Establishment of Council Policy for the Protection of Hubert Osborne Park**

15-POL-1

If Council sought to sell the Crown Allotments, it would be required, by sections 20(4) and 24A(7)(a) of the *Subdivision Act 1988*, to provide replacement public open space in its municipal district (see paragraph 7 below). Council would also be required to apply the proceeds of the sale of the Crown Allotments (if sold) to pay the expenses incidental to the sale and any remaining proceeds to recreational and cultural purposes.

As this would eventually be a sale of Council-owned land, Council would also need to comply with the requirements of section 189 of the *Local Government Act 1989* as set out below.

All of the above assumes that the Victorian Government would want to transfer ownership of the Crown lots, which may well be unlikely.

**6.2 Replacing any public open space sold**

The remaining 8 lots which Council owns are not reserved on title for public purposes. However, these lots – as well as the Crown Allotments – do constitute 'public open space' under the *Subdivision Act 1988* because the entire Hubert Osborne Park is land in a plan reserved under the Scheme for public recreation and similar purposes. Therefore, should Council attempt to sell any of the land in Hubert Osborne Park, it will need to provide replacement open space (see section 20(4) *Subdivision Act 1988* ).

**7. Limitations in the *Local Government Act 1989***

Council owns 8 lots of Hubert Osborne Park. Section 189 of the *Local Government Act 1989* imposes restrictions on Council's power to sell land owned by it. The provision requires that Council:

- 7.1 gives public notice of its intention to sell or exchange the land at least four weeks prior to the sale or exchange;
- 7.2 obtains a valuation of the land no older than 6 months from the date of the sale or exchange; and
- 7.3 (in most cases) undertakes a submissions process pursuant to section 223 of the *Local Government Act 1989*.

Members of the community can therefore express any concerns about a proposed sale of Hubert Osborne Park through the submissions process. Council will be bound to consider all submissions when deciding whether to sell or exchange the land.

Council would not be bound to follow the requirements in section 189 of the *Local Government Act 1989* if it decides to transfer, exchange or lease Hubert Osborne Park, without consideration, to the Crown, a Minister, a public body, trustees appointed under an Act or a hospital in certain circumstances (please refer to s.191 *Local Government Act 1989*).

**8. Scheme limitations**

Hubert Osborne Park is reserved for public purposes and recreation, meaning the Scheme permits a range of public uses to take place at the park as of right (such as carnivals, sporting facilities and the like). Other uses including retail premises generally require a planning permit unless carried out in accordance with legislation.

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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**Establishment of Council Policy for the Protection of Hubert  
Osborne Park**

15-POL-1

Council could attempt to sell the freehold lots with the zoning remaining over Hubert Osborne Park. However, the zone would significantly limit any use to which the potential purchaser might put Hubert Osborne Park, and could be unattractive to a potential purchaser. Council would still need to follow the process in section 189 of the *Local Government Act 1989* as outlined in paragraph 7 above to sell Council-owned land.

Council could only remove the PPRZ (*Planning Permit Recreational Zone*) from Hubert Osborne Park by application to the Minister for Planning for an amendment to the Scheme. Council, as owner of the freehold lots, could also apply to itself as planning authority under the *Planning and Environment Act 1987*, though this option would be less appropriate in the circumstances and the ultimate decision would need to be approved by the Minister for Planning. The application process would also involve a public process should any submissions opposing the rezoning be received.

**9. Sale of Council Owned Property Policy**

Council also has a Sale of Council Owned Property Policy (**the Existing Policy**) with which it must comply before selling Council-owned land (that is, the 8 lots of Hubert Osborne Park). This policy requires Council to:

- 9.1 determine whether a property is surplus to Council requirements, by considering the questions outlined at paragraph 4 of the Existing Policy;
- 9.2 invite submissions from the community where it determines that the property is surplus to Council requirements;
- 9.3 provide community organisations with first opportunity to express an interest in purchasing properties deemed surplus to Council and community requirements;
- 9.4 in certain circumstances and once the above requirements have been met, put the property to sale by public auction;
- 9.5 in certain circumstances, only accept a purchase price for the land at or above 90% of the valuation obtained pursuant to section 189 of the *Local Government Act 1989*; and
- 9.6 seek quotations or tenders for real estate services when required.

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

**When printed, document becomes UNCONTROLLED**

**Establishment of Council Policy for the Protection of Hubert  
Osborne Park****15-POL-1****Relationship to Council Plan & Latrobe 2026**

This policy relates to the following Strategic Objectives outlined in Latrobe 2026: The Vision for Latrobe Valley:-

<b>Governance</b>	<i>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.</i>
<b>Built Environment</b>	<i>In 2026, Latrobe Valley benefits from a well-planned built environment that is complimentary to its surroundings, and which provides for a connected and inclusive community.</i>
<b>Recreation</b>	<i>In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.</i>
<b>Culture</b>	<i>In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.</i>
<b>Economy</b>	<i>In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. The vibrant business centre of Gippsland contributes to the regional and broader economies, whilst providing opportunities and property for a local community.</i>
<b>Community</b>	<i>In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.</i>

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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**Establishment of Council Policy for the Protection of Hubert  
Osborne Park****15-POL-1**

This policy relates to the following Strategic Objectives as outlined in the Council Plan 2013-2017:

**Appropriate,  
Affordable &  
Sustainable  
Facilities, Services  
& Recreation**

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

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

**Efficient, Effective &  
Accountable  
Governance**

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

*To provide open, transparent and accountable governance*

**Advocacy for &  
Consultation With  
Our Community**

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

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

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

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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**Establishment of Council Policy for the Protection of Hubert  
Osborne Park****15-POL-1****Definitions**

<b>Act</b>	In the context of this policy, means the <i>Local Government Act 1989</i>
<b>Community Facility</b>	Real property accommodating community infrastructure, such as public halls, recreation facilities and the like, which have broad community use and are used for multi-purpose cultural, community and/or recreational purposes.
<b>Council</b>	Means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
<b>Council Controlled Property</b>	Real property in which the Council has a major and controlling interest whether through: <ul style="list-style-type: none"> <li>(a) A lease or licence;</li> <li>(b) As committee of management under the <i>Crown Land (Reserves) Act 1978</i>;</li> <li>(c) Some other grant, demise, gift, benefit or bequest; or</li> <li>(d) Specific legislation or law enacted by the Parliament.</li> </ul>
<b>Council officer</b>	Means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
<b>Council Owned Property</b>	Real property to which the Council has title whether: <ul style="list-style-type: none"> <li>(a) In fee simple estate;</li> <li>(b) By possession;</li> <li>(c) A restrictive Crown grant;</li> <li>(d) A restrictive, in fee simple Crown grant; or</li> <li>(e) An in fee simple Crown grant.</li> </ul>
<b>Councillor(s)</b>	Means the individuals holding the office of a member of Latrobe City Council

Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

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**Establishment of Council Policy for the Protection of Hubert Osborne Park**

**15-POL-1**

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This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : \_\_\_\_\_ Date : ... / ... /2016  
*Chief Executive Officer*

DRAFT

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Title: Council Policy for the Protection of Hubert Osborne Park  
Date of Approval: Draft

Revision No. 1 Owner: Coordinator Property and Statutory

Next Review Date: July 2020 Department: Corporate Services

***When printed, document becomes UNCONTROLLED***

**10.2 MOE RACING CLUB EXPRESSION OF INTEREST TO  
PURCHASE PART OF JOE TABUTEAU RESERVE FROM THE  
DEPARTMENT OF ENVIRONMENT, LAND WATER & PLANNING.**

**General Manager**

**Corporate Services**

**For Decision**

**PURPOSE**

The Moe Racing Club has submitted an expression of interest to the Department of Environment, Land, Water and Planning to purchase the part of Joe Tabuteau Reserve that contains the Moe Racing Club main racecourse buildings and surrounding area, refer Attachment 1.

Council as the appointed Committee of Management has been requested to determine if it supports in principle the expression of interest.

**EXECUTIVE SUMMARY**

Council has received advice from the Regional Office for the Department of Environment, Land, Water and Planning (DELWP) that the Moe Racing Club (MRC) has submitted an expression of interest to purchase part of the Joe Tabuteau Crown Land Reserve.

The area of the reserve the MRC wish to acquire contains the main administration and function room building, the gaming facilities, sports bar, car parks, betting ring, horse stalls and lawn area etc.

As the Joe Tabuteau Reserve is Crown Land for which Council is the appointed committee of management DELWP have requested that Council provide written confirmation that it supports in principle for this application prior to it being referred to the Department of Treasury and Finance.

Council officers have reviewed this request and have no objection to the proposal however, prior to providing the requested response to DELWP, it is now presented to Council for consideration.



### **RECOMMENDATION**

**That Council:**

- 1. Forms the opinion that it supports in principle the Moe Racing Club's expression of interest application to purchase part of the Joe Tabuteau Reserve, Waterloo Road, Moe.**
- 2. Be reimbursed by the Moe Racing Club for all costs associated with the preparation and statutory processing of a new lease and obtaining a revised rental valuation, in the event part of Joe Tabuteau Reserve is sold to the Moe Racing Club.**
- 3. Advises the Department of Environment, Land, Water and Planning in its response that the required subdivision and rezoning process be finalised prior to the sale and that any proposed subdivision and/or rezoning of the reserve should be proponent driven and all associated fees borne by the proponent.**
- 4. Advises the Department of Environment, Land, Water and Planning and the Moe Racing Club of the above three Council decisions.**

### **DECLARATION OF INTEREST**

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

### **STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

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

##### ***Strategic Objectives - Recreation***

*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.*

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

##### ***Theme and Objectives***

*Theme 2: Affordable and sustainable facilities, services and recreation*

*Theme 3: Efficient, effective and accountable governance*

*Theme 4: Advocacy for and consultation with our community*

*Strategic Direction*

- *Develop and maintain community infrastructure that meets the needs of our community.*
- *Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.*
- *Protect and celebrate the cultural heritage and historical character of Latrobe City.*

**BACKGROUND**

The Joe Tabuteau Reserve in Waterloo Road, Moe, is a Crown Land Reservation, set aside as a Racecourse and Recreation Reserve by an order published in the Government Gazette on the 7 November 1884.

Council is the appointed Committee of Management (land manager) of the Crown Land which is occupied by various community groups and organisations, with the major tenant being the MRC.

The MRC has leased the racecourse track, and associated land on which the racing/entertainment facility areas of the Joe Tabuteau Reserve for many years. The current lease was entered into by the former City of Moe and the MRC on 17 July 1994. The 21 year term of the current lease has expired and the MRC remain in occupation in accordance with the lease over holding clause until the new lease is finalised.

Over the many years of occupying part of the Joe Tabuteau Reserve, the MRC has developed extensive racing and entertainment facilities. Officers are unable to ascertain whether past Councils have contributed financially or in-kind towards the development of the MRC facilities or race track.

It is noted that Clause 2(0) of current lease states:

*Tenant's improvements*

*"at the expiration or sooner determination of the said term yield up the said land together with all buildings of a permanent nature thereon (including all improvements erected thereon by the Lessee) in good order and substantial repair and condition and the Lessee acknowledges that all structural additions or improvements to buildings of a permanent nature made by the Lessee during the term of the Lease shall become the property of the Lessor at the expiration of the Lease provided that all fittings including stoves, cool stores, registration equipment, running rails, steward towers and film patrol towers shall remain the property of the Lessee."*

Accordingly, ownership of the building improvements revert to Council as land manager and, ultimately, to DELWP as the responsible State Government Department.

A copy of DELWP advice and the accompanying MRC expression of interest application and plan (Attachment 2) is provided for the information of Council.

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

DELWP has enquired “*Could Council provide written confirmation that it supports (in principle) the application to purchase this part of the reserve.*” DELWP advise that “*This will be forward to Department of Treasury and Finance with the application for consideration.*”

### **KEY POINTS/ISSUES**

If the sale of this Crown Land proceeds it will managed by the Department of Treasury and Finance in accordance with the Victorian Government Landholding Policy and Guidelines.

Council’s decision in relation to this request will be forwarded with the expression of interest application onto the Department of Treasury and Finance for further consideration.

In the event the MRC is successful with its application and the sale proceeds, the following will occur:

- DELWP and Council will surrender the current lease (in full),
- DELWP will revoke Council’s appointment as Committee of Management over the land that is sold,
- Council and the MRC with approval in principle from DELWP will enter into a new lease over the balance of the racecourse reserve.

The MRC has prepared a Master Plan for a long term major redevelopment of the racing facilities. Some of benefits to be gained by the MRC in purchasing this portion of the reserve, which include the major improvements, could include: greater autonomy over use of improvements; no longer requiring the consent of Council as landlord and subsequent authorisation by DELWP for any significant development works; the ability to use the property as collateral in financial matters.

### **Planning Implications**

The Joe Tabuteau Reserve is currently a single title and zoned Public Park and Recreation Zone (PPRZ). In the event the Department of Treasury and Finance proceed with the sale, the reserve would need to go through a subdivision process to create a separate title capable of being sold onto the MRC.

Additionally the current Public Park and Recreation Zone (PPRZ) applied to the entire site would no longer be suitable for the portion of land proposed to be sold to the MRC (as it would no longer be in public ownership), therefore a rezoning of this portion of the site would also be required (based on its current and proposed future uses).

A joint subdivision and rezoning application under Section 96A of the *Planning and Environment Act 1987* should be considered. Any proposed subdivision and/or rezoning of the reserve should be proponent driven and all associated fees borne by the proponent.

### **RISK IMPLICATIONS**

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

The sale of part of the Joe Tabuteau Reserve will have a financial implication on Council's ongoing rental income, further information provided below.

**FINANCIAL AND RESOURCES IMPLICATIONS**

As mentioned above, there is a financial implication if part of Reserve is sold being a reduction in rental income payable by the MRC.

The market rental for the new draft lease is currently being assessed by the Valuer General Victoria on the basis of land and improvements. It is expected that, in the event part of the reserve is sold, the market rental will be reduced significantly.

The MRC currently pay rates assessed on the administration, gaming, entertainment/function room and sports bar improvements. The balance of the reserve and other building improvements are not presently rated. If part of the reserve is sold it is expected that there will be a net increase in the total rates payable once a supplementary rate valuation(s) for the combined freehold & leased parcels of land is calculated. This supplementary rate valuation will be initiated if there a change in zoning and ancillary buildings and improvements not presently rated are assessed.

Whilst Officers are expecting an increase in the total rates payable it is not possible to quantify the amount until a supplementary rate valuation is returned.

There is also a resources implication for Council in processing a joint subdivision and rezoning application under Section 96A of the *Planning and Environment Act 1987* if the MRC are successful with its expression of interest to purchase a section of the reserve.

**INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

No external consultation has been undertaken with the community.

*Details of Community Consultation / Results of Engagement:*

There are no details of community consultation or results of engagement available.

**OPTIONS**

Council has the following options:

1. Form the opinion that Council supports in principle the application from the MRC to purchase part of the Joe Tabuteau Reserve, subject to conditions, or
2. Form the opinion that Council does not support the MRC application to purchase part of the Joe Tabuteau Reserve.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)****CONCLUSION**

The Moe Racing Club wish to purchase from DELWP, part of the Joe Tabuteau Reserve. If the MRC is successful it will derive a number of benefits and give the club greater autonomy and control of any redevelopment of facilities.

In the event that such sale does occur, the negative effect for Council is ongoing rental income from the Reserve will be significantly reduced.

Council officers have reviewed this request and have no objection to the proposal however, prior to providing the requested response to DELWP, it is now presented to Council for consideration.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

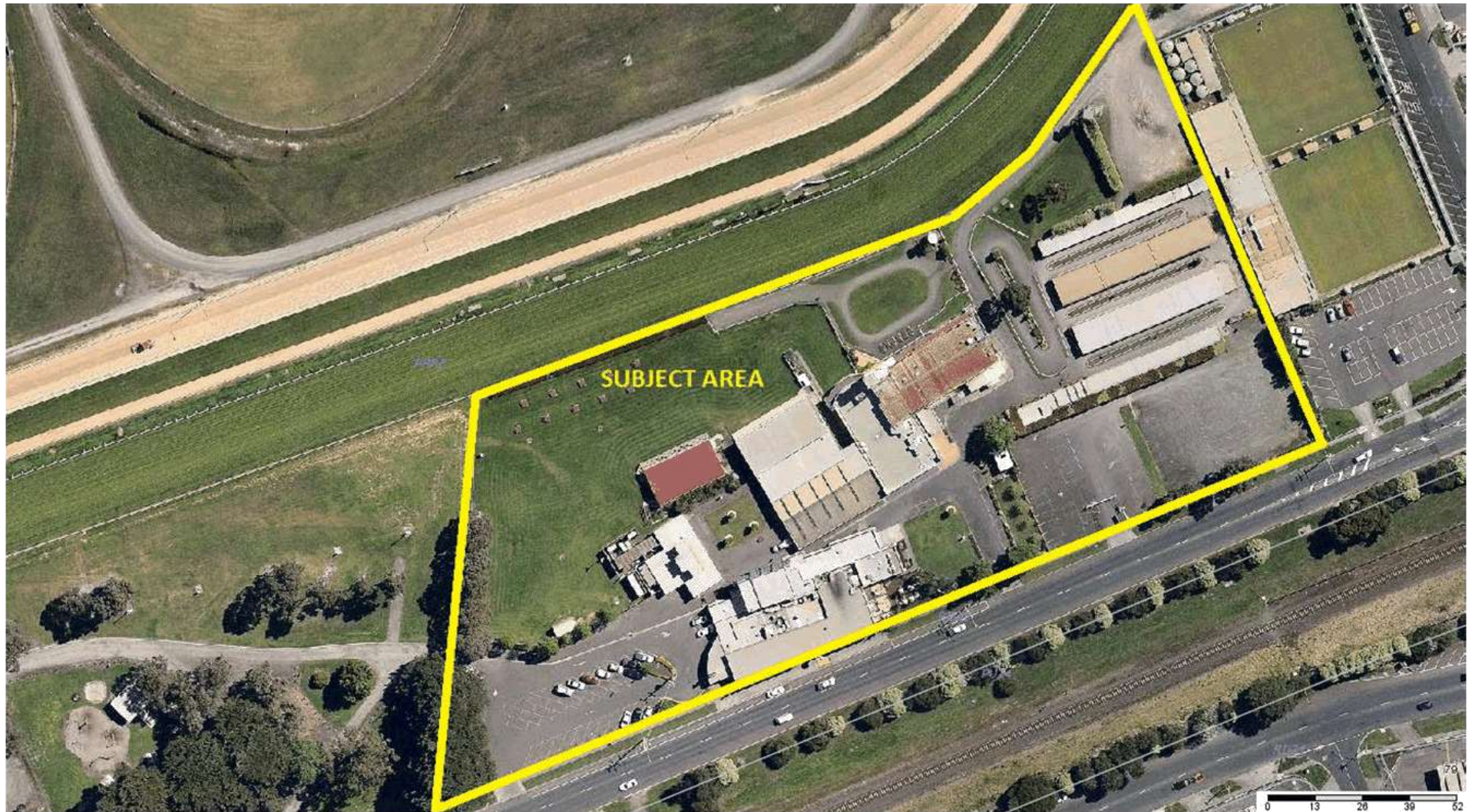
1. Aerial Image of Subject Land.
2. Department of Environment, Land, Water & Planning - Moe Racing Club Expression of Interest. (Published Separately) (Confidential)

## **10.2**

### **Moe Racing Club Expression of Interest to purchase part of Joe Tabuteau Reserve from the Department of Environment, Land Water & Planning.**

- 1 Aerial Image of Subject Land..... 59**





**10.3 PETITION IN RELATION TO BANNING COAL MINING IN THE  
MIRBOO NORTH REGION****General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is to present to Council findings in relation to the Petition received on banning coal mining and exploration in the Mirboo North region which overlaps into Latrobe City.

**EXECUTIVE SUMMARY**

A petition containing 2,039 signatures was received on 8 February 2016 in relation to banning coal mining in the Mirboo North Region.

On 29 February 2016 the petition was presented to Council. Council adopted a recommendation for the petition to be laid on the table and to be presented back to Council at the Ordinary Council Meeting to be held 11 April 2016.

**RECOMMENDATION****That Council:**

- 1. Writes to the Minister for Industry, Energy and Resources, the Hon Lily D'Ambrosio to advocate for increased community engagement and consultation on coal mining and exploration by the Victorian Government with Latrobe community.**
- 2. Requests the Mayor write to the head petitioner to advise them of Council's decision.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Promote research and development for new products and processes to exploit the significant coal resource of Latrobe Valley.*



Latrobe City Council Plan 2013 - 2017

Theme and Objectives

*Theme 1: Job creation and economic sustainability*

**BACKGROUND**

On 8 February 2016 Council received a petition in relation to banning coal mining in the Mirboo North Region. A report was presented to Council on 29 February 2016 and the following recommendation was adopted:

*That Council:*

1. *Agrees to lay the petition requesting "We, the undersigned, petition South Gippsland Shire Council, Baw Baw Shire Council, Latrobe City Council and the Victorian Parliament. We respectfully request that the Victorian Parliament rescind the exploration licences (EL5336, EL5338, EL5428 and EL 5429) issued to Mantle Mining to explore the land for coal. We respectfully request that the South Gippsland Shire Council, Baw Baw Shire Council and the Latrobe City Council refuses to allow exploration or mining for coal in an area which is agricultural and has high tourism potential. We believe this region to be valuable agricultural resources: please protect the region from coal mining" on the table until the Ordinary Council Meeting to be held on 11 April 2016.*
2. *Advises the head petitioner of Council's decision in relation to the petition.*

In 2012 Council received petitions in relation to mining in the same area.

A petition requesting Latrobe City Council enter into discussions with South Gippsland Shire Council regarding exploration licences in Boolarra and Mirboo North was received on 2 August 2012 (Attachment 1). This petition contained 75 signatures and provides the following context-

*The Petition of certain citizens of the township and surrounding areas of Boolarra draws your attention to the issue of coal mining 'Exploration Licences'.*

*Mantle Mining Corporation LTD already holds three 'Exploration Licences' within or near to Latrobe City's Firmin and Gunyab Wards, these are EL5336, EL5337 and EL5338.*

*They are now seeking a further two 'Exploration Licences', EL5428 (Mirboo North, Boolarra South) and EL5429 (Callignee).*

*We are uneasy about these licences being granted by the Victorian State Government on the grounds that we have concerns about the social, environmental and economic future of our town and surrounding areas if large scale mining operations were to commence here.*

*We seek your guidance and support on this issue and ask that you bring our concerns to the attention of Latrobe City Council.*

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

*We also request that Latrobe City Council enter into discussions with South Gippsland Shire Council in order to gain further perspective on this issue, and also because some of the outskirts of Boolarra fall within the South Gippsland Shire.*

*Thank-you for considering our concerns and requests,*

This petition was included in the agenda of the Ordinary Council meeting held on 20 August 2012 and Council resolved:

- 1. That Council agrees to lay the petition requesting Latrobe City Council enter discussions with South Gippsland Shire Council regarding exploration licences in Boolarra and Mirboo North, on the table until the Ordinary Council Meeting to be held on 17 September 2012.*
- 2. That the head petitioner be advised of Council's decision in relation to the petition requesting Latrobe City Council enter discussions with South Gippsland Shire Council regarding exploration licences in Boolarra and Mirboo North.*

A further report was presented at the Ordinary Council meeting held on 17 September 2012 and Council resolved:

- 1. That Council notes this report and that no further action or discussion take place in relation to this petition until Council has received expert advice on coal seam gas.*
- 2. That a further report on coal seam gas be presented to an Ordinary Council meeting in November 2012.*
- 3. That the head petitioners be advised of Council's decision to seek and consider independent expert advice in relation coal seam gas.*

On 5 September 2012, Council received a petition from the Callignee community which contained 62 signatures and provided the following context-

*We the undersigned want Latrobe City Council to approach the State Government to ask for an exemption to CSG and Coal Exploration at Callignee.*

This petition was presented at the Ordinary Council meeting held on 17 September 2012 and Council resolved:

- 1. That Council not lay the petition on the table requesting Latrobe City Council to approach the State Government to ask for an exemption to coal seam gas and coal exploration at Callignee and deal with it at this Ordinary Council Meeting.*
- 2. That Council note a further report will be presented to Council in relation to coal seam gas and coal exploration in November 2012.*

3. *That the head petitioner be advised of Council's decision in relation to the petition requesting Latrobe City Council to approach the State Government to ask for an exemption to coal seam gas and coal exploration at Callignee.*

**KEY POINTS/ISSUES**

*Australian and Victorian Government Policy*

In 2012 MWH was engaged to conduct an independent report. This report contained information regarding Coal Seam Gas and Coal Exploration. The information provided below is in relation to Coal Exploration specifically.

The MWH report (outlines in detail the responsibilities and regulations of the Australian Government, Victorian Government and Local Government. It outlines that the Standing Council on Energy and Resources has been established by the Council of Australian Governments (COAG Energy Council) to develop and implement a harmonised regulatory framework to ensure that developments are undertaken in a responsible and sustainable manner and to address key areas of community concern based on four key themes:

- water management and monitoring (including hydraulic fracturing and chemical use; and well integrity and aquifer protection)
- multiple land use framework;
- best practice standards; and
- co-existence.

*Brown Coal Related Latrobe City Council Policy*

Latrobe City Council has a formal policy position in relation to the use of brown coal. Council's policy position has been developed as the Latrobe Valley (which includes Baw Baw Shire Council, Latrobe City Council and Wellington Shire Council) hosts one of the world's largest deposits of brown coal. Council's position is that it supports the sustainable and balanced use of the brown coal resource. Through its *Positioning Latrobe City for a Low Carbon Emission Future* policy (refer Attachment two), Council has a commitment to:

- ensure that any future development of the currently allocated coal resource is undertaken with due consideration of social, environmental and financial factors; and,
- work with researchers and government agencies to support low emissions coal technology research efforts and to encourage the development of pilot plants and research facilities in the Latrobe Valley.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)***Coal Exploration and Local Government*

As outlined in the MWH report mining licenses and regulation is governed under State legislation. The role of local government is limited to participation in Environmental Effects Statement processes, planning permits and advocating for local communities.

**RISK IMPLICATIONS**

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

There is not considered to be any risks associated with this report.

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications for Council related to this report.

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

This report has been prepared without community consultation other than the information contained in the petition.

**OPTIONS**

1. Council notes the petition and resolves to write to the Minister for Minister for Industry, Energy and Resources to advocate for increased community engagement and consultation on coal mining by the Victorian Government with our community.
2. Council notes the petition and requests further investigation into the mining of coal in the Mirboo North region.

**CONCLUSION**

Local government does not have a role in mining licenses and regulation; this is governed under state legislation. The role of local government is limited to participation in EES processes, planning permits and advocating for local communities.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Petition (Published Separately) (Confidential)

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

### **10.4 ITEMS CLOSED TO THE PUBLIC – SUMMARY OVERVIEW**

**General Manager**

**Corporate Services**

**For Decision**

#### **PURPOSE**

At the Council meeting held on 21 March 2016, Council resolved to receive a report at this April meeting. The report tabled is to contain a list since 2014, of each item that was listed in the open agenda as a closed to the public item, and includes the title of each item considered and the justification for the matter to be considered in 'Items Closed'.

#### **EXECUTIVE SUMMARY**

The attached report has been prepared to align with the request and the intent of the motion carried by Council at the Council meeting held on 21 March 2016.

The report contains by meeting date since 2014 the:

- title (as contained within the public agenda for each meeting);
- justification which is the clause in accordance with Section 89(2) of the *Local Government Act 1989* and the description of that clause; and
- a summary of the decision if able to be provided.

Due to the nature of the decisions being confidential, (and our requirement to adhere to Section 77 of the *Local Government Act 1989*), only those decisions that have been released to the public are summarised in the report attached.

#### **RECOMMENDATION**

**That Council receives and notes this report into *Items Closed to the Public – Summary Overview*.**

#### **DECLARATION OF INTEREST**

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

#### **STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

*In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

*Strategic Direction – To provide open, transparent and accountable governance*

### **BACKGROUND**

At the Council Meeting held on 21 March 2016, a report was tabled titled '*Improvements into Council Governance – Items Closed to the Public*'. The report provided Council with an overview of the measure from the Local Government Performance Reporting Framework (LGPRF) in relation to Council meeting decisions made in closed to the public, and the improvements in Council Governance that have been put in place or are being investigated to improve results.

At the meeting, Council resolved:

*Moved: Cr Middlemiss*

*Seconded: Cr Harriman*

*That Council:*

- 1. Receives and notes this report into the Improvements into Council Governance;*
- 2. Requests a report to be provided in the second half of 2016 updating Council on the progress of implementing improvements; and*
- 3. Requests a report be prepared listing every matter considered by Council in 'Items Closed to the Public' since 2014. This report to be tabled at the next meeting of Council, and be based around the Public Agenda listing of each matter. The report to include the title of each item considered and the justification for the matter to be considered in 'Items Closed'.*

**CARRIED UNANIMOUSLY**

### **KEY POINTS/ISSUES**

The report requested is attached. The report contains by meeting date since 2014 the:

- title (as contained within the public agenda for each meeting);
- justification which is the clause in accordance with Section 89(2) of the *Local Government Act 1989* and the description of that clause; and
- a summary of the decision if able to be provided.



## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

### Local Government Act 1989 (Act) provisions

In accordance with Section 89 of the Act, a Council meeting must be open to the public, however, Council may resolve to close the meeting and discuss a matter closed to the public if the matter relates to:

- (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; or*
- (i) *a resolution to close the meeting to members of the public.*

In addition, Section 77 of the Act provides for the way confidential information is to be handled. If a breach of Section 77 occurs, a person may be penalised 120 penalty units.

Information is considered confidential if:

- (a) *the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or*
- (b) *the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or*
- (c) *the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.*

As the resolutions made relate to items that have been considered confidential by Council, the report has been written to ensure compliance with the requirements under Section 77 of the Act and in keeping with the intent of the resolution to provide visibility to the public of the resolutions made.

It is also noted that the items listed 'Confidential Items Held Over' and 'Questions on Notice – Confidential' throughout the report are reports that are tabled, but are not decided upon by Council.

**RISK IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework. Information has been verified to ensure that only the information that has been resolved to be available publicly has been provided in the attached report.

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implications associated with this report. Data was able to be retrieved from Council systems during the period of time requested; however, information for previous years is not as easily accessible.

**INTERNAL/EXTERNAL CONSULTATION**

Not applicable.

**OPTIONS**

Council may:

1. Receive and note this report; or
2. Not receive and note this report.

**CONCLUSION**

In accordance with the Council resolution from the 21 March 2016 Council meeting, a report is provided

**SUPPORTING DOCUMENTS**

21 March 2016 Meeting Minutes – specifically, report *17.5 Improvements in Council Governance – Items Closed to the Public*

**Attachments**

1. List of Council Decisions that have been made in Closed to the Public since 2014



## **10.4**

### **Items Closed to the Public Details – Summary Overview**

- 1 List of Council Decisions that have been made in Closed  
to the Public since 2014 ..... 71**

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>2014</b>			
<b>03 February 2014</b>			
2014/03 – Notice of motion – Airlie bank homestead	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-75 inventory verification and condition assessments of sealed road pavements, kerbs and footpaths	d	Contractual matters	
Morwell Main Drain	f	Legal advice	
Process to recruit the Chief Executive Officer	a	Personnel matters	
Request for procurement exemption for the payment of fees associated with the replacement of 5677 mercury vapour street lights	d	Contractual matters	
Transfer joint venture property - corner Albert and Anzac streets Moe, and possible exchange of land Walker Parade Churchill.	d	Contractual matters	
Traralgon Tennis club debt - further information	d	Contractual matters	
<b>17 February 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Audit committee minutes report	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Bad debts report - November 2013	b	Personal hardship of any resident or ratepayer	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Councillors quarterly expenses report - October - December 2013	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-152 reconstruction of wright street footbridge over Traralgon creek in Traralgon	d	Contractual matters	
LCC-155 reconstruction of the north industrial precinct apron at Latrobe regional airport, Morwell	d	Contractual matters	
Mayoral sponsorship committee - half yearly report	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Morwell main drain update	f	Legal advice	
Proposed mediation meeting request for 2-10 Keith Morgan drive Traralgon south	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Sporting sponsorship application	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>03 March 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Gippsland heavy industry park-infrastructure provision offer Victorian government	f	Legal advice	
Request to enter into procurement Australia contracts	d	Contractual matters	
Urgent Business	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>24 March 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Expression of interest for Latrobe City Trust community representative	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-160 reconstruction of Marshalls road at Traralgon	d	Contractual matters	
Mayoral sponsorship application	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>07 April 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Audit committee minutes report	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Bad debts report - January 2014	b	Personal hardship of any resident or ratepayer	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-153 reconstruction of intersection at Old Sale road and Haigh street, Newborough	d	Contractual matters	
LCC-158 Provision of electrical testing and tagging services at Latrobe City Council premises	d	Contractual matters	
LCC-163 Upgrade to lighting and guidance systems at Latrobe Regional Airport	d	Contractual matters	
LCC-165 Southern stormwater drainage augmentation at Latrobe Regional Airport	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-166 Design and remediation of a landslip at Lyndons road, Callignee	d	Contractual matters	
Organisational structure	a	Personnel matters	
<b>28 April 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Food sampling analysis report	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-156 Traralgon Court House future use - commercial activation	d	Contractual matters	
Proposed site for Latrobe City mountain bike park	d	Contractual matters	
Provision of procedural breaches review	d	Contractual matters	
<b>19 May 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
East West link for Traralgon	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-164 Hyland Highway Landfill - construction of landfill cap - cells 1 & 2	d	Contractual matters	
Moe Rail Precinct Revitalisation Project , Stage 1 - changes to tender evaluation criteria and weightings	d	Contractual matters	
Sister Cities delegation	e	Proposed developments	



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>10 June 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Australian Paper - request for assistance	e	Proposed developments	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Latrobe City Trust - appointment of Community Representative Trustee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-169 Lawn maintenance of Latrobe City Council sites	d	Contractual matters	
LCC-172 Provision of bulk street lighting replacement programme	d	Contractual matters	
Moe Rail Precinct Revitalisation Project - engagement of Victrack for underground cabling relocation works.	d	Contractual matters	
Proposed sale of land - Franklin street, Traralgon	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>30 June 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Audit committee minutes report	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Bad debts report - March 2014	b	Personal hardship of any resident or ratepayer	
Community grants request for change to project no MCW131400095	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Councillors quarterly expenses report - January 2014 - March 2014	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Food sampling analysis report - January to March 2014	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Gippsland Carbon Transition committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Governance	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-173 Provision of legal services	d	Contractual matters	
LCC-175 Supply and delivery of quarry products	d	Contractual matters	
Mayoral sponsorship - Gippsland community network breakfast	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Wood Encouragement Policy	e	Proposed developments	
Questions on notice - confidential	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>21 July 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Gippsland Carbon Transition committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-174 Supply, delivery and placement of asphalt products	d	Contractual matters	
Lease of Airlie Bank Homestead, Morwell	d	Contractual matters	
Moe Rail Precinct Revitalisation Project stage 1 tender report	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Potential disposal of surplus assets	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Proposed livestock sales facility	e	Proposed developments	
Proposed public highway declaration - Deakin Lane, Traralgon. Update	f	Legal advice	
Provision of energy efficient street lighting hardware	d	Contractual matters	
Questions on notice - confidential	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Sponsorship request - young people without borders	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>28 July 2014</b>			
Moe Rail Precinct Revitalisation Project stage 1 tender report	d	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Proposed public highway declaration - Deakin Lane, Traralgon.	f	Legal advice	
<b>11 August 2014</b>			
2014/18 – Notice of Motion – AGL Loy Yang Environmental Review Committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Appointment to Gippsland Waste & Resource Recovery Group Board	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Australian Paper - request for assistance	e	Proposed developments	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Consideration of next steps for 2-10 Keith Morgan drive - Traralgon south service station	b; f	Personal hardship of any resident or ratepayer; Legal advice	



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Geotechnical investigation and detailed design remediation treatments of landslips	d	Contractual matters	
Latrobe City Council Audit committee membership	a	Personnel matters	
Moe Rail Precinct Revitalisation Project stage 1 tender report	d	Contractual matters	
<b>01 September 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Latrobe Regional Airport - appointment of board members	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-157 Hyland Highway Landfill - landfill gas management	d	Contractual matters	
LCC-181 Provision of plant hire services	d	Contractual matters	
LCC-184 Provision of corporate uniforms	d	Contractual matters	
LCC-185 Provision of essential safety measures - maintenance and compliance	d	Contractual matters	
LCC-186 Provision of signage works	d	Contractual matters	
LCC-193 Provision of specialised grass cutting equipment - supply, service, repairs and consumables	d	Contractual matters	
LCC-202 Provision of asbestos removal, disposal, testing, clearance certification and Auditing	d	Contractual matters	
LCC-207 Provision of elevated work platform and crane maintenance, testing and servicing	d	Contractual matters	
Mayoral Sponsorship committee - half yearly report (Jan - Jun 2014)	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Morwell fire recovery funding request	h	A matter which the Council or special committee considers would prejudice the Council or any person	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Proposed sale of land - Franklin street, Traralgon	d; e	Contractual matters; Proposed developments	
Provision of legal services - changes to tender evaluation criteria and weightings	d	Contractual matters	
<b>15 September 2014</b>			
Instrument of delegation - acting Chief Executive Officer	a	Personnel matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
LCC-216 Pavement rehabilitation of Fourth road at Hazelwood North	d	Contractual matters	
<b>22 September 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Councillors quarterly expenses report - April - June 2014	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Gippsland Carbon Transition committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-184 Provision of corporate uniforms	d	Contractual matters	
LCC-188 Provision of auto electrical services	d	Contractual matters	
LCC-189 Supply of concrete pipes, end walls, pit surrounds and lids	d	Contractual matters	
LCC-191 Provision of hydraulic services	d	Contractual matters	
LCC-192 Provision of powered equipment – supply, service, repairs and consumables	d	Contractual matters	
LCC-195 Provision of welding and metal fabrication services	d	Contractual matters	
LCC-196 Provision of underground service locations	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-204 Provision of a landfill rehabilitation plan and aftercare management plan for Moe landfill	d	Contractual matters	
LCC-205 Maintenance and application of pavement markings and provision of surface retexturing services	d	Contractual matters	
LCC-209 Pavement rehabilitation of airfield road, Traralgon - stage 1	d	Contractual matters	
LCC-210 Specialist turf supplies and services	d	Contractual matters	
LCC-211 Supply of fine washed sand	d	Contractual matters	
LCC-213 Asphalt overlay of the main runway and various pavements at Latrobe regional airport, Morwell	d	Contractual matters	
Sponsorship proposal for Latrobe Valley Racing Club 2014-2015	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Supply and delivery of a pneumatic tyred roller	d	Contractual matters	
<b>13 October 2014</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
General terms of reference for Council advisory committees	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Hazelwood pondage waterway and caravan park - proposed lease	d	Contractual matters	
Landslip at Piggery road, Boolarra	d	Contractual matters	
LCC-180 Provision of urban street tree pruning	d	Contractual matters	
LCC-203 Maintenance of leisure / aquatic plant management systems	d	Contractual matters	
LCC-209 Pavement rehabilitation of airfield road, Traralgon - stage 1	d	Contractual matters	
LCC-213 Asphalt overlay of the main runway and various pavements at Latrobe Regional Airport, Morwell	d	Contractual matters	
LCC-218 Footpath replacement program 2014/15	d	Contractual matters	
Memorial, reflection and recognition project name plaque request	b	Personal hardship of any resident or ratepayer	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Request to enter into procurement Australia and MAV contracts for telecommunications, products and services	d	Contractual matters	
Traralgon and District Agricultural Society - claim for reimbursement of expenses	d	Contractual matters	
<b>05 November 2014</b>			
2014/15 Community grants program	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Audit committee minute reports	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Bad debts report - August 2014	b	Personal hardship of any resident or ratepayer	
LCC-203 Maintenance of leisure / aquatic plant management systems	d	Contractual matters	
LCC-215 Drainage augmentation at Millburn court Traralgon	d	Contractual matters	
LCC-217 Sealing of Manuels road, Yallourn North	d	Contractual matters	
LCC-220 Pavement rehabilitation of June street, Morwell	d	Contractual matters	
LCC-221 Construction of new footpath links	d	Contractual matters	
LCC-223 Cleaning of public conveniences	d	Contractual matters	
LCC-224 Curve widening works at Jumbuk road, Jumbuk - stage 2	d	Contractual matters	
Morwell Main Drain risk mitigation strategy	f	Legal advice	
<b>24 November 2014</b>			
2015 Australia Day awards nominations	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	items.
Audit committee minute report	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Audit committee minute reports	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Construction of the TEDAS pavilion - Council's contribution	e	Proposed developments	
Gippsland Carbon Transition committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-212 Latrobe City Hyland Highway Landfill construction of landfill cell 4	d	Contractual matters	
LCC-216 request for contract variation exemption	d	Contractual matters	
LCC-225 Provision of catering services and grocery supplies	d	Contractual matters	
LCC-228 reconstruction of Mary street, Morwell	d	Contractual matters	
LCC-232 Provision of shop fitting and glazing services	d	Contractual matters	
National stronger regions fund - Latrobe performing arts & conference centre	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Sponsorship application - secondary school awards evenings	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>01 December 2014</b>			
Appointment of Chief Executive Officer	d	Contractual matters	Details released. Mr Gary Van Driel appointed Chief Executive Officer from 19 January 2015 for a period of four years.

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>15 December 2014</b>			
2014/15 community grants program - six applications held over for further consideration	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Approval of CEO delegation to approve purchase orders for contracts over \$150,000.00	d	Contractual matters	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
E-waste disposal	d	Contractual matters	
Expenses of the Chief Executive Officer	a	Personnel matters	
Former Moe early learning centre, 38 fowler street Moe	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Future Morwell project	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Instrument of delegation - acting chief executive officer	a	Personnel matters	
Latrobe City Industry Forum membership	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-227 Provision of legal services	d	Contractual matters	
LCC-230 service of Gita (geotechnical testing) and TPCC (quality assurance) for the Hyland Highway Landfill cell 4 construction	d	Contractual matters	
LCC-231 supply, delivery and installation of guardrail and temporary barriers	d	Contractual matters	
LCC-233 Provision of employee assistance program services provider	d	Contractual matters	
LCC-234 Provision of printing services	d	Contractual matters	
LCC-238 Provision of recruitment services	d	Contractual matters	
LCC-239 refurbishment of Agnes Brereton reserve pavilion, Traralgon	d	Contractual matters	
LCC-240 reconstruction of spry street at Morwell	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-242 construction of a floodway at Crinigan road, Morwell	d	Contractual matters	
LCC-243 information technology services panel	d	Contractual matters	
Nominations for the 2014 sporting hall of fame	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Sponsorship request - Gippsland community leadership program	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>2015</b>			
<b>09 February 2015</b>			
2014/15 Community grant - request from good beginnings for change of project	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adam View court, Tanjil south drainage	h	A matter which the Council or special committee considers would prejudice the Council or any person	
December 2014 - Audit committee minutes report	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Expenses of the Chief Executive Officer - advice	d	Contractual matters	
LCC-245 Reconstruction of Bubb street, Moe	d	Contractual matters	
LCC-246 Pavement rehabilitation of Balfour place, Churchill	d	Contractual matters	
LCC-251 Pavement rehabilitation of Lincoln street, Moe	d	Contractual matters	
LCC-253 Supply and bulk delivery of meals on wheels	d	Contractual matters	
Mayoral sponsorship committee - half yearly report (July - December 2014)	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Mayoral sponsorship requests	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Moe Rail Precinct Revitalisation Project - stage 1 - engagement of consultant team.	d	Contractual matters	
Request to enter into MAV contract MS4333-2014 Microsoft software licensing	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>02 March 2015</b>			
2011/12 Community grant - change of project	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Bad debts report - November 2014	b	Personal hardship of any resident or ratepayer	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Food sampling analysis report - 1 April to 31 December 2014	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-241 Professional services planning	d	Contractual matters	Details released. Council awarded the tender to ACE Earthmoving Pty Ltd.
LCC-259 Drainage augmentation at Moe-Walhalla road, Moe	d	Contractual matters	
<b>23 March 2015</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-256 Culvert extension at Redhill road, Traralgon south	d	Contractual matters	Details released. Council awarded the tender to Mad Cat Constructions (Vic) Pty Ltd.



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-263 Construction of concrete taxiways at Latrobe Regional Airport, Morwell	d	Contractual matters	Details released. Council awarded the tender to Sure Constructions (Vic) Pty Ltd.
Provision of energy efficient street lighting hardware	d	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Request for variation delegation exemption	d	Contractual matters	
Update - sale of Council land	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Urgent Business	d	Contractual matters	
<b>13 April 2015</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Hazelwood pondage caravan park & waterway lease	d	Contractual matters	Details released. New lease arrangements between Latrobe City Council and GDF Suez.
LCC-262 Provision of banking and bill payment services	d	Contractual matters	Details released. Council awarded the tender to Commonwealth Bank of Australia.

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-264 Reconstruction of Purvis road at Yallourn north	d	Contractual matters	Details released. Council awarded the tender to QR Construction (Gippsland) Pty Ltd.
Urgent Business	d	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
<b>04 May 2015</b>			
Acquisition of 83 Piggery road Boolarra	d	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Insurance renewals	d	Contractual matters	Details released. Council awarded the tender to Darmody & Dunn Pty Ltd (trading as Moe Veterinary Centre) and Greencross Vets Morwell.
LCC-265 Provision of veterinary services	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-268 Provision of air conditioning maintenance	d	Contractual matters	Details released. Council awarded the tender to JO Miller Group Pty Ltd.
Sporting sponsorship application	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
<b>25 May 2015</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Latrobe City sports and entertainment stadium purchase	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-270 Provision of urban street tree pruning	d	Contractual matters	Details released. Council awarded the tender to Drop and Leave Tree Services Pty Ltd and Sky rider Tower Hire Pty Ltd.
Lighting upgrade at Yinnar and district memorial hall	a	Personnel matters	In accordance with Section 77 of the <i>Local</i>
Mav Workcare self insurance	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Request to enter into procurement Australia contract for retail supply of fuels	d	Contractual matters	<i>Government Act 1989</i> , no details are able to be released to the public on these items.
<b>11 June 2015</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Audit committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-267 Provision of home maintenance and home gardening duties	d	Contractual matters	Details released. Council awarded the tender to thirteen different contractors.
LCC-272 Kerb and channel replacement program	d	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Request to enter into MAV contracts for the provision of office and workplace supplies and associated products	d	Contractual matters	
Ted Summerton reserve	d	Contractual matters	
Update - Sale of Council properties	h	A matter which the Council or special committee considers would prejudice the Council or any person	



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>29 June 2015</b>			
Legal matter	f	Legal advice	Mayor and CEO authorised to commence media briefings on the Morwell Main Drain Supreme Court proceedings.
<b>06 July 2015</b>			
Acquisition of 83 Piggery road Boolarra	d	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Adoption of the Key performance indicators for the Chief Executive Officer	a	Personnel matters	
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Bad debts report - May 2015	b	Personal hardship of any resident or ratepayer	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-271 Resealing of Municipal roads within Latrobe City	d	Contractual matters	
<b>16 July 2015</b>			
Contractual matter	a	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>27 July 2015</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of the Key performance indicators for the Chief Executive officer	a	Personnel matters	
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
<b>17 August 2015</b>			
2016-17 Community sports infrastructure fund - major applications	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Latrobe City International Relations committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-278 Hazelwood pondage amenities and wastewater system	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-279 Construction of sports pavilion at Harold Preston reserve, Traralgon	d	Contractual matters	Details released. Council awarded the tender to Waltcon Constructions Pty Ltd.
LCC-281 Provision of a theatre technician	d	Contractual matters	Details released. Council awarded the tender to Benjamin Sargood, Deepergreen Pty Ltd and Spectrum Productions.
Legal matter - sale of Council property	f	Legal advice	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on this item.
<b>14 September 2015</b>			
2016 -17 Community sports infrastructure fund - major application	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Assemblies of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Food sampling analysis report 1 January to 30 June 2015	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Latrobe Valley Racing Club sponsorship 2015	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-273 Provision of consultancy services for a financial sustainability review and fees and charges review	d	Contractual matters	Details released. Council awarded the tender to CT Management Group Pty Ltd.
LCC-276 Ted Summerton reserve oval re-surfacing project	d	Contractual matters	Details released. Council awarded the tender to Hume Turf and Machinery Pty Ltd.
LCC-278 Hazelwood pondage amenities and wastewater system	d	Contractual matters	Details released. Council awarded the tender to Waltcon Constructions. Decision subject to a planning permit being issued for the works.
LCC-283 Provision of footpath grinding services	d	Contractual matters	Details released. Council awarded the tender to Micton Constructions Pty Ltd.
Moe cup racing sponsorship 2015	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act</i>

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Victorian water ski association - international event attraction support	d	Contractual matters	1989, no details are able to be released to the public on these items.
<b>05 October 2015</b>			
2014/15 Financial Performance and accumulated cash surplus	a	Personnel matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Evaluation of submissions for provision of consultancy services (housing strategy, rural land use strategy and industrial land use and employment strategy)	d	Contractual matters	
Proposed development	e	Proposed developments	
Proposed sale of land - Neville street, Traralgon	d	Contractual matters	
Request for consideration of an ex-gratia payment	d	Contractual matters	
<b>26 October 2015</b>			
2015/16 Community grants program	h	A matter which the Council or special committee considers would prejudice the Council or any person	Successful grant applications released to the public on Councils website.

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assemblies of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Latrobe City Trust - appointment of community representative trustees	h	A matter which the Council or special committee considers would prejudice the Council or any person	Details released. Appointment of community trustees for a five year tenure, being Diane Wilkinson, David Langmore and Jenny Hammett.
Proposed sale and relocation of Moe works depot	d; e	Contractual matters; Proposed developments	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Proposed settlement	f	Legal advice	
<b>29 October 2015</b>			
2015/21 - Notice of rescission - 2015/16 community grants program	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
2015/22 - Notice of rescission - 2015/16 community grants program	h	A matter which the Council or special committee considers would prejudice the Council or any person	
2015/23 - Notice of rescission - proposed settlement	f	Legal advice	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
Consideration of rescission motions lodged by Councillor Sindt	f, h	Legal advice; A matter which the Council or special committee considers would prejudice the Council or any person	
Development matter - update	e	Proposed developments	
<b>16 November 2015</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assembly of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Audit committee	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Community grant project MCW141500049 - request to use remaining funds for new project	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-280 design and redevelopment of Duncan Cameron memorial park oval at Traralgon	d	Contractual matters	
LCC-287 Provision of pilot vehicle services	d	Contractual matters	Details released. Council awarded the tender to Mountain Logging Pty Ltd.



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
LCC-289 Reconstruction of New street at Morwell	d	Contractual matters	Details released. Council awarded the tender to Quality Roads Pty Ltd.
LCC-291 Design and reconstruction of Saunders crescent, Griffiths court and stage 1 of Garibaldi street at Traralgon	d	Contractual matters	Details released. Council awarded the tender to ACE Earthmoving Pty Ltd.
LCC-292 Design and reconstruction of stages 2 and 3 of Garibaldi street at Traralgon	d	Contractual matters	Details released. Council awarded the tender to Quality Roads Pty Ltd.
LCC-293 Design and reconstruction of Fowler street and Hampton street at Moe	d	Contractual matters	Details released. Council awarded the tender to Quality Roads Pty Ltd.
LCC-294 Sealing of Wilga crescent at Traralgon	d	Contractual matters	Details released. Council awarded the tender to ACE Earthmoving Pty Ltd.
Nominations for the 2016 Australia day awards	h	A matter which the Council or special committee considers would prejudice the Council or any person	Details released confirming the Australia Day Award recipients.
<b>07 December 2015</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these
Assemblies of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
CEO delegation to approve purchase orders over \$500,000.00 for LCC-271 resealing of Municipal roads within Latrobe City	d	Contractual matters	items.
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
LCC-295 Construction of an open drain and wetland at Fourth road, Hazelwood north	d	Contractual matters	Details released. Council awarded the tender to ACE Earthmoving Pty Ltd.
LCC-300 Flood mitigation works at Waterhole Creek, Morwell	d	Contractual matters	Details released. Council awarded the tender to Sure Constructions (Vic) Pty Ltd.
Moe tennis court reconstruction - status report	d	Contractual matters	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Proposed sale and relocation of the Moe works depot	d	Contractual matters	
Request for consideration of expense reimbursement	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Star hotel Traralgon kitchen relocation	d; f	Contractual matters; Legal advice	
Supply and delivery of landfill compactor	d	Contractual matters	
Update - renewal of the Moe racing club long term lease.	d	Contractual matters	
Update - Traralgon greyhound racing club long term lease.	d	Contractual matters	

Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>16 December 2015</b>			
2-10 Keith Morgan Drive, Traralgon south	f; h	Legal advice; A matter which the Council or special committee considers would prejudice the Council or any person	Details released. Negotiate with the Mr Brown to undertake the works in line with the Enforcement order issued by VCAT. Media statement prepared.
<b>2016</b>			
<b>08 February 2016</b>			
Adoption of minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Assemblies of Councillors	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Bad debts report - November 2015	b	Personal hardship of any resident or ratepayer	
Confidential items	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	
Presentation of the Audit and Risk committee minutes	h	A matter which the Council or special committee considers would prejudice the Council or any person	



Title of report	Reason in accordance with Section 89(2) of the Local Government Act 1989	Description	Summary
<b>29 February 2016</b>			
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.
Kitchen relocation options Star hotel, Traralgon	d	Contractual matters	
Proposed sale and relocation of Moe depot	e	Proposed developments	
<b>21 March 2016</b>			
Confidential items held over	h	A matter which the Council or special committee considers would prejudice the Council or any person	In accordance with Section 77 of the <i>Local Government Act 1989</i> , no details are able to be released to the public on these items.

# CORRESPONDENCE

**11. CORRESPONDENCE**

Nil reports

# PRESENTATION OF PETITIONS

**12. PRESENTATION OF PETITIONS**

Nil reports

# CHIEF EXECUTIVE OFFICE



**13. CHIEF EXECUTIVE OFFICE**

**13.1 REQUEST FOR SUPPORT FOR UPCOMING VISIT TO TAIZHOU  
WITH FEDERATION UNIVERSITY**

**Chief Executive Officer**

**Chief Executive Office**

**For Decision**

**PURPOSE**

The purpose of this report is to seek Council endorsement of actions taken to facilitate the Manager Economic Development to attend the upcoming visit to Taizhou with Federation University seeking to secure international students for the Gippsland Campus.

**EXECUTIVE SUMMARY**

Council has received a request from Federation University to accompany representatives from the university to Taizhou to further progress the collaborative partnerships with Taizhou Polytechnic, Taizhou University and to formalise links with Taizhou Middle School Number 1 and Kou'an Senior Middle School with the aim of establishing programs and exchanges of mutual benefit

**RECOMMENDATION**

**That Council endorses the actions taken to facilitate the Manger Economic Development to attend the upcoming visit to Taizhou with Federation University.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Work in partnership with business, industry and government to create new jobs and investment in Latrobe City*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 1: Job creation and economic sustainability*

**BACKGROUND**

In late September 2015 Council participated in a sporting delegation to Taizhou, Shanghai, Nanjing and Beijing. During the delegation strong links were made with a number of businesses and school campuses in Taizhou.

The mayoral delegation met with school officials and discussed sister city relationships and discussed ongoing support to grow and strengthen these relationships

Ultimately one the goals of all these initiatives is to promote student and staff exchanges and the possibility of attracting students to articulate to complete their studies at Federation University's Gippsland campus

**KEY POINTS/ISSUES**

During April 2016 Federation University, Australia, Gippsland Campus is embarking on a marketing campaign to Taizhou China. The purpose of the visit is to further progress the collaborative partnerships with Taizhou Polytechnic, Taizhou University and to formalise links with Taizhou Middle School Number 1 and Kou'an Senior Middle School with the aim of establishing programs and exchanges of mutual benefit

The ability for Federation University to progress these opportunities can be directly attributed to the sister city relationship established between Latrobe City Council and Taizhou China.

From an economic perspective there is potential for these programs and exchanges to increase the activity on campus for the benefit of the wider Latrobe Valley

The visit aims to focus on showcasing Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families.

**RISK IMPLICATIONS**

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

**FINANCIAL AND RESOURCES IMPLICATIONS**

The anticipated costs associated with the attendance of the Manager Economic Development are estimated to be in the order of \$3800. The funding will be provided from within the economic development budget

**INTERNAL/EXTERNAL CONSULTATION**

Not applicable in this matter

**OPTIONS**

1. That Council endorses the actions taken
2. That Council not support the visit

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

**CONCLUSION**

Latrobe City Council has been instrumental in supporting Federation University's international initiatives and it is considered appropriate for Council to support the request to attend the visit to Taizhou with Federation University on this occasion

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

# CITY DEVELOPMENT

14. CITY DEVELOPMENT

**14.1 PLANNING APPLICATION 2015/245- SUBDIVISION OF LAND INTO TWO (2) LOTS WITHIN THE GENERAL RESIDENTIAL ZONE AT 54 BRADMAN BOULEVARD, TRARALGON.**

General Manager

City Development

For Decision

**PURPOSE**

The purpose of this report is to consider Planning Permit Application 2015/245 for the subdivision of land into two lots at 54 Bradman Boulevard, Traralgon (Lot 2 PS 635554).

**EXECUTIVE SUMMARY**

The applicant seeks a permit to subdivide the land at 54 Bradman Boulevard, Traralgon, into two lots. Pursuant to Clause 32.08-2 of the Latrobe Planning Scheme (the Scheme), a permit is required to subdivide land.

The site is currently vacant and was used as a car parking area for the adjoining houses that were previously used as display homes. The site is rectangular in shape, with a total area of approximately 760 square metres. It has a frontage of approximately 19 metres to Bradman Boulevard and a length of 40 metres.

Proposed lot 1 and 2 each have an area of 380 square metres and are vacant. Each lot has a length of 40 metres and a width of 9.5 metres and has frontage to Bradman Boulevard. There is an easement in the north-eastern corner of the lot for pipeline and ancillary purposes. A plan of the proposed subdivision is included in Attachment 1.

The proposed subdivision is found to comply with the Latrobe Planning Scheme and it is therefore recommended that a Notice of Decision to issue a planning permit be issued.

**RECOMMENDATION**

**That Council issues a notice of decision to grant a planning permit for the subdivision of land into two lots at 54 Bradman Boulevard, Traralgon (Lot 2 PS 635554) subject to the following conditions:**

**1. Endorsed Plans Not Altered Condition**

**The layout of the subdivision as shown on the endorsed plan must not be altered without the permission of the Responsible Authority.**

**2. Standard Subdivision Conditions**

**The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage,**

sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.

3. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
4. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of that Act.
5. The owner of the land must enter into an agreement with:
  - a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
  - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

  - c) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
  - d) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

6. **Engineering Conditions**

Prior to the certification of the plan of subdivision under the Subdivision Act 1988, a site drainage plan, including levels or contours of the land and all hydraulic computations, must be submitted to and approved by the Responsible Authority. When



approved, the plan will be endorsed and will then form part of the permit. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:

- a) How the land including all future buildings, open space and paved areas will be drained for a 1 in 5 year ARI storm event.
  - b) An underground pipe drainage system conveying stormwater discharge from the legal point of discharge of each proposed lot separately to Latrobe City Council's stormwater drainage system.
7. The plan of subdivision submitted for certification under the Subdivision Act 1988, must show appropriate easements set aside for drainage purposes, to the satisfaction of the Responsible Authority.
  8. 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.
  9. Prior to the issue of a Statement of Compliance for this subdivision under the Subdivision Act 1988, the operator of this permit must complete the following works to the satisfaction of the Responsible Authority:
    - a) The construction of all new property stormwater drainage connections in accordance with the approved site drainage plan, so that each proposed lot is separately drained from its legal point of discharge to Latrobe City Council's stormwater drainage system.
  10. **Permit Expiry**  
This permit will expire if:
    - a) the plan of subdivision is not certified within 2 years of the date of this permit; or
    - b) the registration of the subdivision is not completed within 5 years of certification.

The Responsible Authority may extend the time if a request is made in writing before the permit expires or within six months of expiry of permit.

**Note:** The commencement of the subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of the plan, and completion is regarded as the registration of the plan.

**Note 1.** The location of the Legal Point of Discharge for any property and the connection point into Latrobe City Council's stormwater drainage system can be obtained

by completing a Legal Point of Discharge form, found at [www.latrobe.vic.gov.au/Our\\_Services/Other\\_Services/Infrastructure/Work\\_Permits\\_and\\_Property\\_Information](http://www.latrobe.vic.gov.au/Our_Services/Other_Services/Infrastructure/Work_Permits_and_Property_Information).

**Note 2.** A Latrobe City Stormwater Connection Permit must be obtained prior to the connection of all new stormwater drainage into Latrobe City Council's stormwater drainage system. All new stormwater drainage connections must be inspected by Latrobe City Council's Asset Protection Officer before any backfilling of the connection is undertaken.

### **DECLARATION OF INTERESTS**

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

### **STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017 as follows:

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

##### *Strategic Objectives – Built Environment*

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

#### *Latrobe City Council Plan 2013 – 2017*

##### *Strategic Objectives – Built Environment*

- *Promote and support high quality urban design within the built environment; and*
- *Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.*

#### *Theme and Objectives*

##### *Theme 5: Planning for the future*

##### *Strategic Direction*

*Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.*

*Plan and coordinate the provision of key services and essential infrastructure to support new growth and developments.*

#### *Legislation*

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Subdivision Act 1988*

**SUMMARY**

Land:	54 Bradman Boulevard, Traralgon
Proponent:	Simonds Homes C/ Crowther and Sadler
Zoning:	General Residential
Overlay	None

Pursuant to Clause 32.08-2 of the Latrobe Planning Scheme, a permit is required to subdivide land.

**SUBJECT SITE AND SURROUNDS**

The subject land is located approximately 900 metres from local primary and secondary schools and 1.4 kilometres north-west of Traralgon's central activity centre. The site is surrounded by established residential lots with recently developed dwellings including several new multi-dwellings developments in the surrounding area. A site context plan is included in Attachment 2.

**PROPOSAL**

The site is currently vacant with a crushed rock surface and was used as a car parking area for the adjoining houses that were previously used as display homes. The site is rectangular in shape, with a total area of approximately 760 square metres, a frontage of approximately 19 metres to Bradman Boulevard and a length of 40 metres.

Proposed lots 1 and 2 each have an area of 380 square metres. Each lot has a length of 40 metre and a width of 9.5 metres and has frontage to Bradman Boulevard. There is an easement in the north-eastern corner of the lot for pipeline and ancillary purposes.

To ensure that any lot in a proposed subdivision can satisfactorily provide appropriate street setbacks, solar access, private open space, vehicle access and parking for a dwelling, Clause 56 requires the subdivision to demonstrate compliance with Clause 54 (which provides standards in relation to the development of a single dwelling on a lot).

The applicant has provided a plan which indicates the ability for each of the lots to accord with the requirements of Clause 54 (Attachment 3). It is noted that the plan of the proposed dwellings is indicative only, as the development of a dwelling on a lot over 300 square metres in area in the General Residential Zone does not require a planning permission.

**LATROBE PLANNING SCHEME**

The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement (MSS) have been considered as part of the assessment of this application. The following clauses are relevant to consideration of the application.

**State Planning Policy Framework**

- Clause 11.02-1 Supply of urban land
- Clause 11.08-3 Sustainable communities
- Clause 15.01-1 Urban design
- Clause 15.01-3 Neighbourhood and subdivision design
- Clause 15.02-1 Energy and resource efficiency
- Clause 16.01-1 Integrated housing
- Clause 16.01-4 Housing Diversity

**Local Planning Policy Framework**

- Clause 21.04-2 – Built Environment Sustainability: Settlement Overview
- Clause 21.04-5 – Built Environment Sustainability: Urban Design Overview
- Clause 21.04-6 Infrastructure Overview
- Clause 21.05-2 – Main Towns: Overview
- Clause 21.08-3 Healthy Urban Design Overview

**General Residential Zone**

A Planning Permit is required for subdivision of land pursuant to Clause 32.08-2 of the Latrobe Planning Scheme. An application to subdivide land must meet the requirements of Clause 56 and requires the consideration of the decision guidelines of the zone, a discussion of which is included in the 'issues' sections of this report.

**Particular Provisions**

Clause 52.01 Public Open Space Contribution

Under this clause, subdivision applications are exempt from a public open space contribution if they are a two lot subdivision and Council considers it unlikely that each lot will further be subdivided. This proposal would result in two lots of 380 sq m. Given the size of the lots it is unlikely that further subdivision will occur, therefore public open space is not required in this instance.

Clause 56 Residential Subdivision

The proposal has been assessed against the relevant clauses of Clause 56 and found to comply. The proposed lots respond appropriately to the site and its context. Further, the applicant has provided a plan which indicates the ability for each of the lots to accord with the requirements of Clause 54, with respect to street setback, site coverage, side and rear setbacks and private open space.

Decision Guidelines (Clause 65)

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.

**INTERNAL / EXTERNAL CONSULTATION**

Pursuant to Sections 52(1) (a) and (d) of the *Planning and Environment Act 1987* the application was notified for a period of 28 days from 22 December 2015 to 18 January 2016. Adjoining landowners and occupiers were sent a letter and a sign was placed on the site. Six letters in the form of objections were received and one objection was later withdrawn.

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

Copies of all submissions are attached in Attachment 4 of this report (confidential). Concerns raised are discussed in the 'Response to submissions' section of this report.

Further, on 12 February 2016, a letter responding to the issues raised in the objections was sent to all objectors. On 16 February 2016, one objection was withdrawn in writing.

Internally the application was referred to Council's Infrastructure Planning team, who required appropriate conditions to be included on any issue of a permit.

As five objections were received the matter could have been determined by officer delegation, however, the matter was called in to be considered at a Council meeting.

### **KEY ISSUES**

#### Strategic direction of the State and Local Planning Policy Frameworks:

The State and Local Policy Frameworks highlight the need to ensure ongoing provision of land for residential uses and the need to provide a range of lot sizes to suit a variety of dwellings and household types. It is considered that the proposal appropriately responds to state and Local planning policies.

#### 'Purpose' and 'Decision Guidelines' of the General Residential Zone

The purpose of the General Residential Zone includes:

- *To encourage development that respects the neighbourhood character of the area.*
- *To implement neighbourhood character policy and adopted neighbourhood character guidelines.*
- *To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.*

An assessment of the proposal against Clause 56 was completed and it was considered that the proposal is generally consistent with the objectives and standards of the Clause. Although the area is predominantly comprised of conventionally sized residential allotments, there are a number of smaller lot sizes within proximity to the subject land. It is considered that the development of the subdivision will enable a higher density of development with good access to facilities whilst respecting the neighbourhood character. It is noted that there is no neighbourhood character policy or adopted neighbourhood character guidelines for the area.

#### Clause 65 (Decision Guidelines):

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.

**RESPONSE TO SUBMISSIONS****1. Subdivision is contrary to neighbourhood character**

The two proposed lots each have an area of 380 square metres, a depth of 40 metres and a frontage of 9.5 metres. The design of the subdivision ensures that each lot has individual access to Bradman Boulevard, which is considered to respect the character of the neighbourhood. The configuration of the lots will integrate with the surrounding urban area, consistent with Neighbourhood Character objective (Standard C6) of Clause 56 of the Planning Scheme. It is noted that there is no neighbourhood character policy or adopted neighbourhood character guidelines for the area.

The applicant has provided a plan which demonstrates the ability for each of the lots to accord with the requirements of Clause 54, with respect to street setback, site coverage, side and rear setbacks and private open space.

It is noted that there are a variety of lot sizes in the area, with a two lot subdivision approved on the south-west corner of Bradman Boulevard and Alexandra Avenue (approximately 40 metres south-west of the subject site) and two multi-dwelling developments to the south of the site, on Alexandra Avenue and on Bradman Boulevard, both within 50 metres of the subject site. Lot sizes of these smaller lots range from 394 to 497 square metres in area.

**2. Property devaluation concerns**

Previous VCAT decisions have demonstrated that property devaluation concerns are not a valid planning consideration

**3. Inadequate Parking**

The configuration of the subdivision and the indicative floor plans provided demonstrate that adequate parking can be provided on site, with one car being accommodated in a single garage and another car in tandem.

**4. Safety and traffic concerns**

The subject land is already serviced by an existing crossover, with the subdivision proposing the construction of an additional crossover. The proposed two lot subdivision will not cause an unreasonable increase in traffic on Bradman Boulevard and Council's Infrastructure Department have expressed no objections to the proposal.

**5. Public consultation process**

The public notification process was undertaken by the applicant as per Council's instructions. An administrative error meant that one property owner was mistakenly not given notice. This was rectified by ensuring that the property owner was directly sent a letter and the public consultation period was also extended by a further 14 days. Furthermore, the application was placed on Council's website for viewing online during the public notification period.



A character was omitted from the Latrobe City email address when the Public Notice was generated, which was a typographical error which occurred within Council's administrative process, and appears to be an isolated occurrence. An error message would be received if an email was sent to the incorrectly provided email address. Furthermore, five of the six original objections were received via email and Council's correct mailing address and website address were provided on the Public Notice, thereby ensuring that the process of public notification was satisfactorily undertaken.

### **RISK IMPLICATIONS**

Risk has been considered and it is consistent with the Council's Risk Management framework. There is no known risk associated with the approval of this proposal.

### **FINANCIAL RESOURCES IMPLICATIONS**

If Council's decision is appealed at the Victorian Civil and Administrative Tribunal (VCAT) there will be associated cost and staff time required.

### **OPTIONS**

Council has the following options in regard to this application:

1. Issue a Notice of Decision to grant a Planning Permit subject to necessary conditions; or
2. Refuse to Grant a Planning Permit

Council's decision must be based on planning grounds, having regard to the relevant provisions of the Latrobe Planning Scheme.

### **CONCLUSION**

In conclusion, it is recommended that Council issues a notice of decision to grant a planning permit for the subdivision of land into two lots at 54 Bradman Boulevard, Traralgon (Lot 2 PS 635554) on the following grounds:

- The proposal is consistent with the State and Local Policy Frameworks and General Residential Zone of the Latrobe Planning Scheme as the subdivision will contribute to the range of lot sizes in an area that has good access to facilities and services.
- The proposal is consistent with the objectives and standards of the Clause 56, and more particularly, the configuration of the lots will integrate with the surrounding urban area, consistent with the Neighbourhood Character Objective (Standard C6) of Clause 56.
- The applicant has sufficiently demonstrated that each of the lots can accord with the requirements of Clause 54, with respect to street setback, site coverage, side and rear setbacks and private open space.
- The proposal is consistent with Clause 65 (Decision Guidelines) of the Scheme.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

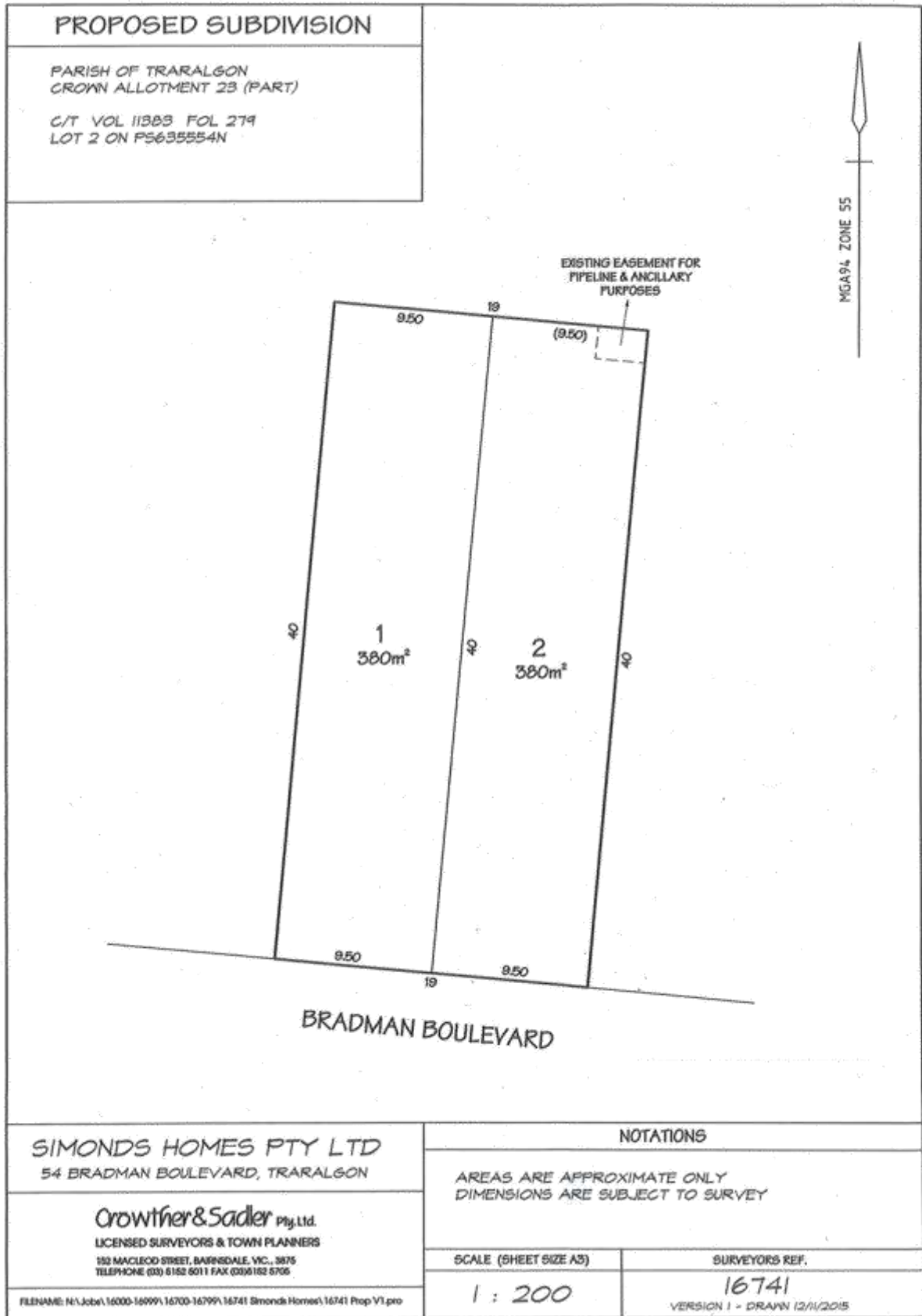
**Attachments**

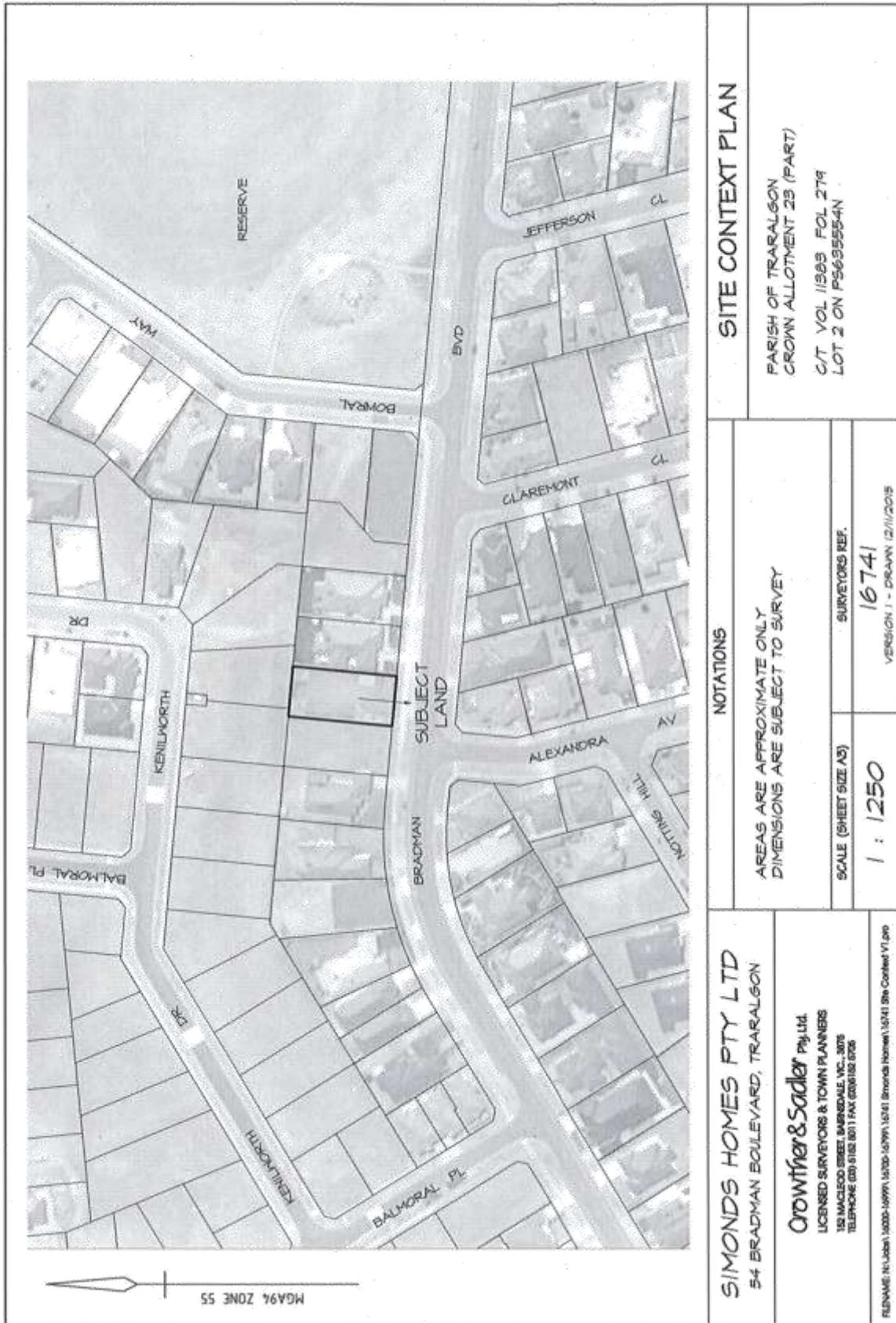
1. Proposed Subdivision Plan
2. Site and Context Plan
3. Indicative Dwelling Layout Plans
4. Objector's Submissions (Published Separately) (Confidential)

## **14.1**

### **Planning Application 2015/245- Subdivision of land into two (2) lots within the General Residential Zone at 54 Bradman Boulevard, Traralgon.**

<b>1</b>	<b>Proposed Subdivision Plan .....</b>	<b>121</b>
<b>2</b>	<b>Site and Context Plan.....</b>	<b>123</b>
<b>3</b>	<b>Indicative Dwelling Layout Plans .....</b>	<b>125</b>



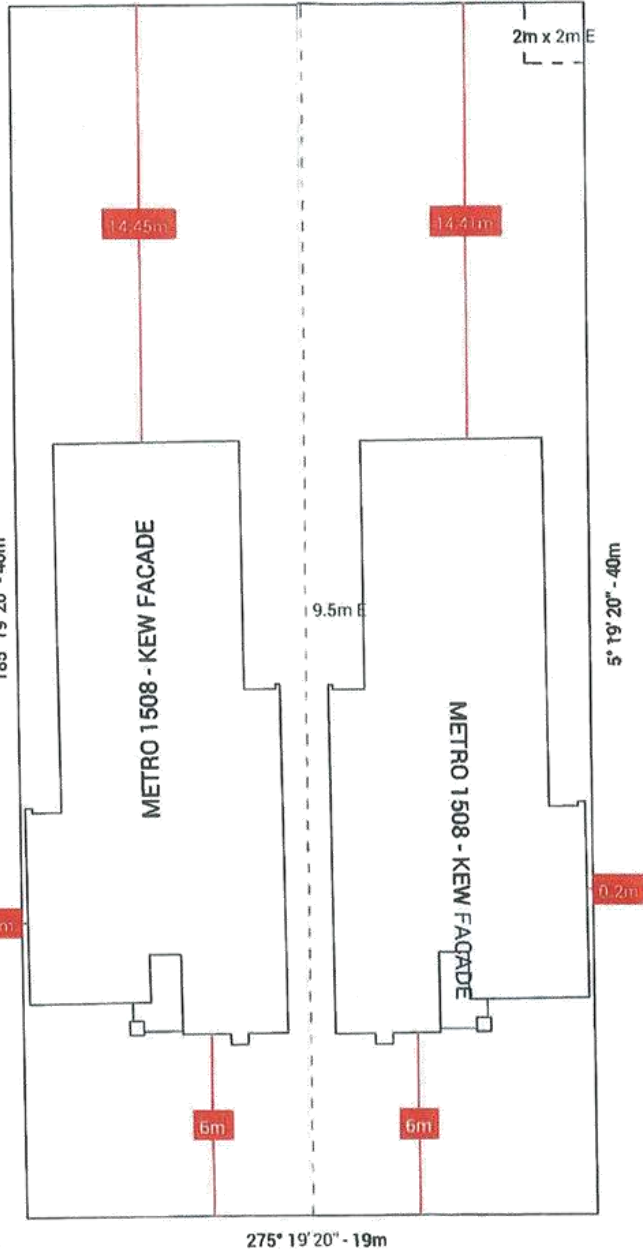


<p><b>SIMONDS HOMES PTY LTD</b> 54 BRADMAN BOULEVARD, TRARALGON</p> <p><b>Crowtifer &amp; Sadler Pty Ltd</b> LICENSED SURVEYORS &amp; TOWN PLANNERS 152 MACLEOD STREET, BARRINDALE, VIC. 3678 TELEPHONE (03) 5152 2011 FAX (03) 5152 8705</p> <p><small>FILENAME: N:\urban\15035-16999\1525-16796\15241 Simonds Homes\15241 Site Context V1.dwg</small></p>		<p><b>NOTATIONS</b></p> <p>AREAS ARE APPROXIMATE ONLY DIMENSIONS ARE SUBJECT TO SURVEY</p>		<p><b>SITE CONTEXT PLAN</b></p> <p>PARISH OF TRARALGON CROWN ALLOTMENT 23 (PART) C/T VOL 1/585 FOL 274 LOT 2 ON PS635554N</p>	
		<p>SCALE (SHEET SIZE A3) <b>1 : 1250</b></p>	<p>SURVEYORS REF. <b>16741</b></p> <p>VERSION 1 - DRAWN 12/11/2015</p>		



Client Name: Simonds Homes  
 Client Address: 2, Bradman Blvd, Traralgon 3844  
 House & Facade: METRO 1508 - KEW FACADE  
 Option(s):  
 Modifications:

Date \_\_\_\_\_ Signature 1 \_\_\_\_\_ Signature 2 \_\_\_\_\_



Scale 1:200

**Siting Checklist**

1. Vehicle Crossing Location
2. Site Fall - 0m
3. North Point
4. Setback Dimensions
5. Future Garage/Pool Locations
6. Street Names When Corner Site
7. Buildings on Site
8. Setback Adjoining Properties

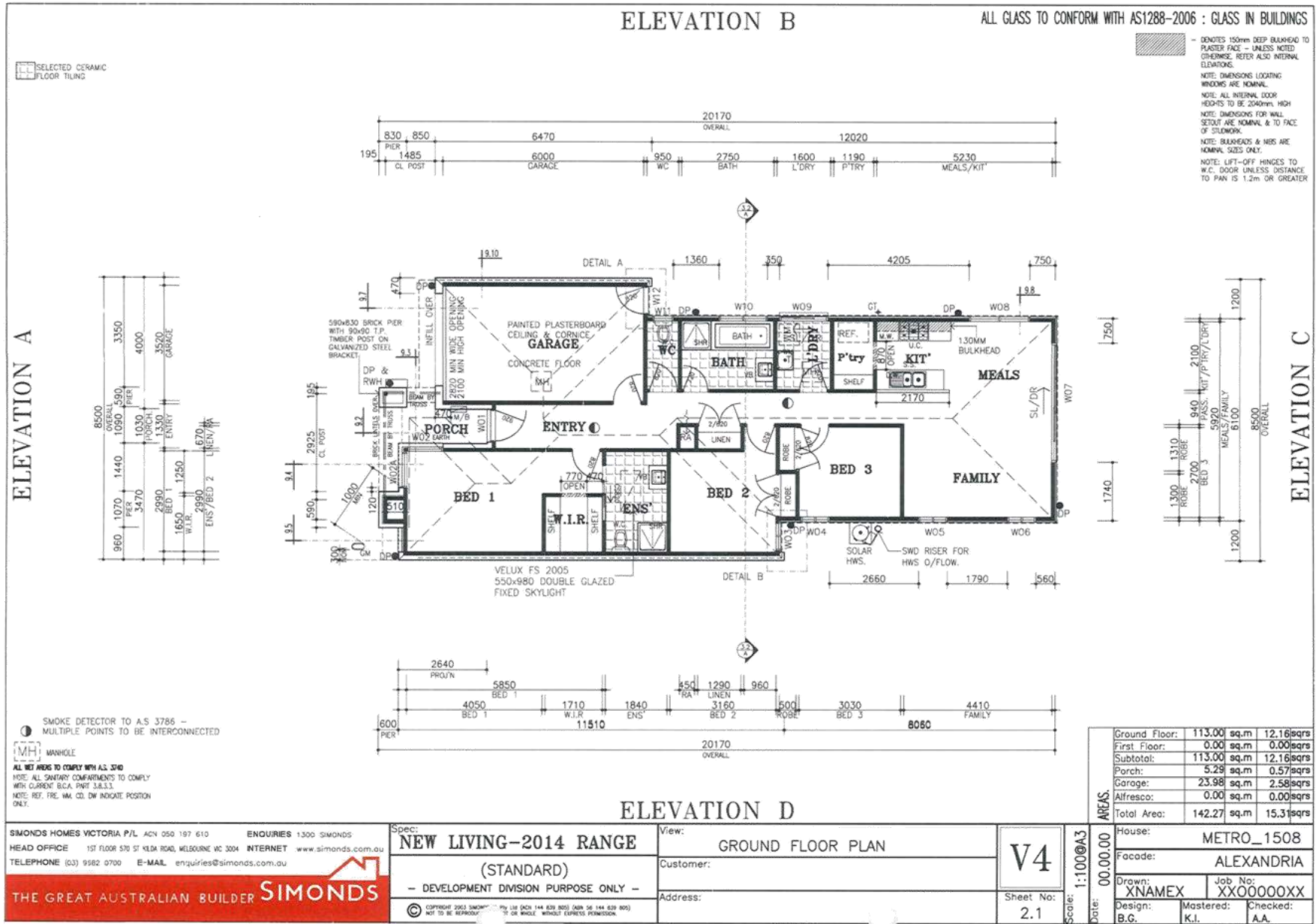
**Site Coverage**

Ground Floor	0.00
Garage	0.00
Alfresco	0.00
Porch	0.00
Option	0.00
Ext/Red	0.00

Total House m <sup>2</sup>	0.00
Lot Area m <sup>2</sup>	760.00
<b>Total Coverage</b>	<b>0.00%</b>

**Note: Siting is subject to ResCode requirements**  
 Siting prepared by STEVE MCMENAMIN and generated by Landconnect Footprints  
 Simonds Homes Pty Ltd. ACN 35 050 197 610. Builders Registration No. D.B U5403  
[www.simonds.com.au](http://www.simonds.com.au)





**14.2 CONSIDERATION OF SUBMISSIONS FOR AMENDMENT C90****General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is for Council to consider all written submissions received in response to proposed Amendment C90 and to seek Council approval to progress the amendment to the next stage.

**EXECUTIVE SUMMARY**

Amendment C90 proposes to rezone land located at Glendonald Road, Churchill from Rural Living Zone 4 (RLZ4) to Low Density Residential Zone (LDRZ) and applies a modified Development Plan Overlay (DPO8). The DPO8 sets out the requirements for a development plan which must be prepared before the land can be developed.

The land is located on the south side of Glendonald Road in Churchill and sits on the southern fringe of the Churchill Township. The land has established rural living housing development on the east and west of the site, conventional density residential housing to the north and farming land to the south. A site plan showing the surrounding development pattern is provided at Attachment 1.

The amendment was exhibited from the 5 November 2015 to the 18 December 2015 (six weeks). As a result of the public exhibition, a total of 16 submissions were received; eight (8) submissions supported the amendment and eight (8) objected. Five (5) of the submissions were from referral agencies, and eleven (11) submissions from local residents. A confidential submitter map showing the location of the submitters can be found at Attachment 2 and a summary of the submissions can be found at Attachment 3. A full copy of submissions can be found in Attachment 4.

Given that there are submissions that are unresolved, Council must request that the Minister for Planning establish a planning panel to progress the Amendment C90 to the next stage.

**RECOMMENDATION****That Council:**

- 1. Having considered all written submissions received to Amendment C90 requests that the Minister for Planning establish a planning panel to consider submissions and prepare a report.**
- 2. Advises those persons who made written submissions to Amendment C90 of Council's decision.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment (City Planning)*

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

Latrobe City is a vibrant and diverse community. Council is ensuring that the changing needs and aspirations of our diverse community are met by providing facilities, services and opportunities that promote an inclusive and connected community.

*Latrobe City Council Plan 2013 - 2017*

*Theme 5: Planning for the future*

*To provide a well-planned, connected and liveable community.*

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

*Strategic Direction – Planning for the future*

Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.

Plan and coordinate the provision of key services and essential infrastructure to support new growth and developments.

*Legislation*

The provisions of the Latrobe Planning Scheme and the following legislation apply to this amendment:

- *Local Government Act 1989.*
- *Planning and Environment Act 1987.*
- *Transport Integration Act 2010.*

The proposed amendment is consistent with the Latrobe Planning Scheme and the applicable legislation.

**BACKGROUND**

An application to amend the Latrobe Planning Scheme was received on 7 August 2014, by Hansen Partnership Pty Ltd acting on behalf of Junction Road Partnership. Following receipt of the application, it was determined that further work was required by the applicant prior to resubmission on 19 January 2015.

The subject land is located at Glendonald Road, Churchill. The land is located immediately to the south of the Churchill town boundary. The subject land is 1.6km from the Hazelwood Village Shopping Centre, and a mix of residential and rural living allotments abut the land.

The northern boundary of the subject land directly fronts Glendonald Road. Twenty conventional residential allotments (General Residential Zone), ranging from 570m<sup>2</sup> to 700m<sup>2</sup> are located immediately opposite this frontage.

To the east and west of the subject land, the allotments are zoned Rural Living 3 (RLZ3) and range from 0.15 to 4.8 hectares with 24 of these allotments interfacing with the subject land. Greater lot density exists in the north-east, where the lot sizes are more representative of Low Density Residential (LDRZ) subdivision outcomes.

Land adjoining to the south of the subject site is zoned Rural Living (RLZ3), where a current Planning Permit has been issued for Stage 1 of the subdivision of the land (13 allotments), with Stage 2 to follow in the short to medium term. Titles have yet to be issued for these 13 lots. These lots are consistent with the lot size allowed under the RLZ3.

The proposal requests permission to rezone the subject land from RLZ4 to LDRZ and to introduce the DPO8 to the land.

The proposed rezoning of land affects the following allotments:

- Title Plan 770344F - formerly Crown Allotment 39 Section A Parish of Hazelwood Vol 11056 Fol 808,809, 810.
- Title Plan 792113C – formerly Crown Allotment 39C Section A Parish of Hazelwood Vol 11056 Folio 805, 806, 807.

Currently there is only one parcel of LDRZ land in Churchill which is in Federation University ownership. This land is approximately 30 hectares in size with a potential approximate lot yield of 68 lots once infrastructure and open space requirements have been considered. However there are no current plans for this site to be developed for residential purposes in the short term.

The application for rezoning presents Council with the opportunity to increase the variety of future residential land available in Churchill, in particular, the provision of 'market ready' LDRZ land. Additionally, the proposed rezoning is considered to provide the opportunity to offset the anticipated intensification of development within areas of existing Low Density Residential land in Traralgon.

If the rezoning were to be approved, the subject site has the capacity to have a total lot yield of 92 allotments where reticulated sewerage was not made available (minimum lot size 0.4 hectare). A possible 185 lots could be achieved if reticulated sewerage was to be made available (minimum lot size 0.2 hectare). It is acknowledged that the development of the land for housing at 0.4 hectare per lot is likely to reduce opportunities for the further intensification of development on the land should sewer be made available in the future.

The amendment was formally exhibited on the 5 November 2015 to 18 December 2015 (six weeks). During this period a total of sixteen (16) submissions were received with a total of eight (8) in support and eight (8) in objection. A summary of matters raised by each submission and the Council Officer response is provided at Attachment 3 for consideration by Council.

During the formal exhibition period a community information session was held on the 8 December 2015 at the Churchill Hub, where 13 local residents attended. A fact sheet to help inform landowners of the amendment was also made available during the process. The fact sheet can be found in Attachment 5.

#### **Statutory Requirements**

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 C90 is consistent with the requirements of Section 12 of the Act and the Department of Planning and Community Development (DPCD) publication *Strategic Assessment Guidelines for Planning Scheme Amendments*.

The proposal is consistent with the State Planning Policy Framework and the Municipal Strategic Statement (MSS) This is explained in the attached Explanatory Report, (see Attachment 6).

At the Ordinary Council meeting on 27 July 2015, Council resolved to seek the Minister for Planning's Authorisation to prepare and exhibit the proposed Amendment C90.

The Minister for Planning in accordance with Sections 8A(3) of the *Planning and Environment Act, 1987*, authorised Council to prepare the proposed Amendment C90 on 16 September 2015.

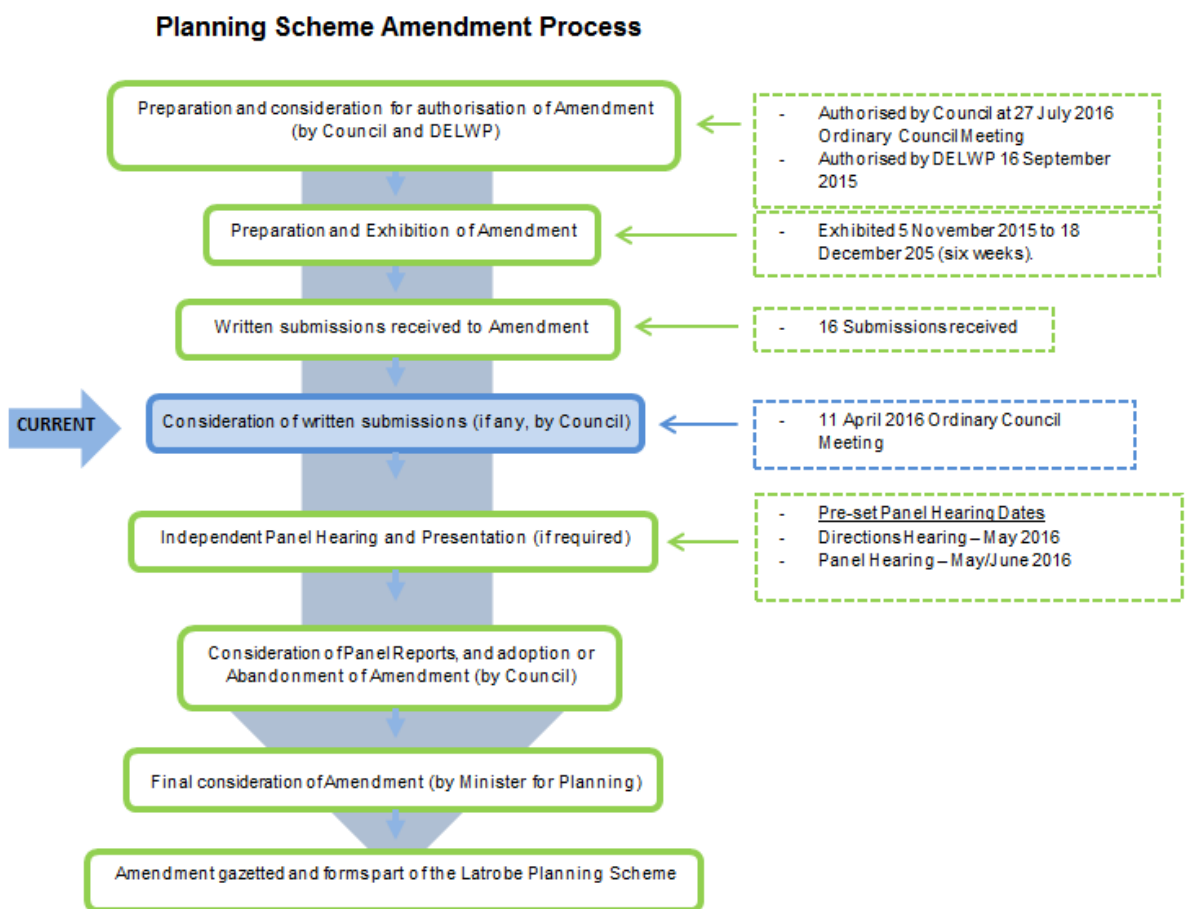
**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

Amendment C90 was placed on public exhibition during the period 5 November 2015 to 18 December 2015 (six weeks).

Sections 22 and 23 of the Act require that Council consider all submissions and where a submission requests a change that can't be satisfied, request the Minister for Planning to establish a planning panel.

The recommendations of this Council Report are in accordance with Sections 22 and 23 of the Act.

The current stage of Amendment C90 process is shown in the figure below.



**INTERNAL/EXTERNAL CONSULTATION**

The amendment was subject to the prescribed process in accordance with the public notice and consultation requirements of Section 19 of the Act. Amendment C90 was placed on public exhibition during the period 5 November 2015 to 18 December 2015 (six weeks).

Exhibition notification 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. One-on-one information sessions



## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

were also held in Churchill on 8 December 2015 where 13 local residents attended the information session.

### Public Submissions

Following public exhibition of Amendment C90, a total of 16 written submissions were received by Latrobe City Council as outlined in the below table.

Amendment C90 Submissions	
Support/Do Not Object	8
Object	8
<b>Total Submissions</b>	<b>16</b>

### KEY POINTS/ISSUES

A number of issues were raised by submissions (A full copy of all submissions is provided in confidential Attachment 4).

Attachment 3 provides a summary of each submission along with a council officer response. Key themes which have emerged from the submissions are summarised below.

#### Secondary Road Access Points

A concern raised by submissions referred to the siting of potential secondary road access points for future subdivisions. At this time there is no formal subdivision or development plan being considered as part of this process. When a development plan is considered, issues of traffic and the location of local roads will be addressed. At this time the proponent has agreed to limit access to Riga Court as part of a future development. However, at this point in time there are no mechanisms in place to ensure this does occur.

As a result of both VicRoads comments and the concerns of some residents, the issues of vehicle access to Riga Court will be addressed at the time that a Development Plan is considered for the area. An indicative plan has been submitted as part of the proposal to show where access points could be located. However the indicative plan will not be endorsed or hold any 'statutory' weight as part of the C90 planning scheme amendment process.

#### Rural Amenity

Concerns were raised by the submitters regarding the amenity of the area and how this will be affected as a result of the proposed rezoning and subsequent development of new housing on the site. A previous planning permit was issued that allowed for a total of 37 allotments on both the current subject site and an adjoining Rural Living Zone site. The proposed rezoning would enable the immediate development of 92 lots, which may increase should reticulated sewer be provided to the land in the future. The DPO8 requires Council to consult and consider the views of neighbouring landowners. This will allow landowners to be further engaged once lot layouts and road configurations have been considered by the proponent and to provide further input in the process.

### Infrastructure

#### *Sewerage*

A number of submissions requested that the land be connected to reticulated sewerage for environmental and public health reasons due to concerns with the potential wastewater runoff to neighbouring properties. Gippsland Water has indicated that they do not object to the proposal to not connect reticulated sewerage. Gippsland Water stated in their submission that the land is outside the sewerage district and therefore sewer services will not be available due to the large amount of land endorsed for residential development to the east of the subject site which will take up all of the spare capacity of the current sewer system.

As a result of the land not being connected to reticulated sewerage, Council will be required to ensure all lots created as part of the C90 Glendonald Road development will comply with the relevant septic tank code of practice and carry out any required monitoring and compliance actions. This will include relevant consideration of any complaints resulting from odour from residential septic tanks.

#### *Drainage*

Drainage and stormwater issues already exist for certain residents in this area. There are concerns that development of the C90 site could exacerbate this issue and result in increased stormwater discharge onto neighbouring properties. It is noted that any future development of the land will be required to not increase stormwater discharge from the land.

#### *Traffic*

A number of submissions raised concerns regarding the capacity of current road networks to accommodate an increase in traffic movements. Particular issues were raised regarding Riga Court and Glendonald Road. The amended DPO8 has been modified to require consideration and mitigation of potential negative impacts resulting from increased traffic movements.

### Next Step

Many of the submitters raise issues that will be considered as part of preparation of a future development plan. While these issues are important, they are not required to be resolved in detail as part of the C90 planning scheme amendment rezoning process. Following Council's formal consideration of the submissions received and where the matters raised by submissions cannot be resolved, Council is required to request an independent planning panel to be appointed to consider the submissions and prepare a Council report.

### **RISK IMPLICATIONS**

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

**FINANCIAL AND RESOURCES IMPLICATIONS**

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2012*. 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.

Statutory fees associated with this proposed amendment will be met by the proponent.

**OPTIONS**

The options available to Council are as follows:

1. That Council, after considering all written submissions received to Amendment C90, resolves to request the Minister for Planning to establish a planning panel to consider submissions and prepare a report.
2. That Council, after considering all written submissions received to Amendment C90 resolves to abandon the exhibited planning scheme amendment C90 and inform the Minister for Planning.

The recommendation to Council is to support option 1.

**CONCLUSION**

The proposed Amendment, if approved will provide more Low Density Residential Zone in Churchill, which is expected to result in more diverse housing choices. However at this point in time there remain a number of outstanding submissions that will need to be considered by an independent planning panel.

Given that submissions are unresolved, Council must request the Minister for Planning establish a planning panel to progress the Amendment C90 to the next stage.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Site Plan
2. Submitter map (Published Separately) (Confidential)
3. Summary of Submissions
4. Full copy of Submissions (Published Separately) (Confidential)
5. C90 Fact Sheet
6. Explanatory Report

## **14.2**

### **Consideration of submissions for Amendment C90**

<b>1</b>	<b>Site Plan .....</b>	<b>137</b>
<b>3</b>	<b>Summary of Submissions.....</b>	<b>139</b>
<b>5</b>	<b>C90 Fact Sheet.....</b>	<b>153</b>
<b>6</b>	<b>Explanatory Report.....</b>	<b>157</b>



Site Plan—Amendment C90—Glendonald Road, Churchill



Subject site ▬

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
<b>Submissions from Referrals</b>					
1	West Gippsland Catchment Management Authority (WGCMA)	Support	Satisfied that the buffer/setback requirements of 30m from a designated waterway can be met and dealt with under the DPO8 which will be applied to the site as part of this process.	All setback requirements under the <i>Water Act 1989</i> will be considered at the Development Plan stage where the WGCMA will be provided with the opportunity to comment again.	No
2	Department of Environment, Land, Water and Planning (DELWP)	Conditional support	Supports the amendment however offered comments and recommended modifications to the DPO8 for Council's consideration to strengthen ecological, landscape and waterway protection.	Changes have been made to the DPO8 to reflect the majority of requested changes. These changes were later confirmed and agreed at a meeting with DELWP.	Yes
3	APA Group	Support	No existing gas reticulation is available for the subject site. During subdivision stage APA Group will consider whether future gas reticulation is viable for the site and if so, the developer may be required to provide a contribution for associated gas installation works.	Noted.	No
4	VicRoads	Conditional support	Supports the amendment, however recommends modifications to the DPO8 to ensure traffic impacts will be assessed appropriately and traffic improvement works are completed as is necessary.	Changes have been made to the DPO8 to address the concerns of VicRoads through strengthening the requirements of the traffic impact assessment. Council must be	Yes



Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
				cautious to not transform the DPO8 as it applies to another site in the municipality which is currently under assessment.	
5	Gippsland Water	Support	<p>The subject land is outside of the reticulated sewerage district. The area identified as 'area 7' on the Churchill Structure Plan (located to the east of the subject site) will utilise the remaining capacity of the township's sewer system.</p> <p>Provision of reticulated sewer infrastructure to the subject land will therefore require significant investment to expand.</p>	<p>Noted.</p> <p>The Low Density Residential Zone allows for subdivision regardless of access to reticulated sewer. A land capability assessment will be required to inform the lot size and layout to ensure domestic wastewater is contained within each lot, as is required by relevant regulations. ...</p>	No
<b>Public Submissions</b>					
6	Rob de Souza-Daw	Support	As a historian of the Churchill area, the submitter requests to be kept informed during the road naming process.	Noted. Submitter details have been forwarded to the developer for future reference.	No
7	Derek Witte	Support	The submitter would like their land included with this rezoning from RLZ3 to LDRZ.	Submission was forwarded to the developer for consideration however all strategic justification for the amendment was done for the subject site and no work has been undertaken to justify including the submitter's property in this amendment.	No
8	Carol and Jeff Kemp	Conditional Support	Submission states that it is not 'against' the amendment or subsequent development, however requests appropriate consideration be given to planning to ensure continued quality of life that is currently enjoyed.	Noted. The Development Plan process will require detailed plans and reports for the site to ensure the proposal is appropriate.	No

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
			<p><i>Sewerage and Drainage</i> Three natural water courses drain onto the property and has required the landowner to install extensive stormwater run offs due to the amount of water which comes onto the property. One section of the subject land is 2m higher than the ground level of this property, therefore the landowner has concerns that any septic overflow will come onto this property potentially resulting in residue and odour. Strongly recommend that waste is accommodated via reticulated sewerage.</p> <p><i>Traffic</i> Surrounding roads will not be able to adequately sustain increased traffic numbers, as there are currently bottlenecks at the intersection of Glendonald Road and Monash Way. Residents in Riga Court have also requested upgrades which have not occurred. Roberts Road is a single lane local access street that was not designed to cope with through traffic on a regular basis. This issue is considered of major concern of surrounding land owners with any proposed amendment or development.</p>	<p><i>Sewerage and Drainage</i> A preliminary Land Capability Assessment has been provided with the application. It has indicated the land could accommodate the proposal. A more detailed Land Capability Assessment will be required at the Development Plan stage. Should any odour issues occur the submitter is encouraged to contact Council's Environmental Health department who monitor and enforce the Code of Practice for Septic Tanks.</p> <p><i>Traffic</i> As part of the Development Plan process, the developer will be required to undertake a more detailed Traffic Impact Assessment for the area. This will then inform any mitigation works required for the development, including the identification of necessary upgrades to surrounding road networks. . Council's traffic engineer and VicRoads will review all traffic reports and will ensure proposed roads meet all necessary standards and requirements.</p>	

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
			<p><i>Infrastructure</i> Certain infrastructure services for the subject site, are located on the eastern side of this property and will require earthworks. This needs to be addressed so that there can be adequate preparation in the event that this should occur.</p>	<p><i>Infrastructure</i> Preliminary infrastructure reports indicate that land can support LDRZ development. An infrastructure and service report was provided in support of the proposed amendment, which indicate that the land could accommodate low density residential development . A more detailed report regarding traffic and infrastructure will be provided at the Development Plan stage once lot configuration and layouts are confirmed.</p>	
9	Gary Cleland	Object	<p><i>Infrastructure</i> Identifies concerns regarding the relocation of spoon drains, power poles and sewerage. Highlights the need for domestic waste water to be appropriately considered. Concerns that the existing infrastructure will not be able to accommodate 1 acre blocks in the area.</p> <p><i>Riga Court</i> Submission identified concerns regarding access and safety of a proposed road connection to the existing Riga Court.</p>	<p><i>Infrastructure</i> An infrastructure and service report was provided in support of the proposed amendment; which indicate that the land could accommodate r low density residential development . A more detailed report regarding traffic and infrastructure will be provided at the Development Plan stage.</p> <p><i>Riga Court</i> The proponent has considered the viability of Riga Court and has determined to remove this access</p>	No

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
			<p>In particular, the submission highlights existing safety concerns with access and egress at the intersection of Riga Court and Monash Way. with multiple cars. C90 would exacerbate this. The road would require widening if additional traffic were to utilise it. This would mean impacting on the current residence due to the current configuration of the land.</p> <p><i>Amenity</i> Submission raises concerns regarding the changed development pattern enabled by the proposed rezoning of the subject land and the associated impacts future development will have to their rural lifestyle and associated amenity expectations. The submission also raises concerns regarding the opportunity= for land to the west of the subject site to also apply for subdivision.</p>	<p>from the future development proposal.</p> <p><i>Amenity</i> The subject site is currently located within the RLZ – Schedule 3, which enables further subdivision and development. The proposed rezoning to LDRZ will increase the subdivision and development potential of the subject land. The Development Plan process will allow for further consultation with at which time the location of lots, road layout and associated amenity concerns may be mitigated</p> <p>The opportunity for the further subdivision and development of land to the west would be subject to a planning scheme amendment process.</p>	

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
10	Bernard Van Rossum	Object	<p><i>Orderly Planning</i> The proposed amendment from RLZ to LDRZ is not considered to be compatible with surrounding land uses and zoning, will adversely affect the existing amenity and is not consistent with the surrounding area.</p> <p>More specifically, the submission raises concerns regarding the orderly transition from residential zones to rural zones (especially in non-growth corridors).</p> <p>Where a shortage of LDRZ land in Churchill and the greater Latrobe City is identified, the submission requests that a broader strategic approach be taken identifying alternate locations to be considered for rezoning to LDRZ and RLZ.</p> <p><i>Infrastructure</i> The Planning Scheme should consider the need for additional infrastructure in particular Monash Way, Northways Road and Philip Parade due to developments south of Glendonald Road and east of Monash Way. Supports the opportunity for</p>	<p><i>Orderly Planning</i> The proposed rezoning is considered to be consistent with the surrounding development pattern, which comprises a range of lots sizes. (See Attachment 1 – site plan).</p> <p>The LDRZ is considered to be a logical zone to transition from residential development to the north and rural living development adjacent to the subject site; while enabling the creation of additional lots for housing within relatively close proximity to the Churchill Activity Centre.</p> <p>The land supply analysis supplied with the rezoning application indicates this site will provide adequate LDRZ supply for Latrobe City.</p> <p><i>Infrastructure</i> An infrastructure and service report was provided in support of the proposed amendment which indicated that the land could accommodate a low density</p>	No

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
			<p>Churchill to develop and grow however should be done in a way which allows Churchill to grow as an attractive and complementary township.</p> <p><i>Amenity</i> The proposal will adversely affect the rural amenity of the surrounding properties and does not consider the interface with the existing residential area or improve the amenity of the township.</p> <p>Requests a formulation of a proper zoning amendment that solidifies the south eastern border of Churchill township which creates an orderly and attractive interface with the rural community.</p>	<p>residential zone. A more detailed report regarding traffic and infrastructure will be provided at the Development Plan stage once lot configuration and layouts are confirmed.</p> <p><i>Amenity</i> The amendment seeks to put in place the DPO8 to help ensure the land is developed in an appropriate way. At the development plan stage, lot configuration and layout will be addressed along with a range of other considerations such as interfaces with neighbouring land.</p> <p>Latrobe City Council are currently undertaking a Rural Land Use Strategy which will help identify issues such as locations of future RLZ land.</p>	
11	Chris Kypriotis	Object	<p><i>Riga Court</i> Proposed secondary access points are considered to be inadequate. Access onto Riga Court from Monash Way is dangerous due to cars having to stop on a 100km</p>	<p><i>Riga Court</i> The proponent has considered the viability of Riga Court and has determined to remove this access from the future development</p>	No



Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
			<p>highway when turning into the court. Stormwater drainage of Riga Court would require upgrading if the road was widened and lights would need to be re-positioned.</p> <p><i>Amenity</i> Rezoning to LDRZ would mean long term residents of Riga Court will not be able to keep livestock. Brought property knowing that 5-10 acre lots were a possibility in the future, rezoning conflicts with the rural character and is inconsistent with orderly and proper town planning.</p> <p><i>Infrastructure</i> Small lots would place additional strain on surrounding infrastructure (roads and access to reticulated sewerage) designed for rural areas.</p>	<p>proposal. This will be reflected on any future on any future Development Plan for the site.</p> <p><i>Amenity</i> The zoning of nearby or surrounding land will not change as a result of Amendment C90. Any rights for animals keeping will be in accordance with the current zoning of the land. The land is an infill site adjacent to a General Residential area. Therefore this amendment allows for greater progression to larger (RLZ) lots further to the south.</p> <p><i>Infrastructure</i> An infrastructure and service report was provided as part of the amendment documents which indicated that the land could accommodate being zoned for low density residential zone. A more detailed report regarding traffic and infrastructure will be provided at the Development Plan stage once lot configuration and layouts are confirmed.</p>	

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
12	Bill Van Sambeek	Object	<p><i>Riga Court</i> Concerns over Riga Court being used as a secondary access point and increased traffic. Riga court is not designed to accommodate increased traffic and is essentially a single vehicle roadway. The quaintness of Riga Court was part of the appeal to living in the area.</p>	<p><i>Riga Court</i> The proponent has considered the viability of Riga Court and has determined to remove this access from the future development proposal. This will be reflected on any future on any future Development Plan for the site.</p>	No
13	Charles Uber	Object	<p><i>Traffic</i> The current road network is unable to cope with the proposed rezoning based on traffic widths, speeds and movements. Due to the speed along Glendonald Road, traffic control measures were recommended in the future.</p> <p>There have been no provisions for pedestrian traffic from the development or bus stop to service the area.</p>	<p><i>Traffic</i> As part of the Development Plan process, the developer will be required to undertake a more detailed Traffic Impact Assessment for the area. This will then inform any mitigation works required for the development, including but not limited to, speed control measures.</p> <p>The Development Plan requires the developer to provide details on accessible and integrated walking and cycling networks for the subject site.</p>	No
14	Mary Macalister	Object	<p><i>Amenity</i> Raises concerns that the increase in dwellings will lead to an increase in the number of dog attacks on livestock. Landowners undertakes burn offs for bushfire protection on the property and is concerned that</p>	<p><i>Amenity</i> Dog attacks fall under the Local Laws jurisdiction and are not a planning consideration. The existing uses allowed on the submitters land will continue to be</p>	No

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
			<p>with future residents in the area, that burn offs may become a problem. Potential if the dam is filled in for an increase in snakes.</p> <p><i>Traffic</i> Concerns a potential road could be constructed at the rear of the property. This could impose noise and dust onto the submitters property which would affect the way the land is used for training working dogs. Concerns over how many access points there will be and where these will be located.</p> <p><i>Infrastructure</i> This proposal should be included in Gippsland Water's business plan and should be connected to reticulated sewerage. Could there be an environmental risk if all lots have septic and an environmental hazard such as an earthquake occurred and is there a risk the septic could end up on this property. With the dams filled in and the location of drainage for the subject site, will stormwater drainage be exacerbated in the area.</p>	<p>allowed as no rezoning is proposed beyond the subject site.</p> <p><i>Traffic</i> A more detailed report regarding traffic and infrastructure will be provided at the Development Plan stage once lot configuration and layouts are confirmed. This will include any location of roads and access points.</p> <p><i>Infrastructure</i> Gippsland Water has agreed that the proposal is appropriate. A preliminary Land Capability Assessment indicated the land can accommodate the proposal; however a more detailed Land Capability Assessment will be submitted at the Development Plan stage. Community members will have the opportunity to review the draft Development Plan and provide comment.</p> <p>The Development Plan Overlay states conditions for future</p>	

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
				subdivision permits which state that all storm water must be retained and treated on site (or within a central integrated stormwater treatment system) so that there is no adverse drainage or stormwater quality impacts on adjoining properties.	
15	David and Elizabeth Thompson	Object	<p><i>Traffic</i> Glendonald Road is considered not wide enough to handle the additional traffic which would be generated. Increase in development in the area has caused the road to become more dangerous with a vehicles damaged as a result of the narrow road.</p> <p>Concerns the current width of Glendonald Road does not allow for emergency vehicles to pass with ease, or larger vehicles. Concerns that emergency vehicle requirements cannot be met.</p> <p>The need for multiple access/alternative routes in case of an emergency for the new estate in case of a bushfire.</p>	<p><i>Traffic</i> A more detailed report regarding traffic and infrastructure will be provided at the Development Plan stage once lot configuration and layouts are confirmed. This will include any location of roads and access points.</p> <p>VicRoads and Council standards and requirements ensure emergency vehicle access. The CFA were notified of the proposal and no submission was received. The CFA will be provided with additional opportunity to review the Development Plan when it is received.</p>	No

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
16	Laurie and Wendy Howell	Object	<p><i>Riga Court</i> The current design of Riga Court onto Monash Way is unsafe and hazardous due to the narrowness and only allows for a single vehicle traveling in any one direction. Waste trucks will not enter Riga court due to these constraints. The condition of Riga Court is in poor condition and requires upgrades and a previously approved subdivision for the subject site was determined not to be able to accommodate traffic.</p> <p><i>Orderly Planning</i> The proposal is not consistent with surrounding land use. The subject site is surrounded by RLZ3 properties which are used for hobby farming and rural living and therefore changing the schedule to a RLZ3 would be more appropriate. A more strategic view of the area is required. Already land available in Churchill which has not sold.</p> <p><i>Infrastructure</i> Has infrastructure upgrades been considered for the proposed development.</p>	<p><i>Riga Court</i> The proponent has considered the viability of Riga Court and has determined to remove this access from the future development proposal. This will be reflected on any future Development Plan for the site.</p> <p><i>Orderly Planning</i> The proposed rezoning is considered to be consistent with the surrounding development pattern, which comprises a range of lots sizes (See Attachment 1 – site plan). The LDRZ is considered to be a logical zone to transition from residential development to the north and rural living development adjacent to the subject site; while enabling the creation of additional lots for housing within relatively close proximity to the Churchill Activity Centre.</p> <p><i>Infrastructure</i> Preliminary infrastructure reports indicate that land can support LDRZ</p>	No

Sub no.	Name	Support/Object	Submission summary	Planning Comment	Changes to the amendment Y/N
			<p>Drainage and septic concerns for the area. Septic sometimes smells on a 2 ½ acre bock.</p> <p><i>Amenity</i> Chose to live in Riga Court for the rural lifestyle. The proposal will affect the use of their land for raising animals, burn offs and the rural outlook they enjoy and as a result of this amendment they the lifestyle currently enjoyed by the owners will be affected.</p> <p><i>Rates</i> The submission asks for clarification as to whether the rates for the existing landowners be affected as a result of the subject site being developed.</p>	<p>development. An infrastructure and service report was provided as part of the amendment documents which indicate that the land could accommodate low density residential development. . A more detailed report regarding traffic and infrastructure will be provided at the Development Plan stage once lot configuration and layouts are confirmed.</p> <p><i>Amenity</i> The proposal will not change the zoning of the submitters land, therefore any existing uses will continue.</p> <p><i>Rates</i> Matters relating to property rates are usually not a matter that is given significant weight in planning scheme amendment proposals as various other factors, such as housing supply and demand, and individual property improvements can affect the rating of a property.</p>	





# C90 Glendonald Road, Churchill Planning Scheme Amendment – October 2015

## Frequently Asked Questions

### What does Amendment C90 do?

The Amendment seeks to rezone the land at Glendonald Road, Churchill (Map 1), from Rural Living Zone Schedule 4 to Low Density Residential Zone (LDRZ) and apply the Development Plan Overlay Schedule 8 (DPO8). As part of the amendment, DPO8 will have minor word changes to enable the DPO8 to be applied to all rural living and low density development areas, regardless of reticulated sewerage availability.



Map 1 – Subject Site

## What Amendment C90 does not do

Amendment C90 does not approve a subdivision layout or consider technical aspects of a subdivision such as storm water drainage, lot configuration or road layout. This will be a requirement of the DPO8 and will be considered at the development plan stage after the land is rezoned and the DPO is placed on the property. This process allows for Council to actively seek community input into the development plan proposed for the site.

## Why is C90 justified?

All amendments must have strategic justification as to why Council should support the amendment. It is considered there is a lack of low density residential land available for the market in Churchill, and the broader Latrobe City. This amendment proposes to address this shortage. The full strategic justification is found within the explanatory report that accompanies the amendment documentation.

## Infrastructure to support the rezoning

Amendment C90 proposes to rezone land to Low Density Residential Zone without provisions for reticulated sewerage. This means that for all new lots created as a result of future subdivision applications, each property will be required to treat all wastewater on site. A Land Capability Assessment (LCA) has been submitted with the rezoning application to show that wastewater for lots around 0.4 hectare in size will be able to be treated onsite, A more detailed LCA will be required once lot configuration has been ascertained.

The Amendment documentation also provides a traffic impact assessment report which provides a broad analysis of the site and surroundings and whether the increase in density will have an unreasonable impact on traffic in the area. The report indicated an increase in lots in the area can be accommodated however further analysis will be required at the Development Plan stage.

## How to view Amendment C90 and make a submission

A full copy of the amendment and associated documentation is available for public inspection, free of charge, during office hours at the Latrobe City Council Headquarters, Moe, Churchill and Traralgon Service Centres. The Amendment can also be viewed on Latrobe City Council's website at [www.latrobe.vic.gov.au/C90](http://www.latrobe.vic.gov.au/C90) or at the Department of Environment, Land, Water and Planning website at [www.delwp.vic.gov.au/publicinspection](http://www.delwp.vic.gov.au/publicinspection)

## Will I get further opportunity to comment?

Yes, once Council receive a Development Plan for the property we will actively seek community input through public exhibition. . It is at that stage, lot configuration, road layouts, stormwater management, and other details will be presented for consideration.

## Who to contact

Please contact Danielle Simpson, Strategic Planner on 5128 6196.

## Submissions

Any person can provide their comments on the amendment in writing.

**Submissions must be received by 5.00 pm on 18 December 2015.**

Please send your comments in writing to:

Danielle Simpson  
Strategic Planning Department  
PO Box 264 Morwell VIC 3840

Or via email at [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)

Your submission and the personal information submission is collected by Latrobe City Council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, Latrobe City Council will not be able to consider your submission.

Your submission will be available at all council offices for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.

We appreciate and value your contribution and look forward to receiving your input. Please note that in accordance with the *Planning and Environment Act 1987*, council must make available for inspection, a copy of any submissions made to Amendment C90.



*Planning and Environment Act 1987*

## LATROBE PLANNING SCHEME

### AMENDMENT C90

#### EXPLANATORY REPORT

#### Who is the planning authority?

This amendment has been prepared by Latrobe City Council, which is the planning authority for this amendment.

The amendment has been made at the request of Hansen Partnership Pty Ltd on behalf of Junction Road Partnership.

#### Land affected by the amendment

The amendment applies to land at Glendonald Road, Churchill (CA39 Section A - Volume 11518 Folio 444 & CA39C Section A (Title Plan 770344F) – Volume 11518 Folio 445)



Figure 1: Subject Site

Source: Nearmap

The subject site is located on the south side of Glendonald Road, Churchill approximately 1.6km from the Churchill town centre. The site is approximately 49 hectares with a frontage to Glendonald Road of approximately 485 metres and a depth of 1000 metres.

The site is predominately vacant with a number of small water bodies (farming dams) scattered around the site as well as a dilapidated farm shed at the southern edge of the property. The site is devoid of native vegetation and is covered by introduced grass species being reflective of its active farming use for livestock grazing. The site accommodates a generally undulating topography.

### **What the amendment does**

The amendment proposes the following changes within the Latrobe Planning Scheme to specifically apply to the subject site:

- Rezone the land from Rural Living Zone (RLZ4) to Low Density Residential Zone (LDRZ); and
- Introduce the Development Plan Overlay Schedule 8 (DPO8) which sets out the requirements for a development plan which must be prepared before the land can be developed.

### **Strategic assessment of the amendment**

#### **• Why is the amendment required?**

The amendment is required to provide Low Density Residential Zone (LDRZ) land in Churchill. The Gippsland Regional Growth Plan, together with Plan Melbourne, provides strategic land use plans for this region, in particular, promoting Latrobe City as a regional city with the capacity to absorb some of the expected growth of Melbourne. To prepare for this growth, the State Government is encouraging population growth in the main regional cities.

The *Latrobe City Council Residential and Rural Residential Land Assessment (2009)* identified that there is a low proportion of Low Density Residential Zone lots available for development in Churchill. The two LDRZ sites identified in the Assessment do not have LDRZ development certainty, i.e. one parcel has since been rezoned General Residential Zone while the other owned by Federation University has not provided guidance as to what their intentions with this site might be.

Vacant LDRZ stock in Latrobe City is estimated at 41 vacant lots across the municipality. While it is acknowledged that some lots have additional subdivision potential, as all land is in private ownership, the uncertain of when these lots would be subdivided and made available to the public is not known. With the majority of LDRZ land in Traralgon being identified in the *Traralgon Growth Areas Framework Plan* and *Traralgon West Structure Plan* (currently known as Amendment C87) as future General Residential Zone, theoretically LDRZ stock in Latrobe City will be significantly depleted.

The amendment will also help facilitate Churchill's role in providing a more affordable housing stock outside of the three other main towns; Moe, Morwell and Traralgon. Churchill also has the ability to offer lot sizes which the other main towns cannot provide due to land supply constraints.

Therefore, the rezoning of land from RLZ to LDRZ will assist in meeting projected demand and growth in Churchill and the broader Latrobe City area. It will also enable a broader housing choice than is currently unavailable in Latrobe City.

#### **• How does the amendment implement the objectives of planning in Victoria?**

The proposed amendment implements the objectives set out in Section 4 of the *Planning and Environment Act 1987* in providing for the fair, orderly, economic and sustainable use and development of land.

The objectives of planning in Victoria are (inter alia):

- a) To provide for the fair, orderly, economic and sustainable use and development of land.
- b) To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity.
- c) To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.
- 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.
- e) To protect public utilities and other assets and enable the orderly provision and coordination of public utilities and other facilities for the benefit of the community.
- f) To facilitate development in accordance with the objectives set out in the points above.
- g) To balance the present and future interests of all Victorians.

The rezoning of land will provide for the fair, orderly, economic and sustainable use and development of land. The application of the Development Plan Overlay Schedule 8 (DPO8) will facilitate development in accordance with the objectives of planning in Victoria.

• **How does the amendment address the environmental effects and any relevant social and economic effects?**

The rezoning and subsequent development of the land for low density residential purposes will provide greater dwelling diversity in Churchill and will have a positive social impact on the community. The development of the land will further enhance Churchill as a desirable place to live and will also have a positive impact on population growth. The provision of additional residential land may encourage higher-order goods and services to become available within the local community.

The introduction of Development Plan Overlay Schedule 8 (DPO8) will facilitate the appropriate planning and development of the subject site and the integration of infrastructure such as road connections, bike and pedestrian links, public open space and connected public transport routes.

The environmental effects of the proposed rezoning as a result of the amendment have been considered in the Land Capability Assessment provided. Currently no reticulated sewerage is available on the site however it is available around the periphery of the site. Connection to reticulated sewerage will require substantial upgrades to the current infrastructure to allow for the additional lots. Therefore, all future development on this site will need to consider and provide for onsite stormwater and effluent disposal systems. The Land Capability Assessment provided the following conclusions:

- Adequate land area is available for sustainable long term land application of wastewater from residential dwellings, given the proposed rezoning.
- If the prescriptions of this report are followed the likely human and environmental health risks associated with effluent disposal over the site is low.

- Economic effects of the proposed rezoning are expected to be positive. Future subdivisions will provide opportunities for new housing development. The development of the subdivision will provide opportunities for local businesses, both during construction and as a consequence of an increased population base, which are both positive economic outcomes. Additional residences will also result in an increased rate base for Council which can be reinvested in the community for their benefit. **Does the amendment address relevant bushfire risk?**

The land is not currently within the area of the Bushfire Management Overlay (BMO) however it is identified as being within a Bushfire Prone Area. The area is generally grazing land with minimal tree cover on the rezoned area or adjacent land, therefore bushfire risk is considered to be low and limited to grassfire risk.

Future development and subdivision will be required to accord with relevant Building Standards and Country Fire Authority requirements.

- **Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment complies with the Ministerial Direction on the *Form and Content of Planning Schemes* under Section 7(5) of the Act and the Ministerial Directions issued under Section 12(2) (a) of the Act.

The explanatory report has evaluated and discussed the relevant strategic considerations as outlined in Minister's *Direction 11 Strategic Assessment of Amendments*.

- **The amendment has had regard to and is consistent with *Practice Note 46 – Strategic Assessment Guidelines*. How does the amendment support or implement the State Planning Policy Framework and any adopted State policy?**

The amendment supports the State Planning Policy Framework (SPPF) through its consistency with the following Clauses:

#### **Clause 11 – Settlement**

The proposed amendment is consistent with Clause 11 Settlement which states;

*'planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure'*.

Furthermore, urban growth is addressed at Clause 11.02 and establishes the objective to:

*'ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses'*.

The amendment will improve the supply of residential land in the general 'Latrobe City' region( as illustrated on the Regional Victoria Settlement Framework Map – *Figure 2*) which is identified at Clause 11.05 Regional Development as a 'major regional city'. In particular the amendment addresses the State planning policy strategy to:

*'provide for growth in population...across a region or sub-region network'*.

The proposed amendment does not conflict with the State Planning Policy Framework.





Figure 2: Clause 11.02 Regional Victoria Settlement Framework Map

### Clause 13 – Environmental Risks

*Clause 13 Environmental Risks* nominates that planning should adopt a best practice environmental management and risk management approach in seeking to avoid or minimise environmental hazards and degradation. Planning should also identify and manage the potential for the environment, and environmental changes, to impact upon the economic, environmental or social well-being of society. No environmental risks or management issues are anticipated from the rezoning and subsequent subdivision of the subject site. The Land Capability Assessment submitted identifies that human and environmental risks associated with the development of the site are low and does not pose a risk to the environment.

### Clause 14 – Natural Resource Management

*Clause 14 Natural Resource Management* nominates that planning should assist in the conservation of natural resources, including, water, energy, land, minerals etc. so that the State's base is protected from the unplanned loss of high quality productive agricultural land due to permanent changes of land use and to enable protection of productive farmland, which is of high quality and strategic significance in the local or regional context.

The site is currently zoned for the purpose of rural living and is not considered a strategic agricultural site. The property is surrounded by existing residential development in some form and therefore the likelihood the land will be used for intensive agricultural purposes is low. The amendment would therefore not negatively impact on productivity of agricultural land within the local area.

### Clause 15 – Built Environment and Heritage

Clause 15 Built Environment and Heritage nominated that planning should ensure all new land use and development appropriately responds to its context (landscape, valued built

form and cultural context) and which protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.

Planning should also create built environments which support the social, cultural, economic and environmental wellbeing of our communities, cities and towns, and seek the development and maintenance of communities with adequate and safe physical and social environments for their residents.

The design and built form of the subdivision of the land will be guided by the requirements of Schedule 8 to the Development Plan Overlay (DPO8) and the associated Development Plan which is required to be prepared, and will ensure that the development of the land will be designed to be sympathetic with the environmental, landscape and topographical values of the site.

#### **Clause 16 – Housing**

Clause 16 seeks the management of development in rural areas to protect agriculture and ensure housing is focused towards existing settlements where community infrastructure and services are provided.

The rezoning of the subject is appropriate as the land is currently zoned and has been identified as being suitable for rural living and rural residential development through the application of the Rural Living Zone (RLZ4). The rezoning will not negatively impact or encroach on any agricultural land use or activity and will encourage the consolidation of new housing in an existing settlement where physical and community infrastructure services are provided.

Strategies have previously identified the suitability of the subject site for development and the land is located close to existing towns and urban centres, but not in areas that will be required for fully serviced urban development.

The site can be supplied with electricity and water and good quality road access and it will accommodate future residential growth away from the coal buffer identified in the Gippsland Regional Growth Plan (2014).

Additionally the site will provide an as yet unrealised housing choice within Churchill where developable Low Density Residential Land (LDRZ) land is currently unavailable yet an ideal dwelling choice for this region of Latrobe municipality. Traralgon, the largest regional centre in Latrobe is undergoing a significant growth in population and home buyers are increasingly becoming priced out of the housing market. Providing market ready Low Density Residential Zone (LDRZ) land in Churchill will create an identity and attractive housing market for the town.

#### **Clause 18 – Transport**

Clause 18 Transport nominates that planning should ensure safe, integrated and sustainable transport systems which contribute to environmental sustainability, ensure the management of road systems and ensure the provision of appropriately designed and located car parking.

A preliminary traffic assessment has been conducted to seek appropriate vehicle connections to the site from existing roads. The outcomes of this assessment has highlighted that the level of anticipated additional traffic generated by the development of the subject site will not compromise the safety or function of the surrounding road network against existing traffic volumes in the vicinity of the site.

There will be opportunity to further consider site access, traffic and related issues as part of the future Planning Permit application to subdivide the subject site.

#### **Clause 19 – Infrastructure**

Clause 19 Infrastructure nominates that planning should ensure the provision of social and physical infrastructure in an efficient, equitable, accessible and timely manner and recognise social needs by providing land for a range of community resources.

A preliminary infrastructure assessment has been conducted to seek appropriate servicing connections to the subject site. There are no critical issues or impediments that would prevent the development of the site for low density residential zoned subdivision, subject to various conditions being met and service infrastructure being developed and incorporated into the design. Detailed issues associated with connection to required infrastructure will be logically considered as part of any future Planning Permit applications to subdivide the subject site.

Based on early advice from Gippsland Water stormwater drainage and sewerage will need to be managed on site. The details of the Land Capability Assessment identified that:

*"Given The minimum lot size of 0.4 Ha this investigation has concluded that:*

- *Adequate land area is available for sustainable long term land application of wastewater from residential dwellings, given the proposed rezoning.*
- *If the prescriptions of this report are followed the likely human and environmental health risks associated with effluent disposal over the site is low".*

• **How does the amendment support or implement the Local Planning Policy Framework?**

The amendment is consistent with the following objectives and strategies of the Local Planning Policy Framework. Relevant Clauses include:

**21.04-2 Settlement**

*'The towns of Moe, Morwell, Traralgon and Churchill are recognised as being part of a 'networked city' as well as being places with unique characteristics which contribute to the local sense of place and provide diversity'.*

The amendment supports this clause as the proposed amendment will enable Churchill to continue to play a role as part of the 'networked city' settlement system as well as contributing to local sense of place and providing housing diversity.

**Clause 21.04-2 – Objective 1- Settlement** states that main towns must seek:

*'to build upon the existing structure of the towns and settlements to create an integrated network of urban areas'.*

The amendment supports this clause as the rezoning will build on the existing settlement structure of Churchill and locate Low Density Residential Zone (LDRZ) land adjacent to existing standard urban residential development to the north. This will provide a gradual buffer between urbanised land and the wider natural and rural landscapes surrounding Churchill.

**Clause 21.04-6 – Objective 1 – Infrastructure** states that new development must seek;

*'to maximise the use of existing infrastructure and the strategy, to ensure the integration of roads, bike paths, footpaths and public transport options'.*

The amendment supports this clause through the introduction of the proposed Development Plan Overlay Schedule 8 (DPO8) which makes provision for the integration of roads, bike paths, footpaths and public transport options. In addition, preliminary site servicing and traffic assessments have demonstrated that the site can be connected to required services and traffic volumes are reasonable and manageable.

**Clause 21.05-2 – Objective 1 – Main Towns** states that these towns must seek;

*'to provide the flexibility for development to occur in each town to accommodate the needs of its population as well as to contribute to the municipal networked city'.*

The amendment supports this clause as the rezoning will provide for housing choice and variety of rural lifestyle options, which will meet the needs of the current and future

population. Such development will assist with accommodating the future growth of Churchill and Traralgon.

**Clause 21.05 – 2 - Objective 2 – Main Towns** states that these town must seek;

*‘to facilitate development in accordance with the specific Town Structure Plan outlined in this clause with strategies to discourage urban growth outside the urban development boundaries designated in the relevant structure plan.*

*‘contain new residential subdivision within residential areas shown on the local structure plans’.*

The objectives of this clause are acknowledged, noting that urban development and growth is most typically considered to be standard urban sized housing blocks. The subject amendment although applying to land outside of the Town Structure Plan boundary, seeks to provide for a lower order rural lifestyle type development, which is not typically urban in form. The existing Rural Living Zone (RLZ4) already allows the subdivision of the land into rural lifestyle type allotments. Rezoning to Low Density Residential Zone (LDRZ) will result in a similar outcome, albeit with slightly smaller rural lifestyle allotments as a result, thus providing a differing housing market product.

It is considered that the Low Density Residential Zone (LDRZ) will function as a buffer and transition between the standard urban type residential development located immediately to the north of Glendonald Road, the Rural Living Zone (RLZ3) land to the east, west and south as well as agricultural land further to the south. Allowable subdivision under the Low Density Residential Zone (LDRZ) will broadly reflect the existing allotment sizes found on Geoffrey Court, Haverbrack Avenue, Denise Court and Roberts Road which within the range of 0.25 to 0.30ha. This is recognised as a suitable residential structure for the town and will maintain the existing and emerging residential character of Churchill.

- **Does the amendment make proper use of the Victoria Planning Provisions?**

The proposed amendment makes proper use of the Victorian Planning Provisions. The proposal to apply, modify and incorporate the abovementioned planning tools and provisions is considered to be the most appropriate for the intended use and development of the land affected by the amendment. The proposal will include the application of the existing Development Plan Overlay, Schedule 8 in the Latrobe Planning Scheme.

- **How does the amendment address the views of any relevant agency?**

Gippsland Water have provided advice as to the connection of the block to reticulated sewerage. As the property falls outside of the township boundary, provisions have not been made within the current infrastructure to accommodate additional lots. This will require any development to accommodate stormwater and sewerage within the block. Initial advice has been sought from servicing agencies which, aside from Gippsland Water, have not raised any particular issues of concern.. Furthermore relevant agencies will be provided opportunity to review and provide comment on the proposed Planning Scheme Amendment as part of the formal referral of application documentation.

**Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment is not considered to have a significant impact on the transport system or *the Transport Integration Act 2010*. Future internal roads will be designed to accommodate expected capacity and to accommodate the primary road connection with Glendonald Road. Opportunity also exists for potential secondary road connections to Riga Court, Roberts Road and Laughtons Rise. All future road connections will require further assessment at the detailed design phase, which will occur as part of the Planning Application for the subdivision of the site.

**Resource and administrative costs**

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

There is unlikely to be any additional resource and/or administrative costs to the responsible authority. The finalisation of development plans will facilitate efficient planning permit assessments, particularly those related to subdivision. Council is aware of the future resource implications.

**Where you may inspect this Amendment**

The amendment is available for public inspection, free of charge, during office hours at the following places:

TBC	TBC
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The amendment can also be inspected free of charge at the Department of Planning and Community Development web site at [www.dpcd.vic.gov.au/planning/publicinspection](http://www.dpcd.vic.gov.au/planning/publicinspection).

# INFRASTRUCTURE AND RECREATION



**15. INFRASTRUCTURE AND RECREATION**

**15.1 LANDFILL REHABILITATION PLANNING - ALTERNATIVE CAP DESIGN**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**PURPOSE**

The purpose of this report is to obtain Council endorsement to proceed with an alternative landfill cap design for closed landfill rehabilitation.

**EXECUTIVE SUMMARY**

The Environmental Protection Authority (EPA) Victoria has directed Council to produce rehabilitation plans for the closed Moe and Morwell Landfills with time bound milestones for implementation of the plan.

The reports are required to be submitted to the EPA for Moe and Morwell landfills by 30 June 2016 and 31 December 2016 respectively.

As part of the rehabilitation plan for both closed landfills there is a requirement to implement a landfill cap design. There are two landfill cap design options available.

1. Conventional cap design
2. Alternative cap design

Implementation of alternative cap design for Moe and Morwell landfills would provide a cost saving of approximately six million dollars. The construction of a landfill cap to the alternative cap design has some perceived risks.

The EPA has requested a contingency plan with actions in the event the construction of an alternative cap does not comply with the EPA required performance standards.

The risks could be managed by careful implementation of the construction methods within the projects.

Therefore implementation of Alternative Cap Design for the closed landfill rehabilitation is recommended.

**RECOMMENDATION**

**That Council endorses the proposal to implement Alternative Landfill Cap Designs for the closed landfill rehabilitation works at Moe and Morwell former landfills.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Natural Environment*

*In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect to ensure a lasting legacy for future generations.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 1: Job creation and economic sustainability*

*Theme 2: affordable and sustainable facilities, services and recreation*

*Theme 3: Efficient, effective and accountable governance*

*Theme 4: Advocacy for and consultation with our community*

*Theme 5: Planning for the future*

*Strategic Direction – Natural Environment*

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

**BACKGROUND**

Council has been presented with a briefing paper on 9 November 2015 on this matter.

The Environmental Protection Authority (EPA) Victoria has issued Pollution Abatement Notices (PAN) to Latrobe City Council (LCC) that requires LCC to produce Landfill Rehabilitation Plans for Moe and Morwell Landfill premises with time bound milestones. The submission deadlines for the plans are 30 June 2016 for Moe Landfill and 31 December 2016 for Morwell Landfill.

These designs shall be done in accordance with Best Practice Environmental Guidelines, Siting, Design, Operation and Rehabilitation of Landfills (EPA Publication 788) (the Landfill BPEM).

There are two options for the cap design in the Landfill BPEM.

1. Conventional cap design - where cap layers are prescribed in the landfill BPEM. When a landfill cap is constructed to this design under an environmental audit that cap would meet the EPA requirements for compliance. No further works except aftercare monitoring are required.

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

2. Alternative landfill cap design – where the cap design shall meet performance criteria specified in the landfill BPEM. The Evapotranspiration cap (ET cap) also known as phytocap has been proposed as the alternative cap for this project. The major criterion specified for ET cap is the leakage rate through the cap shall not exceed 7.5 litres/Ha/day or 2750 litres/Ha/year. The landfill operator has to prove the cap performance by conducting a 5 year field trial.

The conventional cap as prescribed in the landfill BPEM consists of (from bottom up)

- Earthen Cover – 300 mm thick
- Low permeability clay liner – minimum 600 mm thick
- Geomembrane (high density polyethylene)
- Drainage Layer – 300 mm thick
- Soil Sub-base – greater than 1 meter
- Top soil and vegetation cover- minimum 200 mm

The alternative cap (ET cap) design consists of (from bottom up);

- Earthen Cover – 300 mm thick
- Minimum 1.5 m thick soil layer (with certain specified soil properties)
- 0.2 m thick top soil layer
- Selected vegetation - plants with deep root system and high evapotranspiration)

Council has engaged a design consultant to prepare the rehabilitation plans for Moe and Morwell Landfills. The initial assessment indicates the construction of a conventional cap is relatively expensive and an alternative cap is the preferred option from a cost perspective provided suitable soil is found within close proximity to site.

The design consultant conducted a detailed feasibility study of Moe landfill. During the feasibility study soils from burrow pit in the adjacent land was tested and used those soil parameters in a numerical model to suitability of an ET cap. Sensitivity analysis was also conducted by changing the soil parameters. The results show that while the climatic conditions are favourable for an ET cap, the soils from the adjacent burrow pit are not suitable for the construction. Therefore it is necessary to source soils from off-site for the construction. Soils from the adjacent burrow pit may be blended with offsite soils to develop a suitable soil mix for construction.

The Design Consultant has reviewed the Geological Maps in the area during the initial assessment of ET cap and has indicated the availability of suitable soils in the area within transport distances less than 30 km.

However, the availability of suitable soils and the cost would be unknown until the tender stage. The Design Consultant has suggested blending of soils with compost from Pinegro to produce a suitable soil mix as an

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

option. However, this option would be given the least priority as the cost of the processing seems to be expensive.

The climatic condition of Morwell landfill is suitable for an ET-cap, but soils need to be sourced from offsite locations. Approximately 20% of the soil required for Morwell Landfill is available from other civil projects of the council.

The estimated construction costs (assuming soils sourced from offsite) for the two types of landfill caps for Moe and Morwell landfills are detailed in the following Table.

Landfill	Area (Ha)	Cost of Conventional Cap	Cost of ET-cap
Moe	6.1	\$5,076,300	\$3,454,000
Morwell	15.4	\$12,058,200	\$7,842,000

The above figures show that by adopting the alternative cap design provides a substantial financial saving to council.

*Pros and cons of conventional cap*

Pros	Cons
<ul style="list-style-type: none"> <li>• Construction material readily available;</li> <li>• Construction is straightforward;</li> <li>• Relatively short construction period;</li> <li>• Approval process is not complicated.</li> </ul>	<ul style="list-style-type: none"> <li>• Cost prohibitive;</li> <li>• There may be a risk of synthetic liner damage due to settlement over the time;</li> <li>• Damages rectification is complicated and expensive.</li> </ul>

*Pros and cons of alternative (ET) cap*

Pros	Cons
<ul style="list-style-type: none"> <li>• Less expensive;</li> <li>• The risk of synthetic liner damage due to settlement will not arise;</li> <li>• Maintenance is not complex;</li> <li>• Extensive modelling shows that the design is compliant if the appropriate soil is used.</li> </ul>	<ul style="list-style-type: none"> <li>• Finding the large quantity of suitable soils required is a cumbersome process;</li> <li>• Performance of the cap may change with climatic conditions;</li> <li>• Quality control of the works and approval process is complicated;</li> <li>• Longer construction time if suitable material not found within short range. Planting may be affected by weather events;</li> </ul>

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Any rectification required at the end of trial period would not be of excessive cost.</li> </ul> | <ul style="list-style-type: none"> <li>• 5 year trial is required to evaluate the performance of the cap;</li> <li>• Uncertainty of the cap performance until the trial is completed. The construction of ET caps is at very early stages in Australia and no landfill has completed a trial period under Victorian EPA standards;</li> <li>• Further improvements to cap may be required at the end of the trial period with possibility of extending the trial period;</li> <li>• Quality control works and auditing works may be expensive. Currently the audit requirements are unclear;</li> </ul> |
|---|---|

Council Officers have discussed the implementation of ET cap projects for Moe and Morwell landfills with EPA officials. The EPA will agree to a full scale trial (i.e. construct entire cap prior to the trial) after submission of an environmental auditor verified rehabilitation plan. This leads to a question “What happens if the cap fails to comply with the Landfill BPEM requirements?”

EPA officials do not provide specific advice on what action the EPA would take and have requested LCC submit a contingency plan if the trial indicates the ET cap does not perform as required. The design consultant is preparing a contingency plan. Discussion with EPA officials implies that the last option in the contingency plan would be to “Strip the ET cap and install a conventional cap”.

The numerical modelling conducted to date, using the weather data of the past twenty years, shows the required ET cap performance is achievable. Therefore total failure of the ET cap can be ruled out from the potential risks. The following risk controls will be available over the 5 year trial period to ensure the cap performance is in line with the achievable target. These include the following.

1. Continuous monitoring of the cap performance over the trial period and ongoing corrective actions to be undertaken as required;
2. Monitoring of groundwater according to the requirements of the landfill monitoring plan. Any changes in the groundwater quality will provide a better understanding of impacts of the ET cap on the environment;
3. Continuous monitoring of vegetation health including fertilising and watering during dry weather periods as evapotranspiration through plant is the key to the performance of the ET cap;

4. Maintain an effective quality assurance system.

The research shows extreme weather periods with higher than normal rainfall can have adverse impacts on the cap performance. These events and the impacts can be separated and discussed with the Environmental Auditor and EPA during the trial period.

EPA would provide reasonable timeframes to ensure timely corrective actions are implemented to guarantee the agreed ET cap performance for the corrective actions if necessary.

The possible corrective action would be taken to improve the cap leakage are (in the order of increasing risk)

1. Improve the surface water runoff on the cap;

*This is mainly providing additional swale drains; (cost implication is minimal)*

2. Increase the vegetation density on the cap and irrigation during dry periods to help plant establishment:

*This will be an ongoing measure to maintain plant health*

3. Top dressing with lime or fertilisers to improve soil chemical balance;

4. Increase the thickness of the soil moisture storage layer;

*This may be done upfront at an additional cost. Increasing the thickness by additional 300 mm is being investigated to make the design conservative.*

5. Strip the ET cap and install a conventional cap.

*This is a very unlikely scenario as the numerical modelling indicates that ET cap is an achievable option and total cap failure is not possible. Marginal increase of leakage through the cap is a rare possibility. At this stage EPA doesn't discuss issues on marginal failures or what tolerances they would allow above the specified leakage. Installation of ET caps is in the very early stage in Australia. Currently many landfills in Victoria including a landfill in East Gippsland are in the process of installing ET caps. However, none of these landfills have completed the construction to get in to the trialling phase. Based on what they achieve and the circumstances, it is likely EPA would change their stance and agree to environmental risk based criteria rather than performance based criteria.*

**KEY POINTS/ISSUES**

The cost of rehabilitating the closed landfills to current EPA standards is a financially challenging task. EPA has issued PANs to LCC to provide rehabilitation plans for both Moe and Morwell landfills by 30 June 2016 and 31 December 2016 respectively. The plans should have time bound milestones for implementation. The time taken for the project cannot be too long. Sufficient funds should be allocated for each stage of the implementation program in the budget before making a commitment to EPA.



## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

Implementation of conventional cap is expensive compared to an alternative cap. If the alternative cap is used for the rehabilitation of closed landfills the expected financial cost saving is approximately 6 million dollars or 30% of the cost of conventional cap.

There are perceived risks associated with the alternative caps. Proper selection of soils and stringent quality control regime with extensive vegetation maintenance programme would mitigate the risks to a manageable level.

Some proactive measures like increased soil moisture storage layer would reduce the risk of removing all established vegetation to increase the thickness of this layer at a later time.

It is necessary to weigh the initial cost saving and potential rectification cost after 5 years (if required) before making a decision. Considering the actions in the contingency plan items and cost of rectification would be far less than the initial cost savings.

### **RISK IMPLICATIONS**

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

The PAN issued by the EPA needs LCC to submit rehabilitation plans for Moe and Morwell Landfills by 30 June 2016 and 31 December 2016 respectively. Further delaying of this project would result EPA issuing a non-conformance notice on LCC and that would create a bad perception of council. There is a possibility of fines or legal action under *Environmental Protection Act 1970*.

The major risk of implementation of alternative cap is the cost of rectification works if the ET cap does not perform as required by the landfill BPEM after 5 years. But EPA would allow time to rectify as per the agreed contingency plan.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

Landfill	Area (Ha)	Cost of Conventional Cap	Cost of ET-cap
Moe	6.1	\$5,076,300	\$3,454,000
Morwell	15.4	\$12,058,200	\$7,842,000

During the active life of these landfills no funds have been accrued in the financial reserve for the rehabilitation works.

However, Council currently allocates \$1.5 million to the financial reserve every year for the rehabilitation works. This fund goes towards rehabilitation of Hyland Highway Landfill rehabilitation and closed landfill rehabilitation. Priority is given to the Hyland Highway Landfill as progressive rehabilitation of completed cells is required to open new landfill cells. According to the long-term financial plan there will be



sufficient funds available for the construction of an alternative cap but not a conventional cap

The construction works of Moe and Morwell landfills tentatively commence (subjected to approvals) respectively in 2016/17 and 2017/18 financial years.

Staging the construction over a long period of time (more than 4 years) is not practical as completed works may get damaged and need rework before the final approval is obtained and the overhead costs will increase.

The additional 6 million dollars over 3-4 year period will be a burden on the council budget.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

LCC officers have contacted EPA at officer level meetings and further follow up telephone conversations.

Design consultant has been engaged for the preparation of the rehabilitation plan

#### *Details of Community Consultation / Results of Engagement:*

Environmental Protection Authority was consulted on this with limited success. The EPA has agreed to allow full scale trial of ET cap and will get the written agreement after the rehabilitation plan is submitted with a contingency plan.

Design consultant has provided a feasibility report.

### **OPTIONS**

Council has the following two options when selecting a suitable cap design for the closed landfill rehabilitation.

1. Select Alternative cap option - The advantage of selecting this option is there is approximately 6 million dollar financial saving. There are some perceived risks which could be managed through careful implementation program.
2. Select Conventional cap design – The advantage of this option is risk of non-compliance is very minimal. However, it comes at a prohibitive cost and currently the LCC does not have the required funds in the reserve.

### **CONCLUSION**

The EPA has issued PANs to the LCC to submit rehabilitation plans for Moe and Morwell Landfills. The major component of the landfill rehabilitation is the construction of landfill caps. There are two design options for the cap construction; conventional cap prescribed in the landfill BPEM and alternative cap to meet the performance standards specified in the landfill BPEM.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

It is estimated that the construction of an alternative ET cap is approximately 6 million dollars less than the construction of a conventional cap. However, ET cap has some perceived risks which could be managed by careful implementation program.

It is recommended that Council select the alternative cap design option for the closed landfill rehabilitation.

**Attachments**

Nil

**15.2 SPECIAL CHARGE SCHEME CONSIDERATION - RAILWAY  
AVENUE GLENGARRY****General Manager****Infrastructure and Recreation****For Information****PURPOSE**

This report advises Council of the results of the Special Charge Scheme resident survey regarding sealing of an unsealed roadway in Railway Avenue, Glengarry in accordance with Section 163 of the Local Government Act 1989 and the Council's Special Charge Scheme Policy 13 POL-2.

**EXECUTIVE SUMMARY**

A Special Charge Scheme process was undertaken following requests from 115 Railway Avenue to seal Railway Avenue approximately from Bassets Lane to Black Tank Road.

This report provides and analyses the results of the resulting consultation process.

The majority of landowners did not support the proposed sealing of the road. The Special Charge Scheme Policy recommends that Council support schemes where more than 50% of landowners are in favour unless Council considers there to be a community benefit derived from the proposal.

Council officers note the road has no crash history, no significant maintenance issue that would be addressed by sealing the road, and some community benefit in a smoother and less dusty ride. This is not considered by Council Officers to be sufficient community benefit to warrant Council proceeding with a Special Charge Scheme without a clear majority of the affected residents in support.

**RECOMMENDATION****That Council:**

- 1. Notes the Special Charge Scheme resident survey results regarding sealing an unsealed section of Railway Avenue, Glengarry.**
- 2. Resolves not to proceed with the proposed road sealing scheme at this time; and**
- 3. Advises the residents of Council's decision.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

Latrobe City Council Plan 2013 - 2017

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

**Strategic Objectives – Built Environment**

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.

**Latrobe City Council Plan 2012 - 2016**

Promote the integration of roads, cycling paths and footpaths with public transport options and public open space networks to facilitate passive recreation and enhance the liveability and connection of Latrobe City.

Support and advocate for integrated transport solutions that improve accessibility to and within Latrobe City.

Promote and support private and public sector investment in the development of key infrastructure within the municipality.

Ensure public infrastructure is maintained in accordance with community aspirations.

**Shaping Our Future**

An active connected and caring community supporting all.

**Legislation**

The Local Government Act 1989 provides Council with powers to implement a Special Charge Scheme.

Contributory Scheme Policy 11 POL-3

**BACKGROUND**

Railway Avenue, Glengarry is an unsealed minor access road servicing rural and rural/residential properties with a low level of through traffic. The section of road that is the subject of this report is currently maintained by Council in accordance with the Road Management Plan, and is detailed at attachment 1. The extent of the works includes the frontage of one property that fronts both Railway Avenue and Black Tank Road being number 10 Black Tank Road.

Council Officers were approached several times by the resident of 115 Railway Avenue with dust related issues.

Officers surveyed residents along the entire unsealed section of Railway Avenue to determine the level of support for sealing works under a Special Charge Scheme. Residents would be required to contribute as per the current Special Charge Scheme Policy 13 Pol-2.

The Special Charge Scheme Policy (attachment 2) outlines a clear process as to how to progress a request to seal an unsealed road.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

In November 2015 cover letters and feedback forms were sent to the property owners of Railway Avenue (including 10 Black Tank Road) to provide them with the opportunity to comment.

There are 5 property owners in Railway Avenue, Glengarry that would derive benefit from the road being sealed, and would be required to make a contribution to the works in accordance with Council’s policy. Of these Latrobe City received 3 responses to the feedback forms which were as follows:

Table 1 - Responses

For	Against	No Reply	Total
2	1	2	5



Figure 1 – Location Plan

**KEY POINTS/ISSUES**

The Special Charge Scheme Policy outlines that, *“Generally, a majority of support from property owners is required for a scheme to proceed, however Council may choose to proceed with works without the majority of support, where it is deemed the works will provide benefit to the abutting properties and the broader community”*.

Two residents were in favour of declaring a Special Charge Scheme out of five residents as detailed in Table 1. This is not the majority of property owners.

#### Analysis

Sealing of Railway Avenue would provide some benefit to the broader community due to the use by through traffic. This section of Railway Avenue has an average of approximately 100 vehicles per day. There is no specific daily volume at which Council Officers deem that there is a clear community benefit however 100 vehicles per day is considered relatively low.

Sealing the road would therefore encourage only a very small number of motorists living in the south of Glengarry to use this route the rather than travelling through the township to access Traralgon-Maffra Road. The length of road that would be sealed is approximately 750m plus 220m of Black Road, there remains approximately 1030m of Black Tank Road between the proposed end of seal and the Traralgon Maffra Road.

The section of road does not have a history of road crashes nor is there a higher than normal maintenance issue that would be solved with constructing pavement and sealing the road.

#### **RISK IMPLICATIONS**

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

There is no casualty accidents associated with this segment of road therefore the current standard of road does not present an undue risk.

#### **FINANCIAL AND RESOURCES IMPLICATIONS**

Not progressing with this Special Charge Scheme has no financial implications for Latrobe City.

Should Council resolve to proceed, the overall cost would be approximately \$40,000, of which the residents would be obliged to contribute 25%, so the net cost to Council would be approximately \$30,000.

#### **INTERNAL/EXTERNAL CONSULTATION**

##### *Engagement Method Used:*

The residents that were likely to have to contribute to the Special Charge Scheme were surveyed by the means of a formal written cover letter and an attached survey form.

Any property did not to respond to the initial feedback form was followed with a telephone call to ensure they had an received the letter and that they had the opportunity to provide feedback on this issue.

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

### *Details of Community Consultation / Results of Engagement:*

The response to feedback forms sent to the 5 properties is as follows:

Table 2 - Responses

For	Against	No Reply	Total
2	1	2	5

The following table summarises responses received from the property owners. All responses are included as attachment 3 to this report.

<b>Agree to contribute to Scheme</b>	<b>Comment</b>
No	I pay enough in rates. If you care to look, and I do not use Railway Avenue.
Yes	No Comment.
Yes	I have concerns that my rates are already exorbitant (see over-priced) and if I contribute to the cost of the road: you're just going to send my rates even higher. Where do the rate rises stop?

### **OPTIONS**

Council may:

1. Proceed with the process to declare a Special Charge Scheme and implement the public consultation process Stage 2 – Statutory Procedure under the Local Government Act 1989; or
2. Take no further action and advise the residents of Council's decision.

### **CONCLUSION**

There were an equal number of residents for and against the proposed Special Charge Scheme and there is little benefit to the broader community of sealing the road.

Officers consider that the benefit to the broader community is insufficient to recommend progressing with a Special Charge Scheme at this time.

### **SUPPORTING DOCUMENTS**

Nil



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

**Attachments**

1. Plan of Railway Avenue, Glengarry showing consultation area
2. Special Charge Scheme Policy
3. Community Submissions (Published Separately) (Confidential)

## **15.2**

### **Special Charge Scheme Consideration - Railway Avenue Glengarry**

- 1 Plan of Railway Avenue, Glengarry showing consultation area ..... 183**
- 2 Special Charge Scheme Policy..... 185**

Special Charge Scheme – Railway Avenue Location and Consulted Properties (Red border)





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Document Name: **Special Charge Scheme Policy**

**13 POL-2**

Adopted by Council:

**6 November 2013**

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### **Policy Goals**

To ensure an equitable and consistent approach is used to implement, administer and deliver Special Charge Schemes under Section 163 of the Local Government Act 1989 in relation to the construction of new roads, sealing / upgrade of unsealed roads, kerb and channel, footpaths, nature strips, traffic calming & management devices, drainage works, including easements, drains and associated infrastructure works throughout the municipality.

### **Relationship to Latrobe 2026 & Council Plan**

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### **Latrobe 2026:**

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

#### **Appropriate, Affordable & Sustainable Facilities, Services & Recreation**

#### **Latrobe 2026:**

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

#### **Council Plan 2013 - 2017**

- To promote and support a healthy, active and connected community.
- To provide facilities and services that are accessible and meet the needs of our diverse community.
- To enhance the visual attractiveness and liveability of Latrobe City.

### Policy Implementation

In accordance with Section 163 of the Local Government Act 1989, Council can impose a special charge for works or services on property owners who Council believes receive a 'special benefit' from the provision of those works or services.

In September 2004, Local Government Victoria established the *Special Rates and Charges Ministerial Guidelines* which ensure the schemes are fair and equitable.

This policy relates to all property owners in the Latrobe City who are affected by a special charge scheme where it is considered that the construction of such works will be of special benefit to those who would be required to pay a Special Charge to assist in the funding of local street infrastructure schemes. Refer also Appendix 1 for a summarised process flow.

Scheme	Contribution %	
	Landowner	Council
Construction of new roads	25%	75%
Sealing / upgrade of unsealed roads	25%	75%
Residential Kerb & Channel	25%	75%
Residential Footpaths / Nature Strips	50%	50%
Rural Footpaths / Nature Strips	50%	50%
Traffic Management / Calming Devices	25%	75%
Drainage	*TBD	

\*In accordance with the Local Government Act 1989, Section 163B(1) Drainage works including easements, drains, upgrades & renewal programs can be enforced where it is deemed necessary by Council.

A scheme may be initiated by recommendation of Council, a request from a resident/owner or by other interested or affected parties.

Where the final costs exceeds the Council estimated cost because of design and market influences rather than changes requested by residents, Council will meet the additional costs based on 10% beyond the original estimated cost.

It is important to note programmed capital maintenance and rehabilitation works are planned for and funded by Council and cannot take part in a special charge scheme arrangement. Where residents prefer to have the scoped works altered and/or undertaken sooner, a Special Charge Scheme may be considered.

Council may survey property owners to determine their support towards a proposed scheme and consider these findings during its deliberations. Generally, a majority of support from property owners is required for a scheme to proceed, however Council may choose to proceed with works without the majority of support, where it is deemed the works will provide benefit to abutting properties and the broader community.

An internal panel will be assembled to determine the level of benefit the potential scheme will provide to not only the property owners, but also the surrounding community. An assessment will be completed to determine which properties will derive direct benefit from the works in question. In determining the apportionment of costs for each property Council take into consideration frontage, area, benefit, access, usage and town planning zoning of land within the Scheme resulting in a recommendation as to which properties are to be included in the scheme. A concept design will be completed to assist in the cost analysis

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process, with the design being completed in line with Councils current construction standards. This assessment will be presented to Council when considering the scheme.

One or more of the following will be assessed for each scheme type:

Construction of new roads and Sealing / upgrade of unsealed roads:

- Current usage / anticipated usage (of all vehicle types);
- Property owner and/or community support;
- Demonstrated need / necessity;
- Link to schools, community facilities, existing roads, other transport modes, etc.; and
- Road class assessment, e.g. width, road base, depth of pavement, alignment, etc.

Residential Kerb & Channel:

- Current / proposed capacity and/or table drain / pit location;
- Rainfall trends and topographical assessment;
- Property owner and/or community support; and
- Demonstrated need / necessity.

Residential Footpaths / Nature strips and Rural Footpaths / Nature strips:

- Current usage / anticipated usage;
- Property owner and/or community support;
- Demonstrated need / necessity; and
- Link to schools, community facilities, existing pathways/nature strips, other transport modes, etc.

Traffic Management / Calming Devices:

- Current road way usage;
- Property owner and/or community support;
- Demonstrated need / necessity; and
- Link to schools, community facilities, existing road types, other transport modes, e.g. emergency services, etc.

Drainage:

- Current / proposed capacity;
- Existing / proposed development area considerations;
- Rainfall trends and topographical assessment;
- Property owner and/or community support; and
- Demonstrated need / necessity.

Council will notify all affected property owners and may hold a public meeting advising interested parties of the conceptual design, overall process, proposed apportionment, method of payments, submissions and objections process, etc.

Special Charge Schemes will generally be prepared at least 12 months in advance of proposed construction to provide sufficient time for a detailed consultation process to be undertaken, and in cases where Council is required to contribute a share of the cost of the works, time to provide sufficient funding in its capital works program.

Schemes may include all works, materials, charges, overheads and costs to install the required infrastructure, including project management, design, traffic management, road

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pavement works, nature strip works, driveway, drainage works, kerb and channel, street furniture, landscaping services, lighting and intersection works, etc.

The Ministerial Guidelines made under Section 163(2C) of the Local Government Act 1989 is used to calculate the maximum total amount that may be levied as a special charge to be recovered from property owners for each particular project. There are no definitive guidelines for the calculation of the actual amount, known as the apportionment, to be charged to individuals. The underlying principle is that a property must receive benefit from the proposed works before a cost can be levied. The apportionment method must be reasonable, fair, and equitable for each individual proposal. Consultation with affected people will assist in this determination prior to the declaration of the proposed Special Charge Scheme. Previous determinations of the Victorian and Civil Administrative Tribunal may be used as a guide.

Project, engineering and administrative costs may be associated with the preparation and implementation of a scheme. These costs will be recovered as part of the overall scheme amount. Charges levied under Special Charge Schemes may be paid in a lump sum immediately following completion of the works or via a payment arrangement to be paid within 5 years. Current interest rates will apply to the latter method of payment.

Once Council resolves to declare a Special Charge Scheme and in accordance with Section 223 *Hearing* of the Local Government Act 1989, a public notice of 'Intention to Declare' will be published in local newspapers, along with a formal notice of scheme details and costs sent to each property owner inviting submissions from all interested parties. Hardcopy details of the special charge scheme will also be available at each Council Service Centre for viewing by the general public.

Only written submissions received within the consultation period (28 days) will be considered by Council. Following a review of these submissions, Council may resolve to:

- proceed without any modification to the original declaration, "declares" the special charge and proceed by serving formal notice;
- abandon the scheme; or
- undertake significant modifications to the original scheme which would require the process to recommence; or
- undertake minor modifications to the original scheme, return to the "*Intention to Declare*" stage or proceed by serving formal notice.

The authors of all submissions received and property owners affected by the proposed scheme will be notified regarding Council's discretion.

Property owners have the right to appeal to the Victorian Civil and Administrative Tribunal (VCAT) regarding Council's decision. Objections should address the criteria in Section 185 of the Local Government Act 1989. All applications will be administered by the VCAT and must be submitted within 30 days of the notice levying the special charge being issued.

VCAT may determine in favour of the scheme where Council will initiate the special charge scheme process and works, or they may notify Council of their objection to the scheme, to which Council may review and modify or abandon the special charge scheme.



Where multiple sealing of rural unsealed roads special charge schemes have been declared, the roads shall be prioritised using the assessment and scoring method detailed in appendix two.

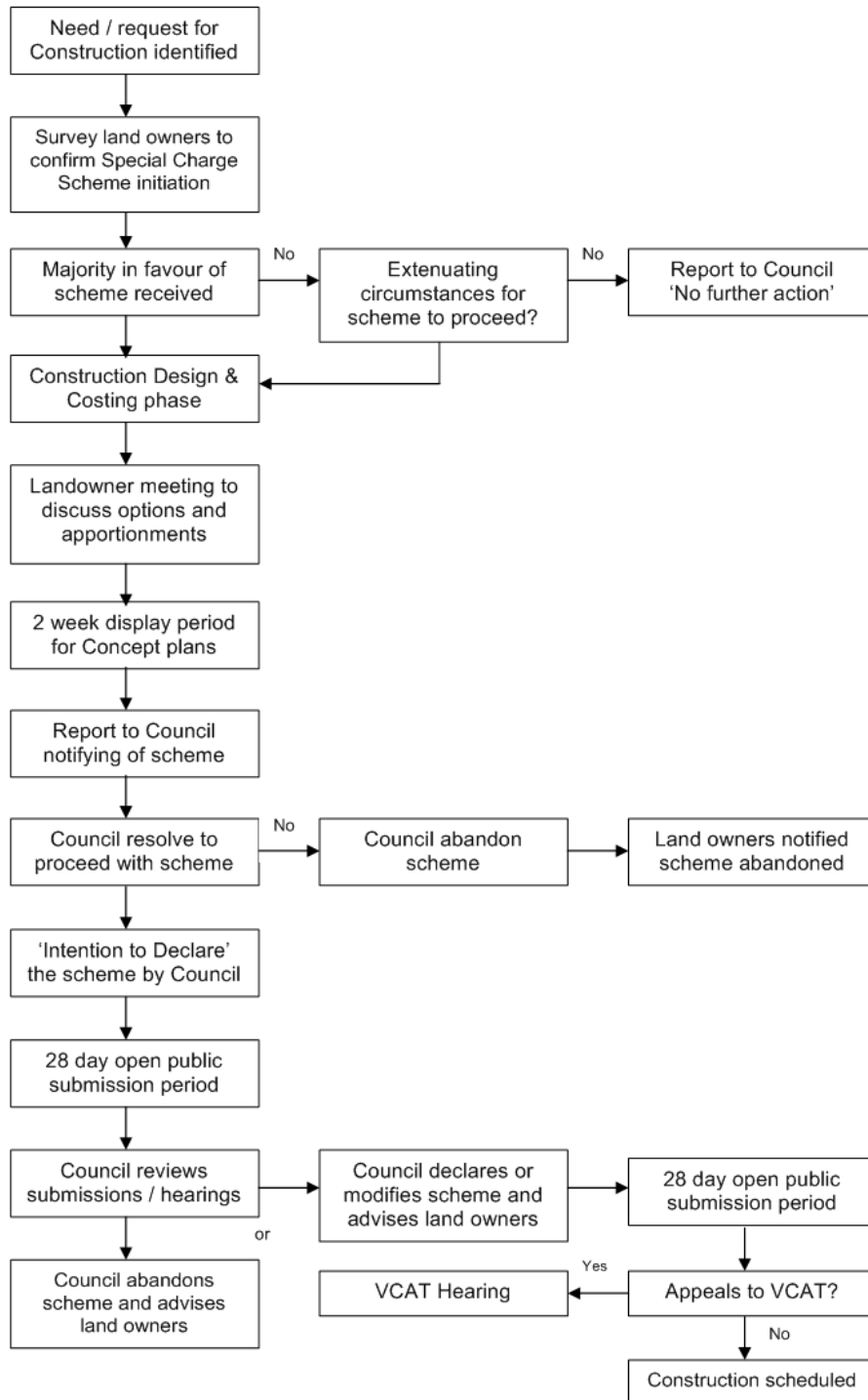
This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Charter acknowledgement - for internal auditing purposes only:	
YES / NO	Name: _____ Date:     /     / 2013

Signed: \_\_\_\_\_  
*Chief Executive Officer*

Date: 7/11/2013

**Appendix 1 – Special Charge Scheme Process Flow**



## Appendix 2 – Evaluation Criteria for Sealing of Rural Unsealed Roads

*(to be read in conjunction with Policy 13 POL-2 Special Charge Scheme Policy)*

<b>CRITERIA</b>	<b>SCORING POINTS</b>	<b>WEIGHTING</b>
Traffic Volumes	Score 1 point for every 25 vehicles, rounded to the nearest. Add one additional point for every 1% of commercial vehicles.	<b>7</b>
Strategic Significance	Eg. Tourist facility/focus, land development (abutting or servicing), complete a sealed road link, food producing farms, etc. Score 0 Nil 3 Low 6 Medium 10 High	<b>10</b>
Maintenance Considerations	Take into account relative maintenance cost for that particular road or segment of road. Low 1 Medium 2 High 5	<b>8</b>
Safety Considerations	Actual/potential accidents, vertical/horizontal alignment issues, sight distance problems, school bus route. (add 1 point if school bus route) Score 0 Nil 2 Low 4 Medium 5 High	<b>10</b>
Owner contribution / other external funding (other than Roads to Recovery Grants)	10 points – greater than 66% of owners agreeing to pay contribution amount set down in the Policy via a Special Charge Scheme. 5 points – 33% to 66% of owners agreeing to pay contribution amount set down in the Policy via a 173 Agreement. 2 points – 1% to 33% of owners agreeing to pay contribution amount set down in the Policy via a 173 Agreement. Add additional 5 points if funding from other sources is identified eg developer contribution.	<b>10</b>
Number of Houses	Number of houses along a particular section of road within 100 metres of the road. One point per house, add additional point if tank water is used.	<b>6</b>

<b>CRITERIA</b>	<b>SCORING POINTS</b>	<b>WEIGHTING</b>
<i>DISTANCE OF HOUSE FROM ROAD</i>	< 15 metres 4 points 15 – 50 metres 3 points 51 - 100 metres 2 points > 100 metres 1 point Add one point for each additional house located within 100 m from the road.	
Domestic Water Supply	3 Points- water tanks in use Reticulated water supply – Nil.	
<i>OWNER / OCCUPIER CONCERNS</i>	1-6 points - Issues to be considered are: Health issues, eg. Asthma etc. Effect of dust on business. Type of material used on road, eg. High dust.	

**15.3 ENDORSING RESPONSE TO INFRASTRUCTURE VICTORIA'S  
30-YEAR STRATEGY DISCUSSION PAPER****General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

This report presents for Council's endorsement the response to Infrastructure Victoria's Discussion Paper on developing their 30-Year Infrastructure Strategy.

**EXECUTIVE SUMMARY**

The Victorian State Government has released a discussion paper on setting objectives and identifying needs for Victoria's 30 year infrastructure called 'Laying the Foundation' for public comment.

The discussion paper is a high level document that focuses on State economic and social development matters. Latrobe City Council officers have reviewed the document and have developed a response on how these issues affect Latrobe City Council.

The discussion paper was released on 5 February and Council Officers advised on 22 February. This briefing report provides Officer's comments to date of preparing this report in the short timeframe available

There is general consistency between the concepts and issues noted in the discussion paper for the 30-year infrastructure plan and Latrobe City's vision.

Council Officers have a number of comments related to details of the discussion paper, in particular it is noted that the default solution noted in the paper appeared to be narrow in its focus, recommending more infrastructure. This could be expected given the nature of the document, however it is proposed that the feedback include recognition of non-build options.

The areas that are most pertinent to Latrobe City surround the energy industry's future and transport from the Gippsland Area to ports and markets.

A submission on the Laying the Foundation discussion paper was supplied by council officers on 11 March 2016.

The revised response has been sent to Infrastructure Victoria however was not formally endorsed by Council. A copy of the response is provided for Council's consideration and it is recommended that the response be endorsed.

**RECOMMENDATION**

**That Council endorses the response to Infrastructure Victoria's Discussion Paper on developing their 30-Year Infrastructure Strategy contained in Attachment Three to this report.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

**Latrobe City Council Plan 2013 - 2017****Theme and Objectives**

Theme 1: Job creation and economic sustainability

Theme 2: Affordable and sustainable facilities, services and recreation

Theme 4: Advocacy for and consultation with our community

Theme 5: Planning for the future

**BACKGROUND**

Council received a briefing report on 7 March 2016 that included a draft response to Infrastructure Victoria's Discussion Paper on developing their 30-Year Infrastructure Strategy.

The discussion paper is a high level document that focuses on State economic and social development matters. Latrobe City Council officers developed a response considering how these issues affect Latrobe City Council.

The discussion paper was released on 5 February and Council Officers advised on 22 February and a response to Infrastructure Victoria was due 11 March. This report provides a copy of the actual response sent that was refined following the briefing report of 7 March.

Infrastructure Victoria is an independent statutory authority that provides expert advice and guides decision making on Victoria's infrastructure needs and priorities. They were established in late 2015.

Infrastructure Victoria has three key roles:

1. Prepare a 30-year infrastructure strategy for Victoria
2. Provide advice to the Victorian Government on infrastructure matters
3. Publish research on infrastructure matters

Further detail in relation to the role of Infrastructure Victoria is attached for Councillors information (attachment 1).



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

The discussion paper is the second in a series of papers, which will culminate with the release of the final strategy by the end of 2016 (the first was "*From the ground up*", published in November 2015).

Council Officers were not aware of the original report however it is attached for Councillors' information (attachment 2)

The discussion paper is not intended to be a checklist of projects that are planned for or justified, rather to:

- set the scene for the strategy,
- outline State guiding principles and
- propose a set of draft objectives and needs for consultation.

The discussion paper discusses some overarching principles and constraints such as the various public infrastructure sectors, being:

- Transport
- Justice and emergency services
- Science Agriculture and Environment,
- Energy
- Water
- Waste
- Education and Training
- Information and Communications Technology
- Health and Human Services
- Cultural, Civic, Sporting, Recreation, and Tourism

Each of the above draft objectives identifies needs that will be considered as part of developing the strategy. These are detailed at page 35 of the strategy.

The discussion paper also identifies the context of population growth, changes in manufacturing, changes in society arising from technology changes as it applies to planning for the future. The extract below outlines some of the genesis for the 30-year plan.

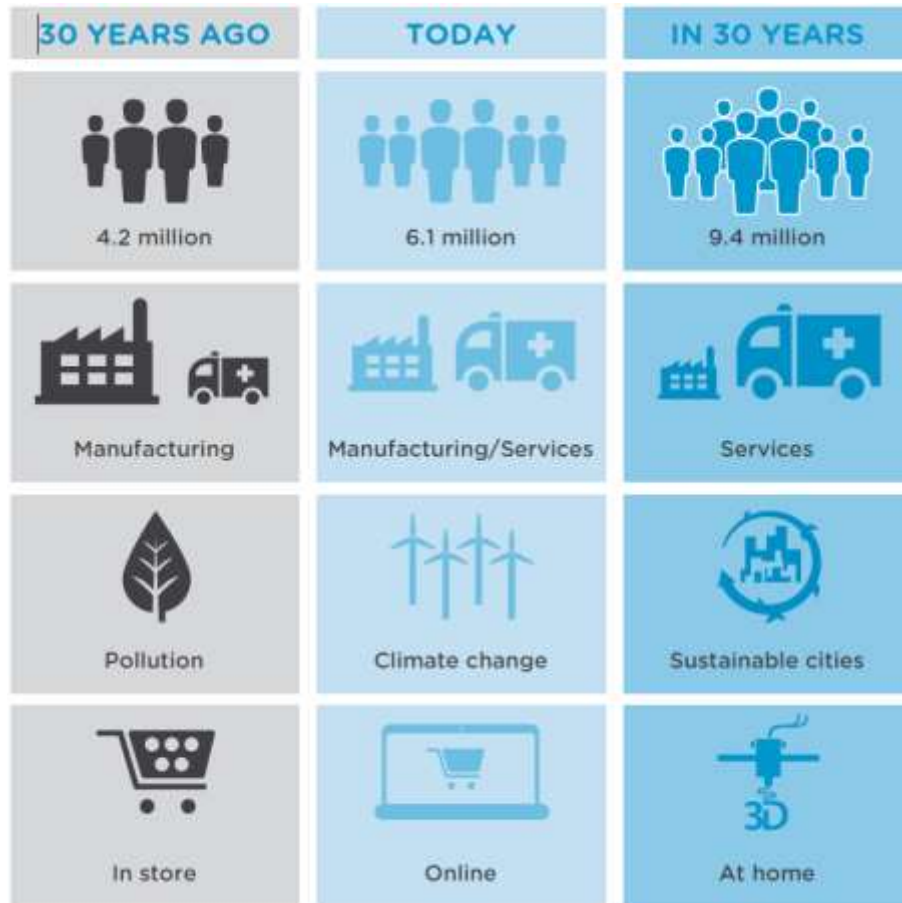


Figure 1 – Context

Infrastructure Victoria has developed a set of guiding principles for the development of the strategy and beyond. These are detailed on pages 26 and 27 of the strategy and are summarised below.

- Consult and collaborate
- Drive improved outcomes
- Use evidence wisely
- Consider non-build solutions first
- Promote responsible funding and financing
- Be open to change

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

The diagram below details the timelines for the strategy to be developed



Figure 1 – 30-Year Plan development timelines

The discussion paper places Latrobe City in the larger Gippsland Region. It notes:

*Today: ~273,000 people.*

*2046: ~415,000 people.*

- *Townships in south-west (closer to Melbourne and near the coast) have experienced higher levels of population growth than other parts of Gippsland in recent decades.*
- *Economy based on natural resources and commodities – produces 90% of Victoria's electricity.*
- *Strong nature-based tourism sector emerging.*
- *Vulnerable to sea level rise and more frequent bushfires.*

The discussion paper identifies that “Latrobe City Council (Latrobe City) naturally sits within the Gippsland Region of the plan. The major economic drivers for Latrobe City are:

- Farming/Agriculture,
- Power generation,
- Timber industry,
- Tourism (access to parks and coastal areas).”

This discussion paper is an early stage of the overall project and further opportunities will be provided to discuss/contribute to options that they develop.

As noted above, this discussion paper is intended to develop strategy and guiding principles and thus, Officers will focus on general areas of improvement as opposed to discrete projects.

### **KEY POINTS/ISSUES**

There is general consistency between the concepts and issues noted in the discussion paper for the 30-year infrastructure plan and Latrobe City’s vision.

In the response and briefing report, Council Officers made a number of comments related to details of the discussion paper, in particular it is noted that the default solution noted in the paper appeared to be narrow in its focus, recommending more infrastructure. This could be expected given the nature of the document, however it is proposed that the feedback include recognition of non-build options. The discussion paper also appeared very Melbourne region centric and infrastructure needs of Regional Cities should be more prominent.

The areas that are most pertinent to Latrobe City surround the energy industry’s future and transport from the Gippsland Area to ports and markets.

The heart of the discussion paper is an analysis of the key objectives. The objectives are listed below, with the projected needs to address the objective.

#### **Draft Objectives and needs**

- 1. Respond to population growth and change**
  - A. Address infrastructure deficits in high-growth areas
  - B. Manage increasing demands on health infrastructure
  - C. Provide access to high-quality school facilities
- 2. Support healthy, safe and vibrant communities**
  - A. Enable physical activity through infrastructure and urban design
  - B. Provide good public spaces where communities can come together
  - C. Strengthen access to cultural infrastructure
  - D. Maximise positive impacts on amenity and wellbeing from infrastructure

3. **Reduce disadvantage**
  - A. Improve accessibility for people with disabilities and/or mobility challenges through infrastructure
  - B. Address housing affordability challenges with better social housing
  - C. Support changing approaches to social service and justice delivery through infrastructure
4. **Enable workforce participation**
  - A. Provide access to the diversity of employment opportunities offered by the central city
  - B. Provide better links to non-central city employment centres
  - C. Improve access to early childhood care facilities
5. **Lift Victoria's productivity**
  - A. Improve the efficiency of freight supply chains through Infrastructure
  - B. Move people to and from airports more efficiently
6. **Support Victoria's changing, globally integrated economy**
  - A. Boost tourism through infrastructure provision
  - B. Enable the growth of a highly skilled, digitally connected workforce through infrastructure
7. **Promote sustainable production and consumption**
  - A. Improve rural and regional water security
  - B. Manage pressures on landfill and waste recovery facilities
8. **Protect and enhance natural environments**
  - A. Help preserve natural environments and minimise biodiversity loss through infrastructure
  - B. Improve the health of waterways through infrastructure
9. **Support climate change mitigation and adaptation**
  - A. Smooth the adjustment to a carbon-constrained world through infrastructure
  - B. Adapt infrastructure to changing climate conditions
10. **Build resilience to shocks**
  - A. Improve the resilience of critical infrastructure to disruptive events
  - B. Address infrastructure-related emergency response challenges

### **General Observations**

#### Transportation

Improving the efficiency of the railway as a conduit to ports and logistic centres is an important consideration for Latrobe City.

Latrobe City has identified and is promoting the Gippsland Logistics Precinct to support economic development in the region.

#### Energy industry

As the power generating plants in Latrobe City use brown coal the desire to address the negative aspects of this are recognised. What has not been identified however is a viable and more environmentally friendly replacement energy source. Development of this should be a strategic

goal and it is considered that the existing infrastructure should be recognised.

Research should be supported to advance the industry as a whole, whether that be improved environmental outcomes or complementary industries (use of waste heat for non-energy related industries such as hot-houses or cogeneration).

*Draft Objectives*

*Draft Objective 1 - Respond to population growth and change*

The draft objectives appears focused on “bricks and mortar” schools and hospitals, and Officers consider that the strategy should explore alternative forms of delivering these services, consistent with the discussion paper’s note that Infrastructure Victoria is committed to consider non-build solutions first (Overview).

To clarify, post-secondary education delivery has changed substantially with the use of online training, and some health delivery is also being done remotely.

*Draft Objective 2 – Support healthy, safe and vibrant communities*

This objective supports developing public spaces to accommodate population growth. Officers believe however that the objective should be more proactive in creating high quality public spaces as opposed to just more of them. This is consistent with existing criteria or goals of Latrobe City in respect of best practice in development. A concept that could be implemented is increasing Local Government controls around the “look and feel” of development in their area.

*Draft Objective 3 – Reduce disadvantage*

The objective should be broader in its scope in addressing the issue and they appear in “*Draft Need B – Address housing affordability with better social housing*” to have suggested a solution before analysing the situation. It seems to be focused on the provision of social housing. Officers believe that a more holistic approach is needed, and will include in the response a suggestion to meet the demand for housing affordability with solutions other than increased amount of social housing.

*Draft Objective 4 – Enable workforce participation*

This is very Melbourne focused. The principles espoused should be explored on a State wide basis. The response will note the substantial employment within the Latrobe City.

*Draft Objective 5 – Lift Victoria’s productivity*

Improving the efficiency of the railway as a conduit to ports and logistic centres is an important consideration for Latrobe City in terms of supporting employment/industry etc. in the Gippsland Region. “Draft Need A” supports this in theory but the terminology is very much around the capacity of sea ports and airports.



Latrobe City has identified and is promoting the Gippsland Logistics Precinct to support economic development in the region and the response will highlight the need for improved efficiency in rail freight to the sea port and airports.

*Draft Objective 6 – Support Victoria’s changing, globally integrated economy*

With Latrobe City’s direction to be the “engineering capital”, we should be pushing to be included in the concept of “enable the growth of a highly skilled, digitally connected workforce through infrastructure”. The growth in high-end engineering will be benefited by excellent digital connections.

*Draft Objective 7 – Promote sustainable production and consumption*

Consideration on research to develop, or other forms of support for, innovative technologies. As examples: stormwater harvesting or sewer mining are industries that are still developing and have great potential to reduce the human impact on the landscape/environment; and waste heat from the local industry may be able to be harnessed to support sustainable production (e.g. hothouses) or reduce consumption (e.g. cogeneration to distribute heated water to the township commercial areas. Research would explore how concepts such as these could be advanced.

*Draft Objective 8 – Protect and enhance natural environments*

TBA

*Draft Objective 9 – Support climate change mitigation and adaptation*

A significant amount of work already been done at a Regional level in regard to adjusting to a carbon-constrained future. Given the grid infrastructure already exists in the East (in contrast to the constraint it poses in the western Victoria option) location of new-age energy should be considered for Gippsland.

*Draft Objective 10 – Build resilience to shocks*

The coal mines are part of the State’s Critical Infrastructure, and Latrobe City plays a key role in this objective for both Victoria and interstate (provision of gas and electricity). No response is necessary due to the good alignment with Latrobe City’s position.

### **RISK IMPLICATIONS**

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

There is not considered to be any risks associated with this report.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implication with this report.

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

There was insufficient time to undertake consultation with the community and indeed, the State Government is undertaking public consultation on this issue.

Administration did note that the proposed community consultation at least within or concerning regional cities, should be augmented.

**Future Community Engagement**

Council Officers attended an information session on the discussion paper at the MAV. At that session Infrastructure Victoria outlined that they propose to undertake two citizen's juries in relation to the draft strategy options once developed. One jury is to occur in Melbourne while the other is proposed for Shepparton.

The preliminary draft response also identifies that although it is to be commended that they are engaging with regional Victoria the eastern side of the state will not be well represented in this process and this issue should be addressed by Infrastructure Victoria.

**OPTIONS**

Council may choose to endorse the response or request Officers to revise it and resubmit a further response to Infrastructure Victoria.

**CONCLUSION**

It is recommended that Council endorse the submission that was sent to Infrastructure Victoria.

**SUPPORTING DOCUMENTS**

Laying the Foundations – Setting objectives and identifying needs for Victoria's 30 year infrastructure strategy.

**Attachments**

1. Infrastructure Victoria Fact Sheet
2. Infrastructure Victoria - From the Ground Up - November 2015
3. Submission sent to Infrastructure Victoria

## **15.3**

### **Endorsing Response to Infrastructure Victoria's 30-year Strategy Discussion Paper**

- 1 Infrastructure Victoria Fact Sheet ..... 205**
- 2 Infrastructure Victoria - From the Ground Up - November 2015..... 207**
- 3 Submission sent to Infrastructure Victoria ..... 235**

# INFRASTRUCTURE VICTORIA

Infrastructure Victoria is an independent statutory authority which will provide expert advice and guide decision-making on Victoria's infrastructure needs and priorities.



## Our role

Infrastructure Victoria will promote rigorous and transparent decision-making and improve public debate and consensus about priority infrastructure projects for Victoria.

We will work with the community and stakeholders to develop a 30-year infrastructure strategy that supports improved social, economic and environmental outcomes for Victoria.

Infrastructure Victoria has three key roles:

1. Prepare a 30-year infrastructure strategy for Victoria
2. Provide advice to the Victorian Government on infrastructure matters
3. Publish research on infrastructure matters

## Our scope

Infrastructure Victoria will take a whole of Victoria approach in considering infrastructure needs which will include central and metropolitan Melbourne, interface councils, regional cities and rural and regional Victoria.

We will also take a broad view of infrastructure covering nine key sectors:

- Energy
- Water (including waste-water) and waste
- Transport (including public transport, freight, ports and airports, cycling and walking, roads)
- Education and training
- Health and human services (including social housing)
- Justice (including courts, police, corrections, emergency services)
- Cultural, civic, sporting, recreational and tourism
- Science, agriculture and environment
- Information and Communications Technology (ICT)

INFRASTRUCTURE  
VICTORIA

### A 30-year infrastructure strategy for Victoria

Infrastructure Victoria will develop a 30-year infrastructure strategy outlining short, medium and long-term infrastructure needs and priorities for Victoria. It will include a pipeline of projects to provide guidance to government and the community and certainty to allow the private sector to plan and make investment decisions.

The strategy will be underpinned by Infrastructure Victoria's core objective to improve social, economic and environmental outcomes for Victoria.

The needs of all sectors will be considered including transport, health, ICT, cultural, education, water, justice, agriculture and energy.

The strategy will respond to emerging needs and pressures across our economy, environment and society to ensure it will achieve the goal of maintaining and enhancing the quality of life for all Victorians.

Infrastructure Victoria will consult widely during the development of the 30-year infrastructure strategy to build consensus about what is needed for Victoria's future.

*The strategy will be underpinned by Infrastructure Victoria's core objective to improve social, economic and environmental outcomes for Victoria.*

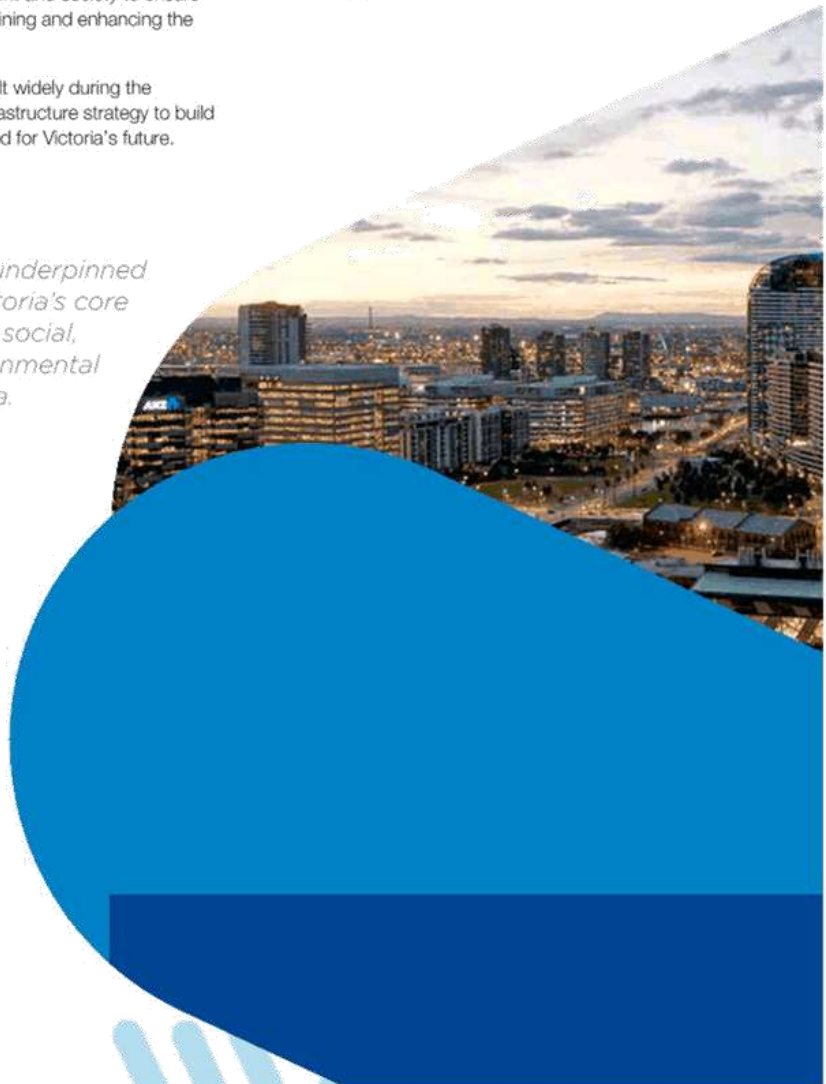
### Engagement and consultation

Planning for Victoria's long-term infrastructure needs is a complex task and Infrastructure Victoria wants to talk to, hear from and work with all Victorians in the development of the 30-year strategy.

Stakeholders and the broader community will be key in helping Infrastructure Victoria to prioritise infrastructure projects and there will be a number of opportunities for Victorians to learn about and contribute to the 30-year strategy. A consultation register is available online at [www.infrastructurevictoria.com.au](http://www.infrastructurevictoria.com.au) and community information sessions and stakeholder workshops will be planned throughout 2016.

### Stay informed

[www.infrastructurevictoria.com.au](http://www.infrastructurevictoria.com.au)  
Twitter @infravic







# FROM THE GROUND UP

Developing a 30-year  
infrastructure strategy  
for Victoria



INFRASTRUCTURE  
VICTORIA

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**A LOT CAN CHANGE  
IN 30 YEARS.**

Rapid population growth, technological advances, shifting global economic forces and environmental challenges mean that new and greater demands will be placed on our infrastructure over the coming decades.

**INFRASTRUCTURE IS  
FUNDAMENTALLY IMPORTANT  
TO HOW WE LIVE OUR LIVES.**

From the schools our children attend, to the trains we catch to work, to the water that nourishes our crops, infrastructure impacts every aspect of our lives.

**HAVING THE RIGHT  
INFRASTRUCTURE IN  
PLACE CAN MAKE OR  
BREAK OUR STATE.**

We need to make good choices now about how we use, maintain, build and fund infrastructure to put Victoria in a strong position in the future.

# Why Victoria needs a 30-year infrastructure strategy

In 30 years' time, Victoria will be a very different place. There will be a lot more people overall (around 3.5 million more) and especially more older people. Many will be living in communities that do not yet exist. Some will be doing jobs we cannot envisage, supported by technologies we cannot imagine. The climate will potentially be harsher and resources more constrained.

The performance of our infrastructure will affect the shape of our society, economy and environment, just as our society, economy and environment will affect our infrastructure needs.

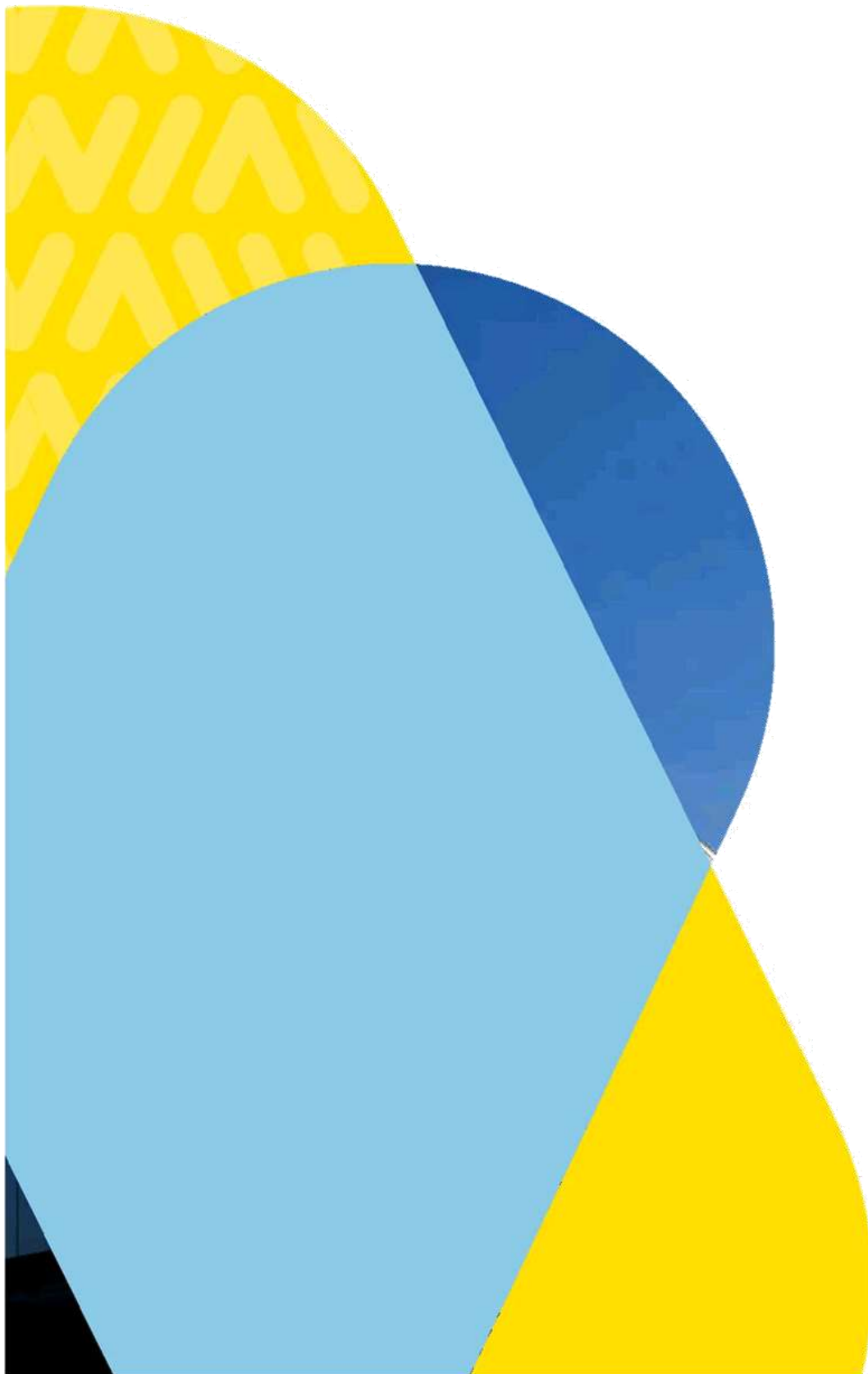
Infrastructure influences almost every aspect of our lives – how and where we live, what services and jobs we access, the ease with which we buy and sell products, how we connect with each other and the outside world, and how we impact on, and adapt to, our natural environment.

Getting infrastructure right is not easy. Big infrastructure projects require long lead times and cost a lot of money. It's also not just about building things. Managing demand for infrastructure often means changing people's behaviour. Using existing infrastructure better requires us to think in different ways. Getting people to agree is perhaps the hardest thing of all.

Victoria needs a well-considered infrastructure strategy for the short, medium and long term that factors in social, economic and environmental impacts and builds community consensus. This will assist governments to make informed decisions about the best ways to address challenges and make the most of opportunities. It will help take the politics out of infrastructure planning, providing more certainty for the community and business about our future infrastructure priorities.

Infrastructure Victoria will produce this strategy by the end of 2016.





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**INFRASTRUCTURE VICTORIA DOES NOT HAVE ALL THE ANSWERS.**

Getting our strategy right will require input from stakeholders and the community. Infrastructure Victoria will be holding consultations throughout 2016.

**DIFFICULT CHOICES WILL NEED TO BE MADE.**

The conversation will cover what trade-offs Victorians are prepared to make to secure the future they want.

**INFORMED DEBATE RELIES ON PEOPLE HAVING ACCESS TO GOOD INFORMATION.**

Infrastructure Victoria will publish a series of papers and reports to support consultations throughout the year.

# We need your help

What do you want Victoria to be like in 30 years? What infrastructure issues need to be addressed as a priority? What is important to you? What trade-offs are you willing to make?

Infrastructure Victoria will run an extensive consultation program throughout 2016 to hear the answers to these and other questions.

The program will begin early in 2016 with online consultations and face-to-face workshops about setting objectives and identifying needs. In the middle of the year, we will consult on the prioritisation of options and funding of potential initiatives. Towards the end of the year, there will be an opportunity for people to comment on the draft strategy, prior to its finalisation and release.

Infrastructure Victoria is keenly aware of the need to make potentially difficult choices at almost every stage of the strategy's development – deciding which objectives to pursue, which infrastructure needs to address, which options to prioritise, and what funding mechanisms could be used.

At times, social, economic and environmental aspirations will have to be balanced against one another. There are no 'silver bullet' policies or projects that will meet all the needs identified and there is no 'magic pudding' for funding infrastructure.

Infrastructure Victoria will bring the community, business and government into this conversation. It will provide data and analysis to facilitate informed debate. Infrastructure Victoria is committed to transparency and will publish the results of consultations, as well as all technical reports underpinning the strategy.

We look forward to hearing your views on how infrastructure can enhance our society, economy and environment now and in the future.

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**VICTORIA IS GROWING AT THE FASTEST RATE OF ANY STATE OR TERRITORY IN AUSTRALIA.**

By 2046, there are expected to be around 9.4 million people in Victoria, up from around 5.9 million today, including proportionally more older people and fewer people of working age.

**PEOPLE'S NEEDS AND EXPECTATIONS ARE CHANGING.**

Along with the ageing population, the prevalence of chronic disease is expected to rise. People are undertaking formal education for longer and work patterns are shifting.

**THESE TRENDS WILL PLACE GREATER AND DIFFERENT DEMANDS ON INFRASTRUCTURE.**

Victoria's infrastructure will need to adapt to our growing and changing society.

## Our society

Victoria's population profile is expected to change significantly over the next 30 years. By 2046, there are likely to be around 3.5 million more people. Around 21 per cent of the population will be older (over 65), compared to around 15 per cent in 2016, and around 62 per cent will be of prime working age (15-64), compared to around 66 per cent in 2016.

This growth and change will not be evenly distributed across Victoria. Around 82 per cent of the population growth is expected to be in Melbourne, which may overtake Sydney as Australia's most populous city as early as 2030.

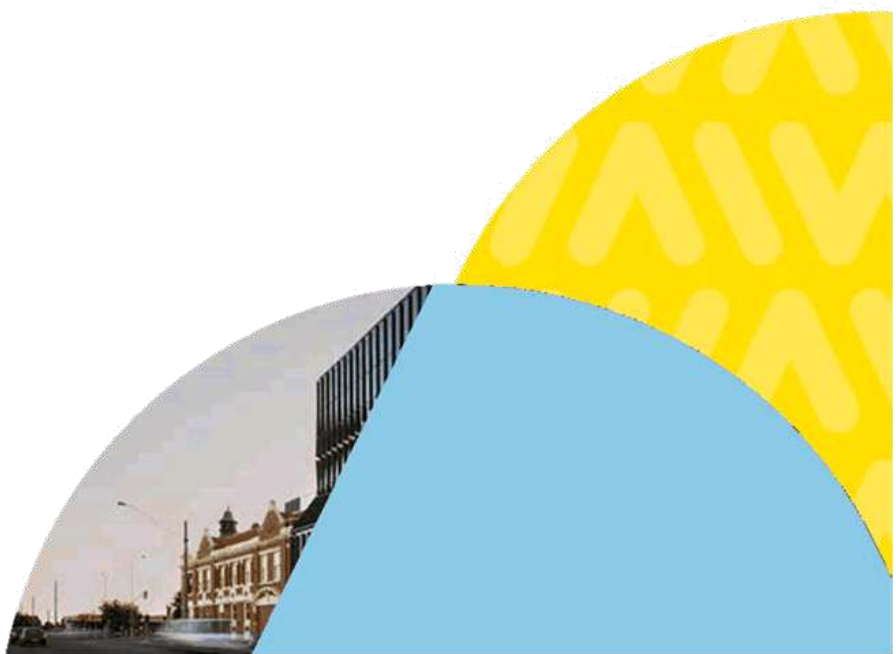
The health profile of the population is expected to change, with an increase in chronic diseases including heart disease, cancer, osteoporosis, stroke, diabetes and depression. Our understanding of these conditions, and mental health in particular, is evolving and maturing. As new medical therapies come on the market, people will expect access to these treatments.

Education and employment patterns are also changing. For example, there has been a shift to lifelong learning, with more people undertaking formal education for longer. There has also been a shift away from the traditional 9 to 5 working day, with calls for more flexible working arrangements.

All of this means there will be greater demands on the infrastructure we already have, and greater demands for new infrastructure. Infrastructure will also need to be more flexible to adapt to changing behavioural patterns.

In certain places, demands on infrastructure will be acute and may significantly impact the liveability of communities unless action is taken. Trends in the health sector are expected to have a particularly large impact on infrastructure need, and on the capital and operating budget available for infrastructure investment more generally.







**VICTORIA'S ECONOMY IS UNDERGOING A NUMBER OF STRUCTURAL SHIFTS.**

Manufacturing is giving way to services, and the economy is responding to new technology, globalisation, demographic change and environmental sustainability.

**PRODUCTIVITY GROWTH HAS BEEN SUBDUED IN VICTORIA OVER THE PAST 15 YEARS.**

This is a problem because productivity growth is critical for the state's long-term prosperity.

**INFRASTRUCTURE CAN MAKE A MAJOR CONTRIBUTION TO LIFTING PRODUCTIVITY.**

Efficient, high-quality infrastructure is particularly important in Melbourne, where there is a high density of jobs and economic activity.

# Our economy

If current trends continue, the Victorian economy is expected to shift further away from manufacturing towards service and knowledge-based industries. For example, international education is now Victoria's largest export. These industries benefit from businesses being close together, allowing a free-flow of ideas, skills and services.

Global forces are changing how our economy operates. For example, technological advances are creating new avenues of competition and disrupting some industries, while the shift in economic power towards Asia promises to open up new and expanded markets for Victorian exports. Victoria will also have to adapt to a lower carbon economy in the future.

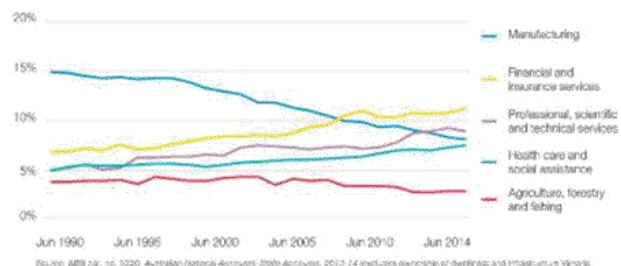
One of Victoria's biggest challenges relates to productivity. Productivity growth in Victoria has averaged only 1.2 per cent a year since 1999-2000, well below the national average of 1.5 per cent. Addressing this issue must be a priority, because with fewer workers to support an ageing population, there is a risk our economy could go backwards in per capita terms in the long run.

Better use of, and investment in, infrastructure could make a significant contribution to lifting Victoria's productivity performance. There is an opportunity to build on Victoria's existing competitive strengths, which include two universities in the global top 100, Australia's largest curfew-free 24/7 airport and a high capacity container port.

Melbourne's ability to support more jobs, facilitate the movement of people and goods and manage competing demands for space will be of key importance to the state's economy.

**Labour productivity** – Labour productivity is defined as output (value of goods and services) per unit of labour input (for example, hour worked). It relates to what workers do, not how many workers there are or how many hours they work.

*Victoria's changing economy, 1990 to 2014:  
shifting contributions to Gross State Product by key industries*



**CLIMATE CHANGE WILL BE ONE OF THE BIGGEST CHALLENGES FOR VICTORIA OVER THE NEXT 30 YEARS.**

Responding to climate change involves both adaptation and mitigation.

**INCREASED CONSUMPTION WILL PLACE PRESSURE ON VICTORIA'S NATURAL ENVIRONMENT.**

Population growth, urbanisation and more economic activity are likely to negatively impact biodiversity, water, land and air quality.

**OUR INFRASTRUCTURE NEEDS TO BE MORE RESILIENT AND EFFICIENT.**

Infrastructure has an important role to play in responding to the effects of climate change and reducing the impact of growth on the environment. Improving the environmental performance of our infrastructure can also have economic and social benefits.

# Our environment

Over the coming decades, climate change is expected to have a significant effect on the Victorian environment. Along with higher average temperatures, there will likely be more frequent droughts, higher bushfire risk, sea level rise and more intense storms. This will place stress on infrastructure that was built to operate in a different climate.

Per capita greenhouse gas emissions have gone down in Victoria in recent years, but population growth means that total emissions have been rising. Reducing Victoria's greenhouse gas emissions will require major changes in the economy, especially in the energy and transport sectors, which account for approximately 65 per cent and 19 per cent of our state's greenhouse gas emissions respectively.

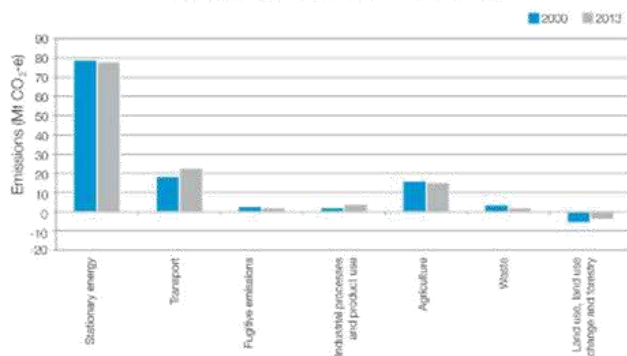
Beyond climate change, "business-as-usual" population and economic growth will likely lead to further environmental degradation across a range of areas, including biodiversity, water and land resources, marine and coastal environments and air quality.

For example, over the next 30 years, Victoria is likely to generate over 500 million tonnes of waste, which would fill the MCG around 1,700 times. Of this, around 150 million tonnes, or 500 MCGs, are expected to go to landfill. The less we generate and the more we recycle and recover, the more sustainable our economy and society will be.

Infrastructure has a role to play in making our state more environmentally sustainable. Adopting new technologies or providing more efficient transport networks are just a couple of the ways infrastructure could have less impact on the environment.

Many of the actions that would help to reduce our environmental footprint, such as changing people's behaviour and getting better use from existing assets, could also help to improve productivity and efficiency, and our material wellbeing.

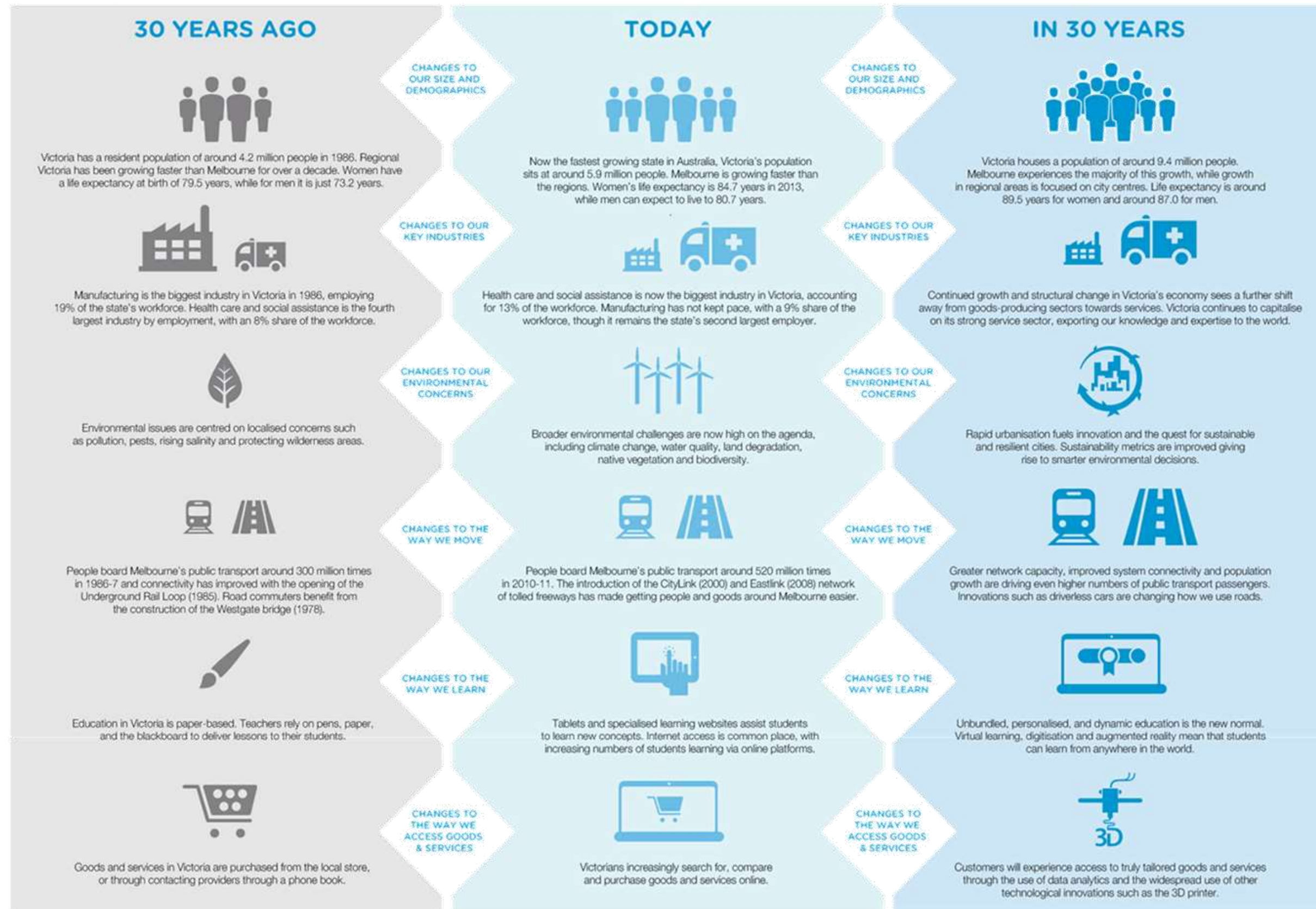
*Victoria's energy and transport sectors contribute over 80% of the state's total greenhouse gas emissions*



Source: CarbonWatch of Australia. Data last updated Greenhouse Gas Inventory 2013, 2015.



PUTTING THINGS IN PERSPECTIVE



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**THERE ARE MANY  
POSSIBLE FUTURES.**

Future projections about our society, economy and environment are exactly that – projections based on trends. What actually happens may be quite different.

**TECHNOLOGY, IN PARTICULAR,  
HAS HUGE DISRUPTIVE  
POTENTIAL.**

Technological advances over the next 30 years are likely to change Victoria in ways we cannot imagine.

**INFRASTRUCTURE PLANNING  
MUST EMBRACE AND REFLECT  
OUR DYNAMIC ENVIRONMENT.**

Planning for different scenarios is a useful way to deal with this uncertainty.

# An uncertain future

Infrastructure Victoria recognises that the future is uncertain. For example, we can be confident there will be more people in Victoria in 30 years' time, but just how many more, where they will live, and what infrastructure they will need is up for debate. In less than a decade, the projections for Victoria's population in 2046 have been revised up from 8.0 million to 9.4 million, reflecting higher birth and migration rates.

Similarly, few in 1986 would have foreseen how fundamentally the rise of the internet and mobile devices would change the way our society and economy function today. Driverless cars, drones, 3D printing, home batteries and artificial intelligence are just some of the innovations that may disrupt the way we live and do business in the coming decades.

There is great opportunity in technology for infrastructure, but our existing way of doing things can be a barrier. We need to be more adaptable to seize technological change and use it to our best advantage.

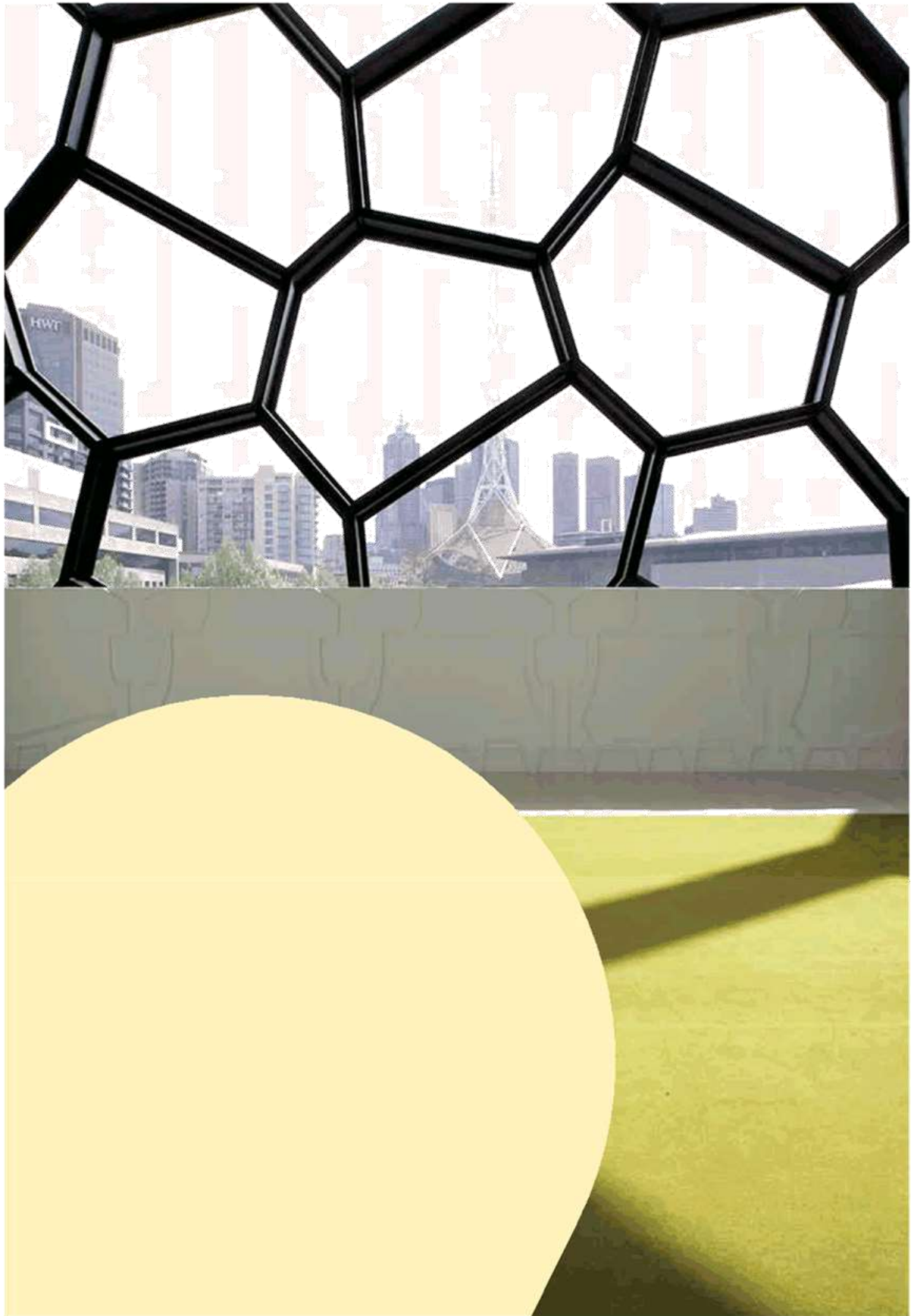
Uncertainty is not an excuse for inaction. On the contrary, it calls for us to clearly articulate what we want our future to be, make decisions based on the available evidence, and be adaptable in the face of change.

In developing the strategy, Infrastructure Victoria will look at different scenarios and tailor recommendations accordingly. The near term is likely to be sharper in focus, with recommendations focused on specific projects and initiatives. The long term will be more open and flexible, with recommendations focused on potential areas for action, such as protection of corridors or identification of 'trigger points' when new infrastructure is required.













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**THE STRATEGY WILL COVER THE WHOLE OF VICTORIA AND ALL TYPES OF INFRASTRUCTURE.**

We're not just interested in Melbourne and we're not just interested in economic infrastructure.

**WE WILL WORK FROM THE GROUND UP.**

Infrastructure Victoria will define goals and assess challenges and opportunities before coming up with solutions.

**YOUR VOICE WILL BE HEARD.**

We want you to speak up to help shape Victoria's infrastructure future.

# Developing the strategy

Whether you live in the centre of Melbourne, a new and growing suburb or a regional area, and whether you spend your days visiting the local library or exporting goods to overseas markets, the strategy will consider infrastructure needs across the board.

The depth of analysis applied to different places and infrastructure sectors will vary according to the scale and importance of the infrastructure need identified, and what role the Victorian Government has in addressing it.

This recognises that responsibility for infrastructure lies with all three levels of government in Australia – local, state and federal. The private and not-for-profit sectors also have a major role in building, funding and operating infrastructure.

A key consideration will be the extent to which Infrastructure Victoria can add value to potentially controversial issues and promote informed debate.

In developing the strategy, Infrastructure Victoria will follow a logical methodology. We will gather evidence, set objectives, identify infrastructure needs (that is, challenges and opportunities that need to be addressed), assess options and make recommendations. We will consider future scenarios to make the strategy flexible and responsive.

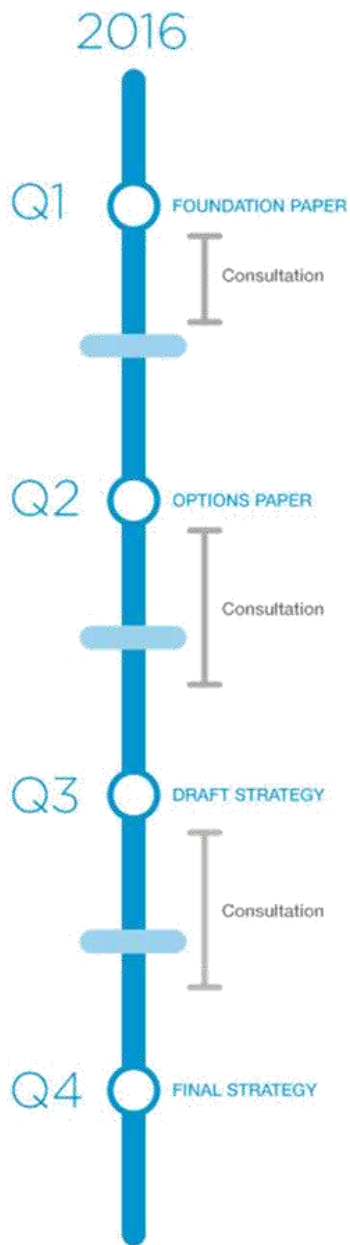
Infrastructure Victoria recognises that infrastructure both responds to, and shapes, Victoria's society, economy and environment, so will take a 'triple bottom line' approach to developing the strategy.

Coordination with Plan Melbourne and the Victorian Regional Growth Plans will be important, given that infrastructure and land use influence each other.

Infrastructure Victoria will publish a series of papers in 2016 that will outline key issues, options and possible priorities. We encourage you to take part in the consultations that follow. Difficult choices will need to be made at every stage of the process and we want to hear what you think.

Infrastructure Victoria will publish the strategy by the end of 2016. Within a year, the Victorian Government will respond to Infrastructure Victoria's recommendations and produce a 5-year infrastructure plan outlining its priority major projects.





**A WHOLE OF VICTORIA PERSPECTIVE**

- > Central city
- > Metropolitan Melbourne
- > Interface councils
- > Regional cities
- > Rural and regional Victoria

**NINE KEY SECTORS**

- > Energy
- > Water (including waste-water) and waste
- > Transport (including public transport, freight, ports and airports, cycling, walking and roads)
- > Education and training
- > Health and human services (including social housing)
- > Justice (including courts, police, corrections and emergency services)
- > Culture, civic, sport, recreation and tourism
- > Science, agriculture and environment
- > Information and Communications Technology (ICT)



**BIG NEW INFRASTRUCTURE  
PROJECTS ARE IMPORTANT.**

Major projects, particularly in transport, can be 'state-shaping.' In other words, their impact and reach are felt throughout Victoria.

**BUT MUCH OF THE  
INFRASTRUCTURE WE WILL  
USE IN 30 YEARS' TIME IS  
ALREADY IN PLACE TODAY.**

Some of Victoria's assets are reaching the end of their useful life, but many of the roads, railways, schools, hospitals and utilities that we use today will still be there in 2046.

**MANAGING DEMAND FOR  
INFRASTRUCTURE AND  
USING EXISTING ASSETS  
BETTER ARE JUST  
AS IMPORTANT AS  
BUILDING THINGS.**

Infrastructure Victoria will consider a broad range of options to address infrastructure needs.

# The strategy is not just about building things

When it comes to infrastructure, people often think about big projects, such as where a new port should be located or whether a new rail tunnel should be built. Such projects are critically important for the state's long-term prosperity, but infrastructure planning is about more than major projects.

We already have a significant infrastructure portfolio in Victoria and much of it will be there in 30 years' time. With ongoing fiscal constraints, and the challenge of making our state more sustainable, we will need to do more with what we have and make sure we get the best value out of any new projects. Infrastructure projects don't have to be big. Sometimes small-scale, well-targeted investments can have the biggest impact.

In developing the strategy, Infrastructure Victoria will identify options to manage the demands put on infrastructure, better use existing assets, and strategically expand and build new assets, in that order.

We will consider all the options, including controversial ones like user charging and relocating or consolidating assets, because everything needs to be on the table to address the level of growth Victoria is facing.

## Options for meeting infrastructure needs

**1 CHANGING BEHAVIOUR, MANAGING DEMAND**  
For example, using public awareness campaigns and pricing to encourage people to use less water.



**2 GETTING BETTER USE FROM OUR EXISTING ASSETS**  
For example, using school facilities out of hours for community activities to make the most of what we already have.



**3 EXPANDING ASSETS OR BUILDING NEW ONES**  
For example, building new roads and rail lines to increase the capacity of our transport networks.





**EVERYONE HAS A 'WISH-LIST', BUT WE CAN'T DO EVERYTHING.**

Short of going into unsustainable amounts of debt, there is no way to fund all the infrastructure we want in Victoria. It would also be impractical to do everything at once.

**INFRASTRUCTURE PLANNING INVOLVES MAKING TRADE-OFFS.**

Difficult decisions will have to be made about what we want to achieve and what governments should do in the short, medium and long term.

**WE NEED YOUR HELP TO MAKE CHOICES ABOUT WHAT TO DO AND WHEN.**

Taking part in consultations will ensure your views are heard.

# Doing everything is impossible

Victoria has dramatically increased its capital spending (largely on infrastructure) in the past 30 years. A lot of this has been funded by an increase in debt – from about \$200 per person in 2006 to over \$3,000 per person in 2019 (in nominal terms).

In the medium to long term, the state is likely to face significant budget pressures, in particular due to rising health care costs associated with the ageing population.

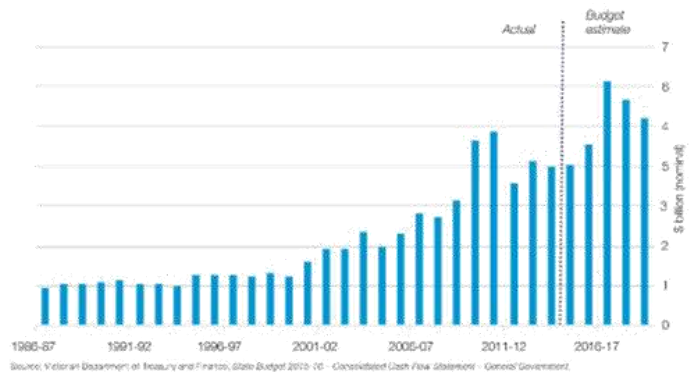
This trend of increased debt cannot continue indefinitely.

If we want to spend more on infrastructure, we will need to make hard choices about how additional revenue could be raised and where spending could be cut. Having new roads might mean paying new tolls. Having more police stations might mean having fewer hospital beds.

These are some of the reasons it is so important to look at non-build solutions like managing demand and getting better use out of the infrastructure we already have.

As much as we would like to achieve everything and address every need, Infrastructure Victoria recognises that this is simply not possible. We need your help to decide the best course for infrastructure in our state over the next 30 years.

*Annual Victorian Government capital expenditure has more than quadrupled since the 1990s*





# How can I get involved?

Throughout 2016 there will be lots of opportunities for everyone to learn about and contribute to the 30-year strategy. We will publish regular updates on our website and run a number workshops and forums – both online and in person – to enable everyone to get involved.

To keep up-to-date and ensure you have plenty of notice about how and when you can get involved, sign up to the consultation register on our website at:

**[www.infrastructurevictoria.com.au/consultation](http://www.infrastructurevictoria.com.au/consultation)**

If you have a question you want to ask or an idea you want to share, you can contact us via:

Phone: (03) 9651 9199

Email: [enquiries@infrastructurevictoria.com.au](mailto:enquiries@infrastructurevictoria.com.au)

Infrastructure Victoria also provides access to an interpreter service.

We look forward to working with you to create an infrastructure strategy for Victoria.





# About us

Infrastructure Victoria is an independent advisory body, which began operating on 1 October 2015 under the *Infrastructure Victoria Act 2015*.

It has three main functions:

- *Preparing a 30-year infrastructure strategy for Victoria, to be refreshed every 3-5 years.*
- *Providing written advice to government on specific infrastructure matters.*
- *Publishing original research on infrastructure related issues.*

Infrastructure Victoria will also support the development of sectoral infrastructure plans by government departments and agencies.

The aim of Infrastructure Victoria is to take a long term, evidence-based view of infrastructure planning and raise the level of community debate about infrastructure provision.

Infrastructure Victoria will not directly oversee or fund infrastructure projects.

## SOURCES

The current estimated residential population of Victoria is drawn from the Australian Bureau of Statistics (ABS) catalogue number (cat. no.) 3101.0 – *Australian Demographic Statistics, Mar 2015*. Population projections for Victoria are drawn from *Victoria in Future 2015*, produced by the Victorian Department of Environment, Land, Water and Planning. Comparative state and territory population projections are drawn from ABS cat. no. 3222.0 – *Population Projections, Australia, 2012 (base) to 2101*. Additional population sources include ABS cat. no. 3105.0.65.001 – *Australian Historical Population Statistics, 2014*, ABS cat. no. 3302.0 – *Deaths, Australia, 2014* and *Victoria in Future 2008*.

Data on Victoria's industries, productivity, employment and education is drawn from ABS cat. no. 5220.0 – *Australian National Accounts: State Accounts, 2013-14*, ABS cat. no. 6202.0 – *Labour Force, Australia, Sep 2015*, ABS cat. no. 6291.0.55.003 – *Labour Force, Australia, Detailed, Quarterly, Aug 2015*, ABS cat. no. 5368.0.55.003 – *International Trade in Services by Country, by State and by Detailed Services Category, Financial Year, 2013-14*, ABS cat. no. 6227.0 – *Education and Work, Australia, May 2014*, and ABS cat. no. 4102.0 – *Australian Social Trends, Dec 2009*.

Information is also drawn from a range of Victorian and Commonwealth Government sources, including: Victorian Department of Health, *Metropolitan Health Plan Technical Paper Update, November 2014*; Victorian Department of Health and Human Services, *Health 2040: A Discussion Paper on the Future of Healthcare in Victoria, 2015*; Commissioner for Environmental Sustainability Victoria, *State of the Environment Report 2013*; Sustainability Victoria, *Waste and Water Recovery Projection Model v.1.1, 2013*; Commonwealth of Australia, *State and Territory Greenhouse Gas Inventories 2013, 2015*, Public Transport Victoria, *Melbourne Public Transport Patronage Long Run Series 1945-46 to 2010-11, 2012*; Victorian Department of Treasury and Finance, *State Budget 2015-16 – Consolidated Cash Flow Statement – General Government*; and Victorian Department of Treasury and Finance, *Historical and Estimated Consolidated Balance Sheet as at 30 June – General Government, 2015*.







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The infrastructure strategy should have a principle that funding of infrastructure by the State should have a correlation with government decisions that support or direct growth in regional areas. And further that infrastructure should be of a standard and quality level that is fit for purpose. Similarly, Latrobe City Council fully supports the statement *'land use planning and infrastructure planning should be closely aligned. Land use planning informs infrastructure requirements, while infrastructure enables achievement of land use objectives'*.

Infrastructure Victoria would be aware that local councils are responsible for the planning and management of a significant proportion of Victoria's infrastructure. For example councils manage roads, drains, bridges and community facilities including kindergartens, libraries, elderly citizen's centres, recreation centres, and performing arts centres. The strategy needs to recognise local government's significant role in managing community infrastructure. This strategy should also clearly articulate the future policy position in relation to delivery of infrastructure in order to ensure that the state retains responsibility for its fair share and to ensure that cost shifting to local government in the future is reduced.

We do have a significant concern in relation to the proposed community engagement. While the proposed citizen's jury for regional Victoria is to be commended Latrobe City Council is concerned that only one is proposed in Shepparton. Latrobe City Council respectfully requests that an additional jury be convened for the east of the state in order to provide for appropriate access to this process for our community.

Please find below further commentary in relation to the draft objectives:

Should you require clarification or any further details, do not hesitate to contact me.

#### Draft Objective 1 - Respond to population growth and change

The draft objectives appears focused on 'bricks and mortar' schools and hospitals, and Officers consider that the strategy should explore and integrate with alternative forms of delivering these services, consistent with the discussion paper's note that Infrastructure Victoria is committed to consider non-build solutions first.

To clarify, post-secondary education delivery has changed substantially with the use of online training, and some health delivery is also being done remotely.

#### Draft Objective 2 – Support healthy, safe and vibrant communities

This objective supports developing public spaces to accommodate population growth. Officers believe however that the objective should be more proactive in creating *high quality* public spaces.

A 'non-build' concept that could be implemented is increasing Local Government controls around the 'look and feel' of development in their area to help develop diversity in housing stock.



Greater consideration needs to be given to health, wellbeing, safe and vibrant communities at all ages and stages of life. Walking paths need to be enhanced with seating and access to public facilities in order to encourage greater use by the very young and the senior members of the community.

The consideration around the provision of good public spaces where communities can come together has a very city centric interpretation. Greater consideration needs to be given to using infrastructure to grow and enhance growth in regional areas. Vibrant regional communities are places of enhanced social health and wellbeing. It is important to recognise that regional communities are often those with the most limited public resources to support such outcomes and as such should be given greater consideration within the document.

There needs to be a 5th need which acknowledges the importance of community voice in the development, planning and construction of infrastructure. Supporting healthy, safe and vibrant communities starts with listening and respecting the views of community. The Plan should ensure that it does not pre-suppose a community or localised outcome but rather creates an approach to building, shaping and delivering a community led vision for community infrastructure.

#### Draft Objective 3 –Reduce disadvantage

The objective should be broader in its scope in addressing the issue that the paper appears in to have suggested a solution before analysing the situation. See *'Draft Need B – Address housing affordability with better social housing'*, where it seems to be focused on the provision of social housing - a more holistic approach should be considered.

Latrobe City Council would assert that the need to improve transport to jobs and services in regional centres should be reconsidered. Regional Victorians, particularly those in Gippsland, are currently experiencing considerable hardship and disadvantage as a result of the significantly diminished rail services. This hardship is intensified for members of the community with mobility issues.

Traversing bus travel is considerably more complex and difficult for individuals with a disability or those attending critical medical appointments a lack of appropriately target infrastructure only serves to intensify this disadvantage. To not consider this to be a need is to deny regional Victorians experiencing disadvantage the right to full participation in society.

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#### Draft Objective 4 – Enable workforce participation

Regional Cities also have employment centres that could benefit from improved access. Latrobe City has four main townships and not all residents are situated within the township of their employment. Other, more remote areas would similarly have employment separate from residential areas.



Draft Objective 5 – Lift Victoria's productivity

Improving the efficiency of the railway as a conduit to ports and logistic centres is an important consideration for Latrobe City in terms of supporting employment and industry in the Gippsland Region. Draft Need 'A' supports this in theory but the terminology is very much around the capacity of sea ports and airports.

Latrobe City Council has identified and is promoting the Gippsland Logistics Precinct to support economic development in the region. Therefore Latrobe City Council believes the 30-year strategy should improve efficiency in rail freight to all sea port and airports.

Draft Objective 6 – Support Victoria's changing, globally integrated economy

Similar to the comments for draft Objective 5, Latrobe City Council is developing itself as an 'engineering capital' for the greater region. The 30-year strategy should enable the growth of a highly skilled, digitally connected workforce through infrastructure to all Regional Centres.

Draft Objective 7 – Promote sustainable production and consumption

As touched on in the above general comments, not all alternative production and consumption technologies are ready to implement as infrastructure. Research and development may be required to create fit for purpose infrastructure in these areas.

Stormwater harvesting or sewer mining are industries that are developing and have great potential to reduce the human impact on the landscape however the technology could, and should, be developed further.

Waste heat from the local industry may be able to be harnessed to support sustainable production (e.g. hothouses) or reduce consumption e.g. cogeneration to distribute heated water to the township commercial areas, however studies and research to prove the concept need to be supported.

Draft Objective 8 – Protect and enhance natural environments

Latrobe City Council officers support the proposed objectives and needs.

Draft Objective 9 – Support climate change mitigation and adaptation

Latrobe City Council supports further research and work in regard to adjusting to a carbon-constrained future. Given the grid infrastructure already exists in the east (in contrast to the constraint it poses in the western Victoria) location of new-age energy should be considered for Gippsland.

Draft Objective 10 – Build resilience to shocks

The needs highlighted has a very post event focus. The document needs to consider a more proactive approach to support communities and infrastructure to have greater resilience to shocks.

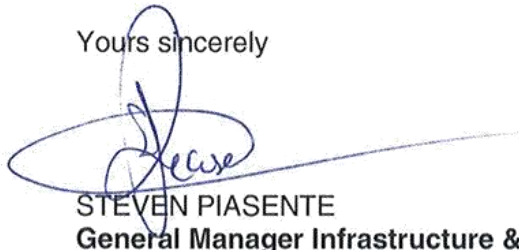
Council recommends that a need be included which considers those communities where there is a greater all hazards risk and works with those communities to enhance infrastructure pre-event. A risk based assessment of critical infrastructure should also be undertaken to determine areas of greatest need.

Latrobe City Council acknowledges that events are unable to be predicted; however a history of events needs to be considered and equally utilised as an input into the building resilience to shocks space.

Council notes that its current court action with GDF Suez whereby GDF Suez is seeking to force Council to become the owner of its main drain, has the potential to create a significant infrastructure liability for both Council and the Latrobe community. The 30 Year Infrastructure Plan needs to ensure that the State Government is able to move in an agile way to ensure that communities aren't the burdened by corporate giants seeking to diminish their levels of infrastructure risk.

If you require any further information regarding this submission, please contact me on (03) 5128 5662 or email [Steven.Piasente@latrobe.vic.gov.au](mailto:Steven.Piasente@latrobe.vic.gov.au).

Yours sincerely



STEVEN PIASENTE  
**General Manager Infrastructure & Recreation**

# COMMUNITY SERVICES

16. COMMUNITY SERVICES

**16.1 MAYORAL SPONSORSHIP FUND REQUEST FROM GIPPSLAND FM**

General Manager

Community Services

For Decision

**PURPOSE**

The purpose of this report is to present a request for Mayoral Sponsorship from Gippsland FM community radio for Council's consideration.

**EXECUTIVE SUMMARY**

Latrobe City Council has provided financial support to Gippsland FM since 2007. A request for continued sponsorship in 2016 has been received and is presented for Council's consideration in line with the *Mayoral Sponsorship Committee Instrument of Delegation [13 DEL-1]*.

Gippsland FM has consistently demonstrated good value for Council as the station strongly supports community connection and caters to diverse audiences. The sponsorship provided by Council is clearly acknowledged and promoted by both organisations.

It is recommended that Council continues its support Gippsland FM in 2016.

**RECOMMENDATION**

That Council:

- Approves sponsorship of \$4,400 for Gippsland FM
- Advises Gippsland FM of this decision and a sponsorship agreement be put in place for \$4,400 (inc GST) between Latrobe City Council and Gippsland FM for 2016.

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Our Community*

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

### *Strategic Objectives – Governance*

*In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.*

### *Latrobe City Council Plan 2012 - 2016*

#### *Shaping Our Future*

*An active connected and caring community*

*Supporting all*

*Attract, retain, support*

*Enhancing opportunity, learning and lifestyles*

*Strategic Direction – Our Community*

*Facilitate and support initiatives that strengthen the capacity of the community.*

*Support initiatives that promote diversity and social inclusion*

*Strategic Direction – Governance*

*Conduct all Council and committee meetings in strict accordance with the law and in an open and transparent manner.*

### **BACKGROUND**

In accordance with the *Mayoral Sponsorship Committee Instrument of Delegation [13 DEL-1]* all requests for recurring sponsorship are to be brought to Council each year for decision.

Council has provided sponsorship to Gippsland FM since 2007.

Gippsland FM is a non-profit, voluntary run community radio station with a coverage area that reaches approximately 120,000 people. The Morwell-based station is funded through various grants, fundraising and sponsorship and has been in existence for over 25 years.

The station's role in ethnic broadcasting, indigenous, local sport, print handicapped and local current affairs programming is unmatched by other local media outlets.

In the past year, the station has employed a youth co-ordinator who has been successful in training 15 new local young people now broadcasting on the station. The station also employs three people on a part time basis involved in indigenous programming and general station production support. These positions are not guaranteed and rely heavily on the ability of station volunteers to attract adequate funding to maintain remuneration.

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

The three people employed are younger members of the community and the station plays an important role in developing the skills of such people who may have difficulty in obtaining employment in the open market. Other people involved in the station programs do this on a volunteer basis.

### **KEY POINTS/ISSUES**

A request for continued sponsorship in 2016 has been received by Latrobe City Council and is presented for Council's consideration.

#### **Gippsland FM**

Renewal of the sponsorship agreement for the 2016 calendar year has been requested. The request is for the same amount provided in 2015, \$4,400 (incl GST).

Sponsorship funding is used to support the general operation of the station. The basic annual operating costs, as identified from an independent audit undertaken by LSH Accounting, for 2013/14 were \$82,717.

In return for the \$4,400 (inc GST) sponsorship, Latrobe City Council would receive:

- 3,400 announcements to be broadcast across the calendar year, to be supplied as a message read by our mayor.
- Continued exposure of Council activities through the weekly Saturday morning current affairs program ("Our World This Week")
- Latrobe City Council logo on Gippsland FM newsletters
- A link to the Latrobe City Council website from the Gippsland FM webpage

### **RISK IMPLICATIONS**

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

There is not considered to be any risks associated with this report.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

An overview of the Mayoral Sponsorship Fund budget is provided below:

Budget 15/16	\$52,000
Expenditure – year to date	\$29,200
<b>Funds remaining</b>	<b>\$22,800</b>

The sponsorship requests could be met by the existing budget. If the sponsorship is granted, a sponsorship agreement will be put in place clearly stating the sponsorship amount and the requirements for an end of year acquittal to be provided by the organisation



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)****INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

There was no community consultation for the preparation of this report.

**OPTIONS**

The following options are available to Council:

1. Provide sponsorship to Gippsland FM as per their request for a 12 month period
2. Not provide sponsorship to Gippsland FM
3. Request further information

**CONCLUSION**

An application for sponsorship has been received for the Mayoral Sponsorship Fund from Gippsland FM. As per the *Mayoral Sponsorship Committee Instrument of Delegation [13 DEL-1]* these requests are presented to Council for consideration.

Latrobe City Council has had a long history in sponsoring Gippsland FM. This organisation has consistently demonstrated good value for Council, and strongly supports diversity across our local community.

It is recommended that Council continues supporting Gippsland FM in 2016.

**SUPPORTING DOCUMENTS**

*Mayoral Sponsorship Committee Instrument of Delegation [13 DEL-1]*

**Attachments**

1. Gippsland FM Request for Sponsorship 2016

## **16.1**

### **Mayoral Sponsorship Fund Request from Gippsland FM**

- 1 Gippsland FM Request for Sponsorship 2016 ..... 247**

POSTAL ADDRESS  
P.O. Box 579,  
MORWELL, 3840,  
Victoria, Australia.

E-mail:  
[office@gippslandfm.org.au](mailto:office@gippslandfm.org.au)  
Website:  
[www.gippslandfm.org.au](http://www.gippslandfm.org.au)



STUDIO LOCATION  
1<sup>st</sup> Floor ETU Building,  
42 Buckley Street,  
Morwell.

Telephone: (03) 5134 8444  
Facsimile: (03) 5133 0555

Latrobe City Council



DOC15/38411  
Date Received: 09-Dec-2015

7 December, 2015

Cr M.Rossiter  
Mayor Latrobe City  
PO Box 264  
Morwell 3840

Dear Mayor Rossiter,

**Latrobe City Council - Sponsorship At Gippsland FM**

The Latrobe City Council has been a major supporter of Gippsland FM for many years through the provision of sponsorship and other community grants from time to time. This letter seeks to formalise the on-going sponsorship and promotional opportunities for the Council for 2016.

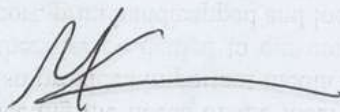
As noted previously, Gippsland FM is a not for profit voluntary run organisation funded through various grants, fundraising and sponsorship. The station provides a valuable community service, meeting the needs of the local community not met by other media sources. Importantly, the station also provides important media access and opportunities for the exploration of local issues that would otherwise be denied to our community. The station's role in ethnic broadcasting, indigenous, local sport, print handicapped and local current affairs programming is un-matched by other media outlets.

The station is committed to living out its slogan "Connecting Our Community" through local participation of our volunteers, in depth broadcasts of major events and developments across our city and the networking enhancements across many sectors of the local community. In the past year, the station has employed a youth co-ordinator who has been successful in developing fifteen new local young people now broadcasting on the station.

Gippsland FM promotes council initiatives and objectives through the current sponsorship package where Council is able to communicate to the broader Latrobe City community on its key issues and promotions. In addition Council utilises a regular timeslot on "Our World This Week" every week where initiatives, events and general strategic information are transmitted to our listeners. Notably, this program has been a flagship for the station and has a loyal and interested audience.

The station is keen to retain the current sponsorship arrangements with the Council based on \$4,400 (inc GST). I would appreciate the opportunity to meet with you or Council representatives to ensure the current approach is meeting your needs.

Yours sincerely



Matt Cameron  
Chairperson

Gippsland Community Radio Society Co-operative Limited

# CORPORATE SERVICES

17. CORPORATE SERVICES

**17.1 PROPOSED ROAD EXCHANGE - FOX AND FANCKES ROAD,  
BOOLARRA SOUTH**

General Manager

Corporate Services

For Decision

**PURPOSE**

This report is to consider a request on behalf of the owners of 55 Fox and Fanckes Road, Boolarra South, for Council to undertake a road deviation (exchange) for a section of Fox & Fanckes Road, Boolarra South.

**EXECUTIVE SUMMARY**

Council has received a request from Beveridge Williams, on behalf of the owners of 55 Fox and Fanckes Road, Boolarra South, requesting that it undertake a road deviation for part of the road.

It has been brought to Council's attention that the farm residence and a number of out buildings have been constructed on the road reserve, while part of the physical road has been constructed on a different alignment through another part of their property. Accordingly, it is proposed to commence the statutory process to exchange a section of the Government Road Reserve for a section of freehold land.

Council can undertake a road deviation pursuant to Section 206 and Schedule 10 Clause 2 of the *Local Government Act 1989*.

**RECOMMENDATION**

That Council:

1. In accordance with Schedule 10 Clause 2 and section 223 of the *Local Government Act 1989 (Act)*, authorise the commencement of the statutory procedures relating to Council's intention to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South.
2. Receives written submissions and hears submissions on the proposal to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South, from persons who have made a written request to be heard in person or by a party representing them as specified in their submission in accordance with the Act, at its Ordinary Meeting of Council on Monday, 20 June 2016.

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

*In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

*Strategic Direction – To provide open, transparent and accountable governance.*

Legislation

*Local Government Act 1989*

*Section 206 and Schedule 10 Clause 2 of the Local Government Act 1989 gives Council the power to deviate roads:*

*(1) A Council may deviate a road through private land, Crown land or land held by licensees under the Land Act 1958 (whether or not the land is subject to any rights of way).*

*(2) However, in the case of a proposed deviation –*

*(a) through Crown land; or*

*(b) which would result in the vesting of land in a Council under section 207B(2A)-*

*this power may only be exercised after the Council has obtained the consent of the Minister administering the Land Act 1958.*

*(3) Before starting any work to give effect to a deviation, the Council must publish a notice in the Government Gazette describing the deviation.*

This power is subject to Section 223 of the *Local Government Act 1989* which requires Council “publish a public notice stating that submissions in respect of the matter specified in the public notice will be considered in accordance with this section.”

Council must then consider any submissions that have been received and any person who has made a submission and requested they be heard are entitled to appear before a meeting of Council.



**BACKGROUND**

Fox and Fanckes Road, Boolarra South, is a Government Road that is classified as a sealed access road from Morwell River Road to Livingston Road on Council's Public Road Register.

As shown on the attached plan, part of the northern section of the road has been constructed on land within the Certificate of Title for 55 Fox and Fanckes Road while the actual road reserve extends further to the east.

It is unclear how or why this has happened, however, the buildings on the property, including the residence, have been constructed on the Government Road Reserve and the owners of the property are therefore seeking Council's assistance in rectifying this issue by exchanging land.

In accordance with Schedule 10 Clause 2(2) of the *Local Government Act* 1989, consent to the proposed road deviation has already been obtained from the Department of Environment, Land, Water and Planning (DELWP).

**KEY POINTS/ISSUES**

To rectify this issue Council can undertake a road deviation (exchange) whereby part of the Government Road Reserve will be discontinued and the section of Fox & Fanckes Road that has been constructed through private property will be declared as a road.

The parcels of land to be effected by the proposed road deviation are Lots 1, 2 and 4 on Title Plan 171943 being part of the land contained in Certificate of Title Volume 9320 Folio 578.

Land acquired for a road deviation under clause 2 of Schedule 10 of the *Local Government Act* 1989 will vest in Council once the requisite notice has been published in the Government Gazette.

Furthermore, the discontinued section of the Government Road Reserve will also vest in Council upon publication of the notice and can then be transferred and consolidated with 55 Fox and Fanckes Road, Boolarra South.

Undertaking this statutory process will not have any impact on the physical road itself, it will merely formalise the existing alignment as a Road Reserve and vest the land in Council's ownership.

DELWP has consented to the proposed exchange of land; please refer to Attachment 2.

**RISK IMPLICATIONS**

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

There are not considered to be any risks associated with this report.

**FINANCIAL AND RESOURCES 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. Subject to Council finalising the statutory process, the cost of preparing the necessary plan for inclusion with the notice in the Victoria Government Gazette will be borne by the property owners.

Any other survey and legal costs will also be borne by the property owners.

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

It is proposed to seek public comment via:

- Public notices in the Latrobe Valley Express
- Notice displayed at the corporate headquarters, and
- Details placed on the Latrobe City Council website.

*Details of Community Consultation / Results of Engagement:*

In accordance with Section 223 of the Local Government Act 1989 any submissions received regarding this matter will be referred for consideration at a future meeting of Council.

**OPTIONS**

Council has the following options:

1. Commence the statutory process to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South, by giving public notice, or
2. Decline to commence the statutory process to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South, and advise Beveridge Williams accordingly.

**CONCLUSION**

It has been identified that a section of Fox and Fanckes Road has been constructed over part of 55 Fox and Fanckes Road, Boolarra South, and the buildings on the property have been constructed on the Government Road Reserve to the east.

To rectify this issue, it is recommended that Council gives notice of its intention to consider undertaking a road deviation for this section of Fox and Fanckes Road in accordance with Section 206 and Schedule 10 Clause 2 of the *Local Government Act 1989*.

**SUPPORTING DOCUMENTS**

Nil

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

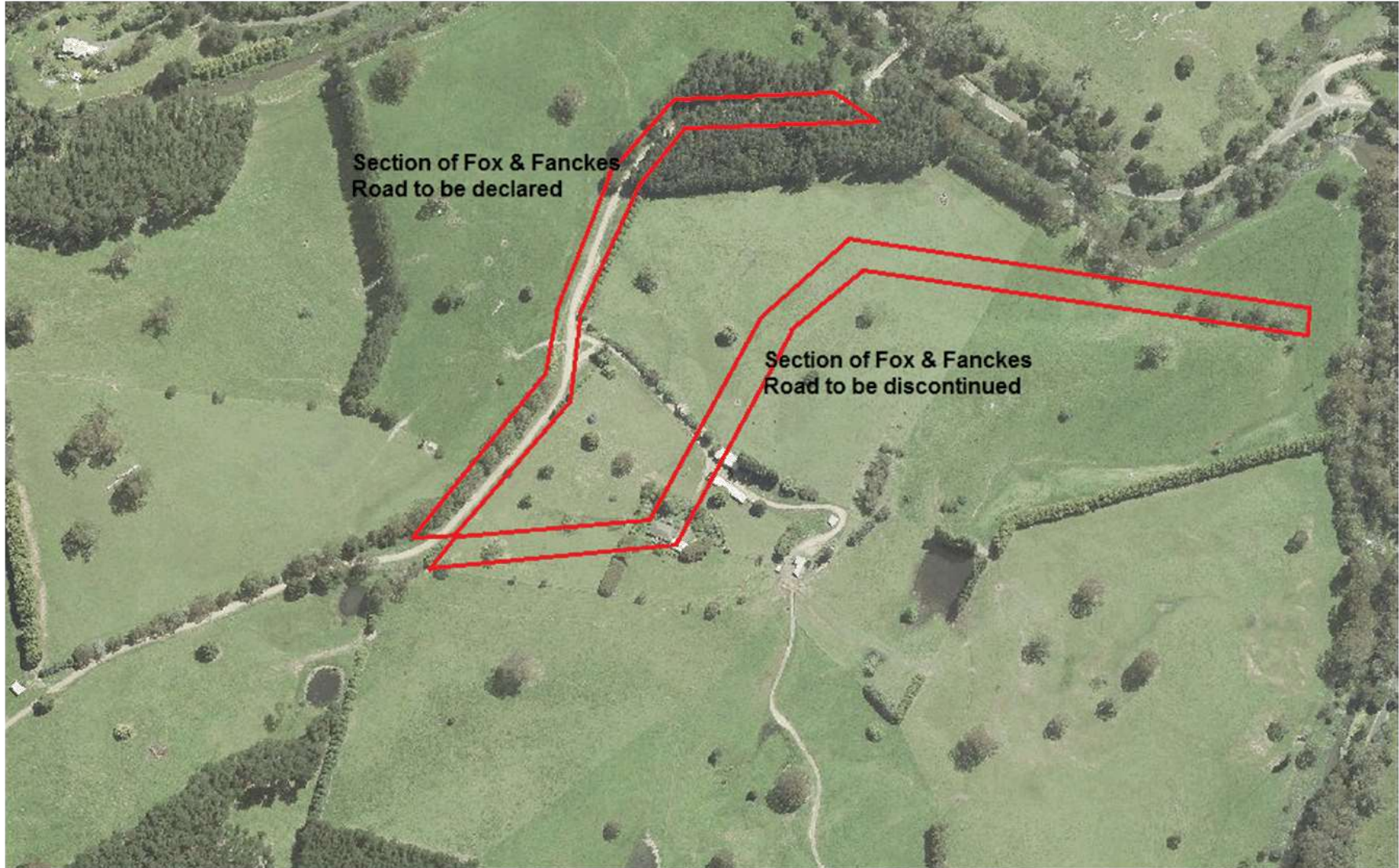
**Attachments**

1. Fox & Fanckes Road, Boolarra South, Aerial
2. Letter of consent from DELWP for road deviation.

## **17.1**

### **Proposed Road Exchange - Fox and Fanckes Road, Boolarra South**

- 1 Fox & Fanckes Road, Boolarra South, Aerial..... 255**
- 2 Letter of consent from DELWP for road deviation..... 257**







Department of Environment,  
Land, Water & Planning



Date Received: 18-Feb-2016

71 Hotham Street  
Traralgon Victoria 3844  
DX 219284  
Telephone: (03) 5172 2111  
Facsimile: (03) 5172 2100  
ABN 90 719 052 204

DELWP Ref: 15L10.8057

10 February 2016

Peter Schulz  
Latrobe City Council  
PO Box 264  
Morwell VIC 3840

Dear Peter,

**RE : PROPOSED ROAD EXCHANGE, FOX AND FANCKES ROAD, PARISH OF MIRBOO**

I refer to Council's request for consent to a proposed road exchange involving part of Fox and Fanckes Road in the Parish of Mirboo.

The department has no objection to the exchange and encloses a consent form signed by me as delegate for the Minister of Environment, Climate Change and Water.

Please note that Council are required to publish a notice in the Victorian Government Gazette describing the exchange prior to starting any works onground. It would be appreciated if a copy of this gazette could be forwarded to our office for our file.

Should you have any further questions regarding this matter please contact Tarnia Leeming on 5172 2146.

Yours sincerely

**Pat Lambert**  
Manager, Property Services  
Public Land Administration

*Privacy Statement*  
Any personal information about you or a third party in your correspondence will be protected under the provisions of the Privacy and Data Protection Act 2014. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the Department should be directed to the Privacy Coordinator, Department of Environment, Land, Water and Planning, PO Box 500, East







Department of Environment,  
Land, Water & Planning

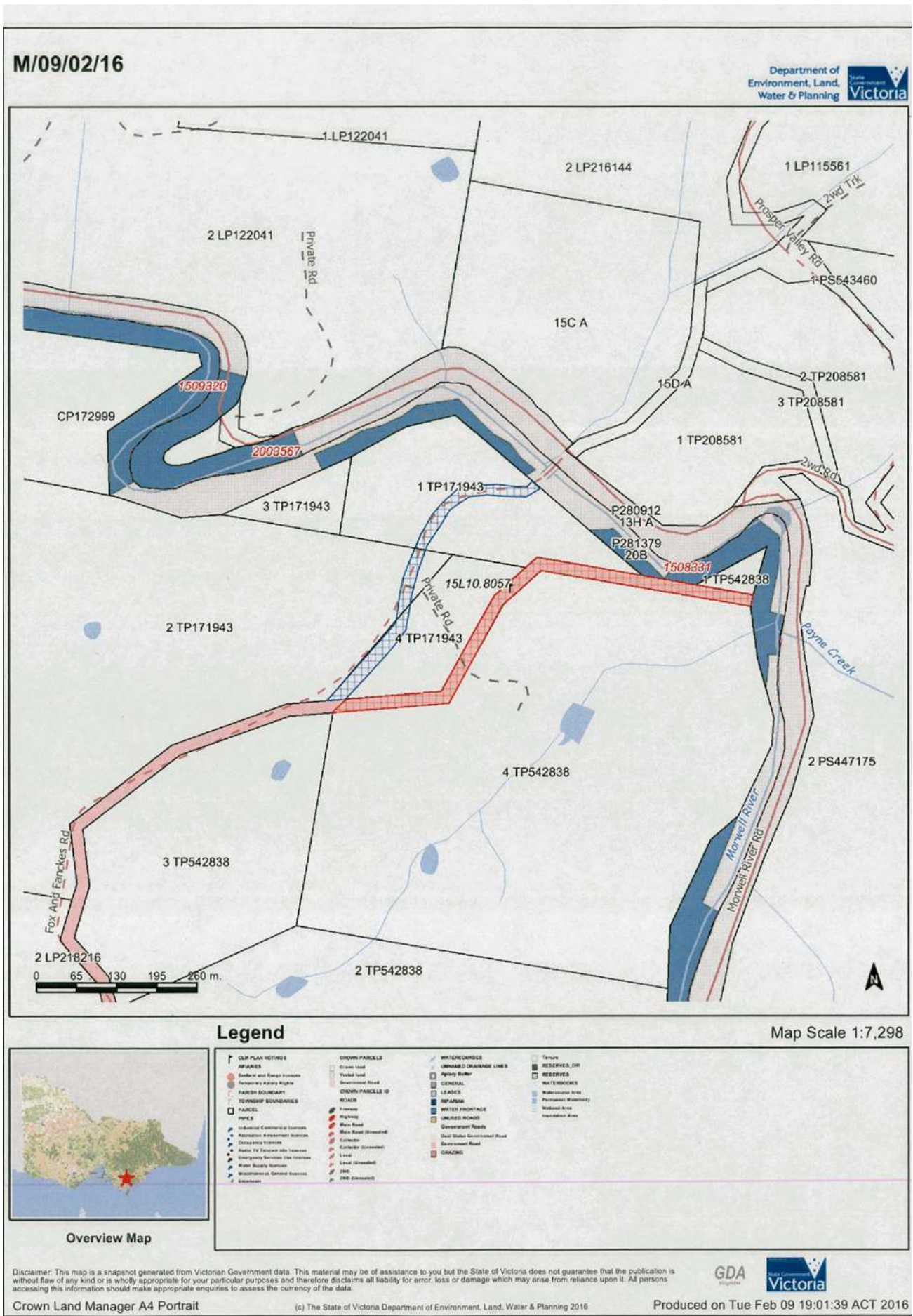
## CONSENT FOR ROAD DEVIATION LOCAL GOVERNMENT ACT 1989

Under Clause 2 (2) of Schedule 10 of the *Local Government Act 1989*, I, Pat Lambert, Manager Property Services, as delegate of the Minister for Environment, Climate Change and Water, hereby consent to the deviation of a road in the Parish of Mirboo, shown cross-hatched red on the attached plan labelled M/09.02.16 which is government road to the land shown hatched blue on the plan which is not Crown land.

Department correspondence no 15L10.8057

.....  
Pat Lambert  
Manager Property Services  
(As delegate for the Minister of Environment, Climate Change and Water)

Date : ..... 11/2/16 .....





**17.2 PRESENTATION OF THE COMMITTEE OF MANAGEMENT  
TEMPLATE FOR ADOPTION**

**General Manager**

**Corporate Services**

**For Decision**

**PURPOSE**

The purpose of this report is to provide to Council for adoption the Committee of Management Template.

**EXECUTIVE SUMMARY**

A review of Council Committees and their structures has been in progress and, in order to continue the review, a decision of Council is required on the template to be used for Councils Committees of Management (established under Section 86 of the *Local Government Act 1989*).

The Committee of Management template has been developed based on better practice documentation identified through the Australian Centre of Excellence for Local Government document, '*The Role and Future of Citizen Committees in Australian Local Government*' and benchmarking through other Councils.

The template provides the Committees of Management structure as detailed in the *Establishment of Council Committee Policy*. The adoption of the template will allow officers to commence a review of any current Committee of Management or any other Committee that will require this level of authority from Council. These will be subject to further decisions of Council.

**RECOMMENDATION**

**That Council adopts the Committee of Management template for use by officers as part of the Committee review project.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

*Strategic Objectives - Governance*

Latrobe City Council Plan 2013 - 2017

*Theme 3: Efficient, effective and accountable governance*

*Theme 4: Advocacy for and consultation with our community*

**BACKGROUND**

The Council Committee project has been a long term project, with several components.

The project has so far delivered the overarching Policy, Advisory Committee templates, including Terms of Reference, agenda and minutes templates, and has commenced the review of the current Advisory Committees. This has also seen the removal of a number of advisory committees that were not operating and identified a number that will be abolished at the end of their projects.

There are currently three main aspects of the project continuing at present, which are:

- Councillor appointments – listing to be revised and updated to reflect the current committees and practices
- Council Advisory Committee reviews – review of each advisory committee
- Section 86 Committees – the development of appropriate documentation to support committees established under Section 86 of the *Local Government Act 1989*.

Future stages planned for the project are:

- Friends Groups – the development of appropriate documentation to support the establishment of friends groups (similar to Landcare groups)
- Remainder of Committees (not advisory committees) are reviewed
- Revision of committee documents – a review of the policy, guidance material and templates will be reviewed to ensure that issues identified throughout the review processes are covered and updated accordingly.

**KEY POINTS/ISSUES**

A draft delegation and associated schedules for Committees of Management (also known as Section 86 or Special Committees), have been developed (attached). This has been developed based on models provided by other councils, and better practice documentation identified through the Australian Centre of Excellence for Local Government document, *'The Role and Future of Citizen Committees in Australian Local Government'*.

The template is aimed to cover those committees which manage a facility on behalf of Council and require Council to delegate powers in order to facilitate that management. There are currently two committees already established in this way, those being the Latrobe Regional Airport Board, and the Yallourn North Community Housing Committee.

### **RISK IMPLICATIONS**

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

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The proposed template has been designed to help avoid excessive bureaucratic burden being placed on volunteers that manage facilities on behalf of Council. This has, however, had to be balanced against a number of minimum requirements for compliance with relevant and applicable legislation, such as the *Local Government Act 1989*.

### **INTERNAL/EXTERNAL CONSULTATION**

Benchmarking on Committee of Management structures has occurred within the local government sector. Engagement has occurred within the organisation and with Councillors in regards to the development of the template.

Once the template has been adopted by Council a review process will commence on current Committees that have been identified as Committees of Management. Any Committee that is identified to be under the Committees of Management structure will be put to Council for adoption after the review has taken place.

### **OPTIONS**

Council has the following options to consider:

1. Adopt the Committee of Management template as presented;
2. Adopt the Committee of Management template with additional changes; or
3. Do not adopt the Committee of Management template, and request officers to seek further advice.

### **CONCLUSION**

The Committee of Management template provides the minimum standards required and aligns with the *Establishment of Council Committee Policy*.

### **SUPPORTING DOCUMENTS**

- *'The Role and Future of Citizen Committees in Australian Local Government'* Australian Centre of Excellence for Local Government
- Establishment of Council Committee Policy

#### **Attachments**

1. Draft Committee of Management (Special Committee) Instrument of Delegation

## **17.2**

### **Presentation of the Committee of Management Template for Adoption**

- 1 Draft Committee of Management (Special Committee)  
Instrument of Delegation ..... 265**



**<F11 Fields: Insert Name>**  
**Committee of Management**  
**(Special Committee)**  
*Instrument of Delegation*  
**DRAFT**

(FACILITY IMAGE HERE)





## Instrument of Delegation

Pursuant to the exercise of the power conferred by section 86(3) of the *Local Government Act 1989*, Latrobe City Council (the Council) hereby delegates to <Facility Name> Committee of Management (the Special Committee), the powers, duties and functions set out in the Schedules attached and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on [#date#]; and
  - 1.1. The delegation:
    - 1.1.1. Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 1.1.2. Remains in force until varied or revoked;
    - 1.1.3. Must be exercised in accordance with the attached schedules, and is subject to any conditions and limitations set out in the schedules;
    - 1.1.4. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 1.2. Any member (not being a Councillor) of the Committee is exempt from provisions of s.81 of the *Local Government Act 1989* for the purposes of providing primary and ordinary returns;
  - 1.3. The Committee must annually report to Council concerning decisions made during and finances of the Committee for the preceding 12 months; and
  - 1.4. Council may remove a member from the Committee at any time.

[#Council seal clause#]



## Schedule One: Powers, Functions and Duties of the Special Committee

### 1. DEFINITIONS

1.1. In this delegation and schedules, the following words shall have the following meanings:

The Committee	Shall mean the [NAME] Special Committee appointed pursuant to the provisions of Section 86 of the <i>Local Government Act 1989</i> .
Council	Means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Councillor	Shall mean the individual(s) holding the office of a member of Latrobe City Council.
Council officer	Means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Facility	Shall mean the reserve and buildings known as [NAME] and as highlighted on the attached plan in Schedule Four (4) that is subject to this delegation.
Special Committee	<p>A Special Committee is any Committee to which the Council delegates a duty, function or power.</p> <p>Special Committees are established under section 86 of the <i>Local Government Act 1989</i>.</p> <p>The Council formally delegates specific decision-making powers and responsibilities to a Section 86 (also known as a Special Committee or Committee of Management) through an Instrument of Delegation.</p> <p>This Instrument spells out the Committee's role and enables it to exercise the functions and powers of Council specified, within certain constraints.</p>
Management	The maintenance, hire, control, operation, conservation, promotion and/or development of property.



## **2. OBJECTIVES OF THE SPECIAL COMMITTEE**

- 2.1. The principle objective of the Committee of Management (the COM, or Committee) is to act as an agent of Latrobe City Council and not as an independent entity in managing the Facility entrusted in the Committees care and to act as a policy development, planning, promotion, co-ordinating and management body for the Facility and in particular:
- 2.1.1. Undertaking the management and improvement of the reserve (reserve), hall (hall), facility and buildings(facility) on behalf of Council;
  - 2.1.2. Act as an advisory and liaison body between the Council and the community, (e.g. user groups) who uses the Facility;
  - 2.1.3. Encourage public interest and maximise involvement and participation of the community in the development of the Facility;
  - 2.1.4. Making available the reserve, hall and/or facility for public use, consistent with the function for which the facility, reserve or hall has been provided, and to ensure a wide range of community, cultural and entertainment programs to give residents a choice of leisure-time activities;
  - 2.1.5. Ensure the effective financial control of the Facility to meet the Council's and Special Committee's objectives by collecting rentals and charges, as set and adopted by Council, on the users of the facility, and to expend these funds on maintaining and/or improving the reserve, hall or facility and providing amenities for the better use and enjoyment by the community and public; and
  - 2.1.6. To make representation to Council on behalf of other organisations relating to the Facility; and
  - 2.1.7. Carrying out such other objectives, matters and things incidental to and in furtherance of the objectives as set out in 1 (a), (b) and (c) hereof.

## **3. COMPOSITION OF COMMITTEE**

- 3.1. Membership
- 3.1.1. The Committee shall comprise of persons appointed by the Council, being not less than four (4) with no single user group having a majority (as per detailed in schedule 3).
  - 3.1.2. The Committee may also comprise of, no more than six (6) other independent public representatives who must be residents of the



Latrobe City Council (unless otherwise approved by Council) or a number as determined by Council not connected with the user groups specified in schedule 3.

- 3.1.3. The appointment of the independent public representatives shall be as described in clause 3.3.
  - 3.1.4. Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an observer (without voting rights) at the invitation of the Committee.
  - 3.1.5. No person nominated shall take office until endorsed by Council.
  - 3.1.6. The Council may also appoint a Council officer or Councillor to be its representative, including an office bearer position on the Committee, and such person shall hold office until removed by the Council or until any one of the contingencies referred to in Clause 5 hereof occurs.
- 3.2. Nomination Process – Main User Groups
- 3.2.1. Main user representatives may be nominated by the controlling body of the main user, or by Council.
  - 3.2.2. Depending on how many main users there are (see Schedule 3), there must not be a majority representation from any user group on the Committee.
- 3.3. Nomination Process – Independent Public Representatives
- 3.3.1. A public notice of the Annual General Meeting is to be published in a newspaper not less than seven (7) days prior to the meeting, generally circulating within the district of the facility;
  - 3.3.2. Written nominations (including full name and addresses) for the tri-annual Annual General Meeting must be received prior to the commencement of the Annual General Meeting;
  - 3.3.3. Council reserves the right to appoint a person as a public representative whose name has not been submitted through the above process.
- 3.4. Qualifications for Committee - General
- 3.4.1. Except with the prior approval of the Council, no person shall be





appointed to the Committee unless such person has attained the age of eighteen (18) years and resides, or owns property, or works within the Latrobe City Council;

- 3.4.2. All Committee members must be prepared to comply with Conflict of Interest provisions in the *Local Government Act 1989*; and
- 3.4.3. Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.

#### **4. TERM OF OFFICE**

- 4.1. All members of the Committee shall (Subject to Clause 10) hold office for a period of three (3) years from the date of their appointment by Council.
- 4.2. A member appointed to fill a casual vacancy on the Committee shall retire at the end of the three-year period applicable to the member whose inability to see out their term (for whatever reason) caused the vacancy.
- 4.3. A member of the Committee shall be eligible for re-nomination at the expiration of the period of office.

#### **5. VACANCIES**

- 5.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 5.2. If any Committee member misses three (3) consecutive meetings of the Committee without submitting their apology prior to the meeting such person shall cease to be a member of the Committee upon confirmation by Council.
- 5.3. Casual Vacancies
  - 5.3.1. Where a vacancy on the Committee occurs through retirement, resignation, death, incapacity or loss of qualification, the Committee shall within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
  - 5.3.2. Any vacancy caused by the resignation of an independent public representative, shall only be filled by Council via an expression of interest process.

#### **6. OFFICE BEARERS**

- 6.1. For the tri-annual (every three years) Committee meeting, members must be nominated to the Committee before office bearers are appointed;





- 6.2. The nominated Committee shall then appoint the following office bearers to hold office for a period of twelve (12) months and thereafter annually make such appointments:
- Chairperson
  - Treasurer
  - Secretary
- 6.3. There must be segregation of duties amongst office bearers i.e. no one person may hold more than one office bearing position. In special circumstances one person may, with the approval of Council hold both the positions of Treasurer and Secretary.
- 6.4. The Committee shall provide all nomination forms and notify the Council of the name and address of each Committee member and office bearer within seven (7) days of such person's appointment.
- 6.5. The Chairperson, or a nominated representative in his/her absence, shall take the chair at all meetings of the Committee. In the absence of both, the Committee may appoint one of its members to be the Chairperson for the meeting.

## **7. COMMITTEE MEETINGS**

### **7.1. General Provisions**

- 7.1.1. The Committee shall hold at least four (4) meetings during the year on such dates as the Chairperson appoints with the first meeting of the Committee to be held within one (1) month of the Committee's appointment.
- 7.1.2. The Secretary shall give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven (7) clear days prior to the meeting.
- 7.1.3. Council must be informed of any Committee meetings. Minutes must be distributed within 7 days and must be formally endorsed at the next Committee meeting.
- 7.1.4. The Committee also may hold special meetings and the Chairperson or any three members of the Committee may call a special meeting. A special meeting may also be called by the Council at any one time, providing that notice of the meeting is issued 48 hours prior to its



commencement.

#### 7.2. Meeting Procedures

- 7.2.1. All requirements of the *Local Government Act 1989* must be adhered to.
- 7.2.2. The Chairperson shall take the chair at all meetings at which the chair is present. If the chair is absent the members present may appoint one of their numbers to chair the meeting.

#### 7.3. Quorum

- 7.3.1. For a meeting to be held, the Committee must meet quorum.
- 7.3.2. The quorum must be at least a majority of the number of members of the Committee.

#### 7.4. Annual General Meeting

- 7.4.1. At the Committee Annual General Meeting, Office Bearers will be elected to the positions of Chairperson, Secretary, Treasurer and other positions determined by the Committee as being necessary for the efficient functioning of the Committee.
- 7.4.2. At this meeting the Committee will also receive the annual report, receive a report on the program of activities proposed for the ensuing year, and receive and adopt the annual financial statements.

#### 7.5. Special Meetings

- 7.5.1. The Chairperson may call a special meeting by giving notice to all Committee members in the manner prescribed hereunder or shall call a special meeting forthwith upon receiving from any three members of the Committee a written request that such a meeting be so called.
- 7.5.2. The notice by the Chairperson or the request by the three Committee members shall contain a statement of the purpose of the meeting.
- 7.5.3. The meeting will be held on such dates and at such time as fixed by the Chairperson.
- 7.5.4. In cases where the Chairperson calls a meeting in response to a request, the meeting shall be held within 21 days of receiving such request. The Chairperson shall arrange for notice of the meeting to be given to all Committee members.



7.5.5. No other business shall be transacted at that meeting except that specified in the notice.

#### 7.6. Minutes of meetings

7.6.1. There are special rules applicable to the recording and preparation of special Committee minutes. Under Section 93 of the Act, the Chairperson of a special Committee must arrange for minutes of each meeting of the Committee to be kept.

7.6.2. The Chairperson must submit the Minutes of a Committee meeting to the next meeting of the Committee for confirmation. If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.

7.6.3. The minutes of a meeting of the Committee must:

- contain details of the proceedings and resolutions made;
- be clearly expressed; and
- be self-explanatory.

7.6.4. In relation to resolutions recorded in the minutes, relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated.

7.6.5. The Chairperson shall ensure that Minutes of all meetings of the Committee shall be kept by the Secretary or his or her deputy and a copy sent to the Council within seven (7) days of the meeting to comply with the reporting requirements of the *Local Government Act 1989*.

7.6.6. In the absence of both, the Committee may appoint one of its members as Secretary for the meeting.

7.6.7. Copies of Minutes will be circulated and forwarded to Council within fourteen (14) days of the meeting.

#### 7.7. Voting

7.7.1. Members, including the Chairperson, present at a meeting of the Committee, shall have one vote on each matter before the Chair.

7.7.2. In the event that voting on any matter is equal, the Chairperson shall have a casting vote.

7.7.3. A motion before a meeting of the Committee is to be determined as



follows:

- 7.7.3.1. Each member of the Committee who is entitled to vote is entitled to one vote;
  - 7.7.3.2. Unless otherwise prohibited by the *Local Government Act 1989*, each member of the Committee present must vote;
  - 7.7.3.3. Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
  - 7.7.3.4. The Motion is determined by a majority of the vote;
  - 7.7.3.5. If there is an equality of votes the Chairperson has a second vote.
- 7.7.4. Any decision of the Committee which does not relate to a matter delegated to the Committee cannot be actioned until approved by Council.
  - 7.7.5. In the event of any unresolved dispute arising, the matter shall be submitted to Council in writing and any decision made thereon by the Council shall be final.
  - 7.7.6. The Committee may form Sub-Committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of this Instrument of Delegation, provided that no decision is made.
  - 7.7.7. The Chairperson shall be an ex-officio member of all Sub-Committees.
  - 7.7.8. Such Sub-Committees shall only be established by resolution of the Committee and shall only carry out those functions stated in such resolution.
- 7.8. Conflict of Interest
    - 7.8.1. If a member of the Committee has a Conflict of Interest in any matter in which the Committee is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed.
    - 7.8.2. The member must not remain in the room in which the meeting is being held during discussion or voting on the matter.
    - 7.8.3. The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.





#### 7.9. Meetings open to the Public

- 7.9.1. Any meeting or special meeting of the Committee must be open to members of the public.
- 7.9.2. The Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:
  - 7.9.2.1. Contractual matters;
  - 7.9.2.2. Proposed development;
  - 7.9.2.3. Legal advice;
  - 7.9.2.4. Matters affecting the security of Council;
  - 7.9.2.5. Any other matters which the Committee considers would prejudice the Council or any person;
  - 7.9.2.6. A resolution to close the meeting to members of the public.
- 7.9.3. If the Committee resolves to close the meeting to the public, the reason must be recorded in the Minutes of the meeting.

### 8. FINANCE

#### 8.1. Financial Administration

- 8.1.1. The Financial Year of the Committee shall be from 1st July to 30th June next.
- 8.1.2. The Committee is required to ensure the effective financial control of the Committee, including the submission of an annual budget to Council for consideration and approval by 31 October in each year for the next financial year.
- 8.1.3. The Committee shall not borrow or obtain funds by way of overdraft or loan.
- 8.1.4. In order to meet Council's audit requirements, the funds of the Committee shall be lodged in a bank account, in the name of the Committee.
- 8.1.5. Council must have the ability at all times to access details of Committee bank accounts.
- 8.1.6. All monies received on behalf of the Committee shall be banked within fourteen (14) days of receipt.



- 8.1.7. All accounts over fifty (50) dollars (including GST) shall be paid by cheque and all cheques must be signed by two (2) Committee members and/or office bearers appointed by resolution of the Committee.
- 8.1.8. The Treasurer shall list all accounts received for payment to each meeting of the Committee and report on the state of the Committees finances and shall make such recommendations as he/she considers necessary and same shall be recorded in the Minutes of the meeting.
- 8.1.9. Monies held by the Committee shall not exceed \$50,000 at the end of any given financial year, unless otherwise approved by Council.
- 8.1.10. All monies received from hire fees, rental and charges associated with the management of the Facility shall be retained by the Committee.
- 8.1.11. All monies received by the Committee shall be applied to the maintenance, operations and improvements (including ongoing charges such as insurance or utility charges) of the Facility and any other expenses which may be incurred by the Committee in its management of the Facility.
- 8.1.12. Committee members are entitled to be reimbursed through Committee funds for any out of pocket expenses incurred while carrying out the functions set out in this delegation as long as a tax invoice receipt is provided.
- 8.1.13. No voting member of the Committee shall receive any remuneration and/or honorarium for carrying out any of his/her duties as a member of the Committee without approval from the Council.
- 8.1.14. On dissolution of the Committee, the outgoing Committee must close all accounts and transfer the remaining funds to Council and provide evidence of such.
- 8.2. Annual Statements and Reports
- 8.2.1. The Committee shall on or before the 10th day of July in each year ensure the accounts of the Committee to be balanced (up to the 30th day of June proceeding) and forward its annual Financial Statement to Council.
- 8.2.2. The Committee member elected as Secretary or Treasurer shall present an operating statement and statements of financial position at





the conclusion of each financial year for presentation to the designated meeting of the Committee.

8.2.3. To assist in the preparation of the statement of accounts, Council will supply a standard template and information document to assist the Committee.

8.2.4. As well as the statement of accounts, the Committee shall provide a written report to Council on the operation of the Facility on an annual basis which shall be deemed the Annual Report.

### 8.3. Determination of charges

8.3.1. The Committee must provide Council with a recommended list of annual, seasonal and casual rental fees and/or charges for the use of the facilities by 1 October each year for the next financial year to be included for adoption by Council within the Council budget process.

8.3.2. The Committee shall collect and abide by the Council adopted fees and charges, and any adopted policies or procedures for the various user groups of the facility. Details of such rentals and charges shall be advised by Council once the budget has been adopted.

8.3.3. Every member appointed by the Committee to collect any rentals or charges shall within seven (7) days after he or she has received any monies on account of the Committee ensure same is paid into the Committees bank account unless other arrangements have been approved by Council.

8.3.4. Every member appointed for the collection of rentals or charges by the Committee shall issue a receipt on collection.

### 8.4. Fundraising

8.4.1. The Committee may arrange functions, fixtures or entertainment for the purpose of raising funds utilising Councils prescribed casual hiring information.

## 9. MANAGEMENT OF FACILITIES

### 9.1. General Requirements

9.1.1. The Committee shall manage the Facility by:

9.1.1.1. actively promote its use;

9.1.1.2. entering into contracts with permanent and occasional users as



- per the requirements set out in this document;
- 9.1.1.3. assist the community and user groups to access the facilities;
  - 9.1.1.4. ensuring users maintain the facilities in accordance with their user agreements;
  - 9.1.1.5. monitoring the physical condition of all facility assets, ensuring they are generally maintained in a safe and clean condition and are fit for purpose;
  - 9.1.1.6. working with Council officers on asset maintenance and development plans;
  - 9.1.1.7. ensuring that conditions of use imposed by Council Local Laws and policies and State and Federal Laws are enforced and for reporting to the Council any breaches which occur;
  - 9.1.1.8. arranging and paying for contents insurance; and
  - 9.1.1.9. recommend to Council on the development of future capital works and the provision of future facilities and amenities to the Facility.
- 9.1.2. The Committee may seek advice, assistance and expertise from the Council as is necessary for the proper and efficient management of the Facility within the constraints of the budget and including the ability to invite persons to the meetings of the Committee as observers or advisers. (Note: Special Committee meetings must be open to the public).
- 9.1.3. The Committee shall liaise with Council and its staff to ensure continuing co-operation and co-ordination of the Facility.
- 9.1.4. The Committee shall ensure the safety requirements and acts and regulations appropriate to the management of the Facility are adhered to.
- 9.1.5. The Committee and its servants shall not commit, or permit to be carried out, any act which will render the operation of Council's insurance policies invalid.
- 9.1.6. The Committee shall require all users to agree to abide by the conditions of use or any rules made by the Committee and to advise Council in respect of and give effect to any regulation made by the Council applicable to the Facility.



## 9.2. Planning

9.2.1. Management Plans for the facility shall be prepared by the Committee with support from the Council. Plans must be reviewed at least once every three (3) years.

9.2.2. Work with Council officers to develop a Capital Works Program on an annual basis, for consideration by Council.

## 9.3. Undertaking Works and Maintenance

9.3.1. The Committee shall not proceed with any works, developments or construction on the facility or appoint any architect or consultant, without first gaining approval by Council.

9.3.2. The Committee can undertake tasks generally associated with general maintenance and upkeep of the facilities. When engaging contractors, they must be accredited with Council. Volunteers must complete a *Volunteer Registration* form.

9.3.3. The Committee shall not carry out or authorise any capital works, extensions, additions or materially alter the buildings or surrounds without prior written approval from the Council.

9.3.4. The Committee shall ensure that any alterations or works undertaken at the facility by user groups are discussed with Council. All appropriate approvals must be obtained in writing prior to any such works being commenced.

9.3.5. The Committee may employ (with Council approval) and pay persons for the maintenance and upkeep of the facility and the performance of any other matters required to be done for the proper management and control of the Facility.

9.3.6. The Committee shall promptly report to the Council's Recreation Liaison Team any breakages or damage relating to the Facility or malfunction of any mechanical hazard deemed to be a risk management issue or any abnormal damage to playing surfaces or surrounds or any other equipment concerning the Facility.

## 9.4. Entering into Commercial Arrangements

9.4.1. The Committee may enter into contracts, leases or rental agreements associated with the management of the Facility with the prior consent of Council. Specific contracts shall not exceed \$5,000.



- 9.4.2. The Committee shall not establish any other commercial or other related tenancy agreements for part or parts of the Facility.
- 9.4.3. The Committee shall not without the approval of the Council allow the facility to be tenanted or used in any way to the exclusion of the public except by a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature.
- 9.4.4. The Committee shall only accept casual bookings from commercial ventures when:
  - 9.4.4.1. a commercial fee is charged and paid; and
  - 9.4.4.2. the facility is not being used by a member of the public, a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature; and
  - 9.4.4.3. the commercial venture has a common purpose or object of a sporting, recreational or cultural nature.

## **10. GENERAL REQUIREMENTS**

### **10.1. General**

- 10.1.1. The Committee shall not delegate any of the powers herein delegated to it by the Council.
- 10.1.2. The Committee shall not seek or obtain independent legal advice. The Committee is an agent of Council, not an independent entity.
- 10.1.3. The Committee shall obtain and maintain a Post Office box and ensure all correspondence is directed to this box, not the Secretary's home address.
- 10.1.4. Any requests and directions or financial rules, policies or requirements made by the Council shall be adhered to by the Committee.

### **10.2. Communications**

- 10.2.1. The Council and the Committee will work together to develop a harmonious relationship that takes into account the needs and wants of stakeholders.
- 10.2.2. As such, Schedule Four 'Communications Protocol' will form the basis for communicating between the Committee and the Council.





### 10.3. Disputes

- 10.3.1. In the event of any dispute between the Committee and any organisation, club, sporting body or other party, any party to the dispute may refer it to the General Manager Infrastructure and Recreation for determination and in such event, the dispute process will be in line with any existing tenancy agreement.
- 10.3.2. In the absence of any agreement, the General Manager Infrastructure and Recreation decision will be final.

### 10.4. Indemnity

- 10.4.1. The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with this Instrument of Delegation by that member of the Committee in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.

### 10.5. Powers Excluded

- 10.5.1. The Committee is not by this Instrument of Delegation empowered to do any of the following things without the written approval of the Council:
  - 10.5.1.1. Enter into contracts, exceeding a value of \$5,000 p.a.
  - 10.5.1.2. Borrow money.
  - 10.5.1.3. Incur any banking overdraft.
  - 10.5.1.4. Make any alterations or additions to the Facility without written consent of Council.

### 10.6. Changes to Schedules or Delegation

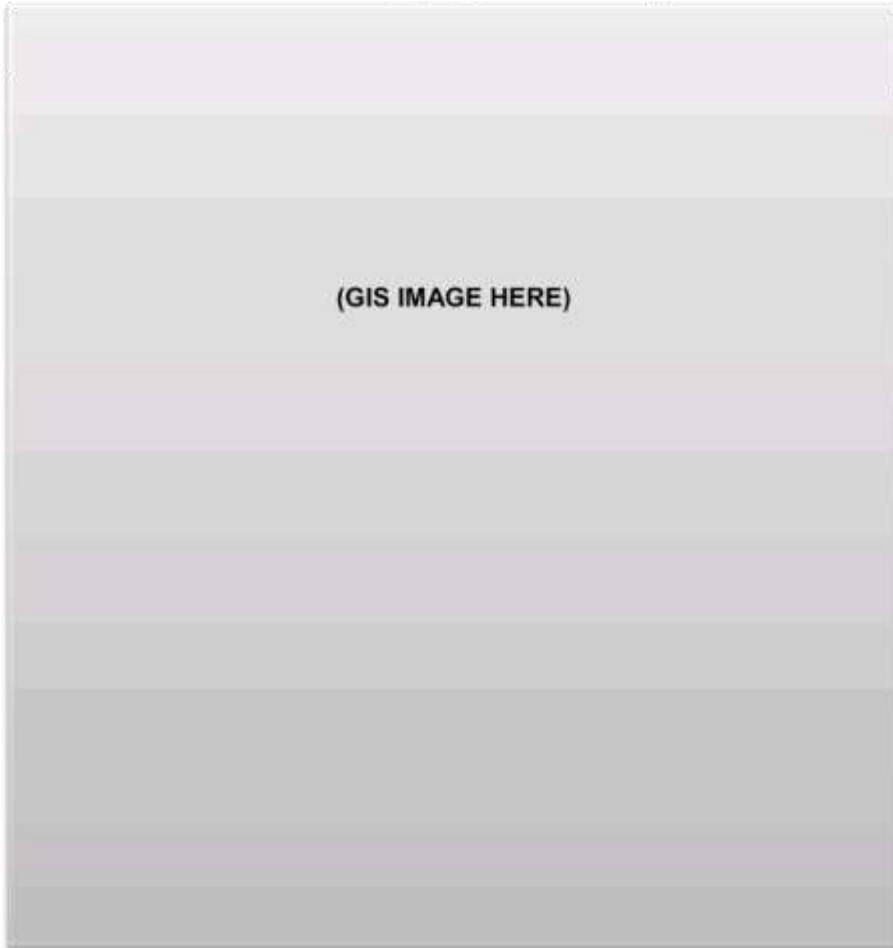
- 10.6.1. No alteration to this delegation or the schedules shall be effective unless first approved by the Council.

### 10.7. Revocation

- 10.7.1. This Instrument of Delegation may be revoked at any time by Council, if in the view of Council; the Committee is not managing the facility in the best interest of user groups, the community and Council.



## Schedule 2: GIS Imagery of managed land







## Schedule 3: User Group Representation

The following user groups may be represented on the Committee of Management:

- < User Group >
- < User Group >
- < User Group >



## Schedule 4: Communications Protocol

Latrobe City Council is committed to working in an open and harmonious way with the community. As such Council will:

- Seek to manage service delivery to meet the expectations of the community within the resources available; and
- Be open and transparent in its dealings with its community.

This protocol seeks to define how Latrobe City Council and the Committees of Management of Council facilities will communicate.

### **Council will:**

- Consult with Committees of Management in the development and implementation of capital works and maintenance programs.
- Consult with Committees of Management in developing and administering maintenance schedules.
- Provide Committees of Management with maintenance schedules and programs annually or prior to the commencement of the seasons whichever is applicable.
- Advise the nominated Committees of Management representative of any variations to maintenance schedules and programs where they will interfere with the operation of the Council facility within 24 hours of the variation occurring.
- Respond to maintenance requests and letters from Committees of Management within fourteen working days.
- Advise Committees of Management of any decisions or matters that will restrict or impinge on the use of their facilities within 24 hours of the decision.
- Provide Committees of Management with a list of designated Council Officers authorised to be the contact person for specific matters and concerns annually.
- Meet with Committees of Management formally once per year to discuss matters of interest and concern to both parties.
- Explain clearly any decisions made that effect Committees of Management in respect to maintenance, capital works and the like.



- Regularly inspect the facilities to ensure it is being maintained in a proper condition in accordance with any service specifications and the like.

**Committees of Management will:**

- Assist Council in ensuring that facilities are presented in the best possible condition taking into account the prevailing conditions.
- Advise the Recreation Liaison team annually of a nominated Committee of management representative, together with their address and phone numbers, who will be the Committee of management's contact person for Council for that year.
- Raise directly with the relevant, designated Council Officer any concerns or matters regarding contractor performance or any matters or concerns relating to maintenance schedules and programs.
- Not seek to direct Council contractors or Council staff when carrying out their duties at the facility.
- Discuss with the relevant, nominated Council Officer all requests for services that are beyond scheduled service provision. Such requests are to be made in writing where possible at least two weeks prior to the service requested being required.
- When requesting maintenance work, provide a preferred time schedule, which Officers will confirm subject to the availability of trades people and previous commitments.
- Refer any requests for capital works or projects to the Recreation Liaison team no later than October each year with concept plans, costing and methods of funding to ensure that the project can be considered and a case prepared for the following year's budget.
- In the first instance discuss any matters regarding lease conditions or commercial issues with the Recreation Liaison team.
- Refer any enquires regarding facility hire from other users to the Recreation Liaison team.

If Committees of management are dissatisfied with the service provided they may, in the first instance, lodge a complaint with the Manager Recreation.



If the Committee is unsatisfied with that outcome they can then write to the:

Chief Executive Officer

Latrobe City Council

PO Box 264

Morwell Victoria 3840

**17.3 POTENTIAL SALE OF LAND - RYLAND WAY, MOE SOUTH****General Manager****Corporate Services****For Decision****PURPOSE**

The purpose of this report is to consider a request from the owners of 97 Ryland Way, Moe South, to acquire a parcel of Council owned land that is currently fenced into their property.

**EXECUTIVE SUMMARY**

In 1989 the former Shire of Narracan acquired a parcel of land from G.A.R. Holdings Pty Ltd for a possible realignment of the Moe South Road as part of a proposed subdivision of the adjoining land that never took place.

This land has remained fenced into 97 Ryland Way, Moe South, and has been used for grazing in conjunction with the surrounding farmland. As a result, the property owner has approached Council seeking to acquire this parcel of land.

Council's Traffic Engineer has met with the owner of 97 Ryland Way, Moe South, and has subsequently advised that the land is unlikely to be required for the intended purpose in the future and, as such, it could be considered surplus to Council requirements.

Prior to determining whether it wishes to agree to this request it will be necessary for Council to give public notice of its intention to consider the potential sale of land and invite submissions pursuant to Section 223 of the *Local Government Act 1989*.

**RECOMMENDATION****That Council:**

- 1. Gives public notice of its intention to consider the potential sale of a parcel of land currently fenced into 97 Ryland Way, Moe South, being Lot 1 on Title Plan 142956B and the land contained in Certificate of Title Volume 9920 Folio 837, and invite submissions pursuant to Section 223 of the Local Government Act 1989.**
- 2. Considers any submissions received regarding the potential sale of a parcel of land currently fenced into 97 Ryland Way, Moe South, being Lot 1 on Title Plan 142956B and the land contained in Certificate of Title Volume 9920 Folio 837, at its meeting to be held on Monday, 20 June 2016.**
- 3. Notifies the owner of 97 Ryland Way, Moe South, of its decision.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

*In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

*Legislation*

Section 189 of the *Local Government Act 1989* gives Council the power to sell land however, prior to doing so, it must:

- (a) ensure that public notice of the intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
- (b) obtain from a person who holds qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

This power is subject to Section 223 of the *Local Government Act 1989* which requires Council 'publish a public notice stating that submissions in respect of the matter specified in the public notice will be considered in accordance with this section'.

Council must then consider any written submissions that have been received and any person who has made a submission and requested they may be heard are entitled to appear before a meeting of Council.

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

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

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



**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

All sales of Council property shall be consistent with the Local Government Best Practice Guidelines for the Sale and Exchange of Land prepared by the Department of Planning and Community Development.

**BACKGROUND**

In 1989 the former Shire of Narracan acquired a parcel of land from G.A.R Holdings Pty Ltd. That parcel of land, measuring 6400 square meters, is described as Lot 1 on Title Plan 142956B and is contained in Certificate of Title Volume 9920 Folio 837.

This Transfer of Land is dated 14 October 1986 and the Shire of Narracan paid \$1 for the land.

It is believed that this parcel of land was originally acquired to enable a realignment of the Moe South Road as part of a proposed subdivision of the adjoining land that never took place. The land has since remained fenced into the adjoining property at 97 Ryland Way, Moe South, as shown on the attached aerial photograph.

The owner of 97 Ryland Way, Moe South, has approached Council seeking to acquire this land which has been used for grazing as part of the surrounding property which is also part of the land that was originally owned by G.A.R. Holdings Pty Ltd.

**KEY POINTS/ISSUES**

As stated previously, it is believed that the former Shire of Narracan originally acquired this land to enable a realignment of the Moe South Road as part of a proposed subdivision of the adjoining land however this never eventuated.

Council's Traffic Engineer has met with the owner of 97 Ryland Way, Moe South, and has subsequently advised that the land is unlikely to be required for the intended purpose in the future and, as such, it could be considered surplus to Council requirements.

The land is located within a farm zone and, at 0.64 hectares, it is significantly smaller than the minimum subdivision area of 40 hectares indicated in the Latrobe Planning Scheme. As such, the land could not be developed if sold as a stand-alone lot.

As shown on the attached aerial photograph, the land on either side of this parcel forms part of 97 Ryland Way, Moe South (Lot S2 on PS 300458D). At the time of the original transfer a carriageway easement, shown as E-1 on Title Plan 142956B, was created over the land acquired by the former Shire of Narracan in favour of the adjoining property owner to enable access to the neighbouring land to the north.

It has been noted that part of the Council land extends beyond the boundary of the neighbouring property and is located between the current alignment of the Moe South Road and the neighbouring property at 245 Moe South Road. This section would need to be retained by Council should the land be transferred to the owner of 97 Ryland Way.

**RISK IMPLICATIONS**

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

There is not considered to be any risks associated with this report.

**FINANCIAL AND RESOURCES IMPLICATIONS**

Costs associated with the statutory process are minimal, being the cost of notices in the Latrobe Valley Express inviting public comment on the proposed sale of land.

Should Council after considering any submissions received resolve to sell the land, all legal and survey costs associated with the transfer and consolidation of the land would be the responsibility of the purchaser.

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

Public comment on the proposed sale of land will be sought via the following methods:

- Public notices in the Latrobe Valley Express
- Notice displayed at the Corporate Headquarters and Moe Service Centre
- Details placed on the Latrobe City Council website
- Letters sent to adjoining property owners

*Details of Community Consultation / Results of Engagement:*

In accordance with Section 223 of the *Local Government Act 1989* any submissions that are received regarding this matter will be referred for consideration at a future meeting of Council.

**OPTIONS**

Council may now resolve to:

1. Give public notice of its intention to consider the potential sale of a parcel of land fenced into 97 Ryland Way, Moe South, and seek public comment on the proposal.
2. Not to commence the statutory process by giving public notice of its intention to consider the potential sale of a parcel of land fenced into 97 Ryland Way, Moe South, retain the land and advise the property owner accordingly.

**CONCLUSION**

In 1989 the former Shire of Narracan acquired a parcel of land in Moe South from G.A.R Holdings Pty Ltd to enable a road realignment of the Moe South Road. The land was never used for this purpose and has remained fenced into the adjoining property and used for grazing.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

The owner of 97 Ryland Way, Moe South, has recently expressed an interest in acquiring this land however it will be necessary for Council to give public notice of its intention to consider the sale of the land and invite public comment on the proposal.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Copy of Title Plan 142956B
2. Aerial Image

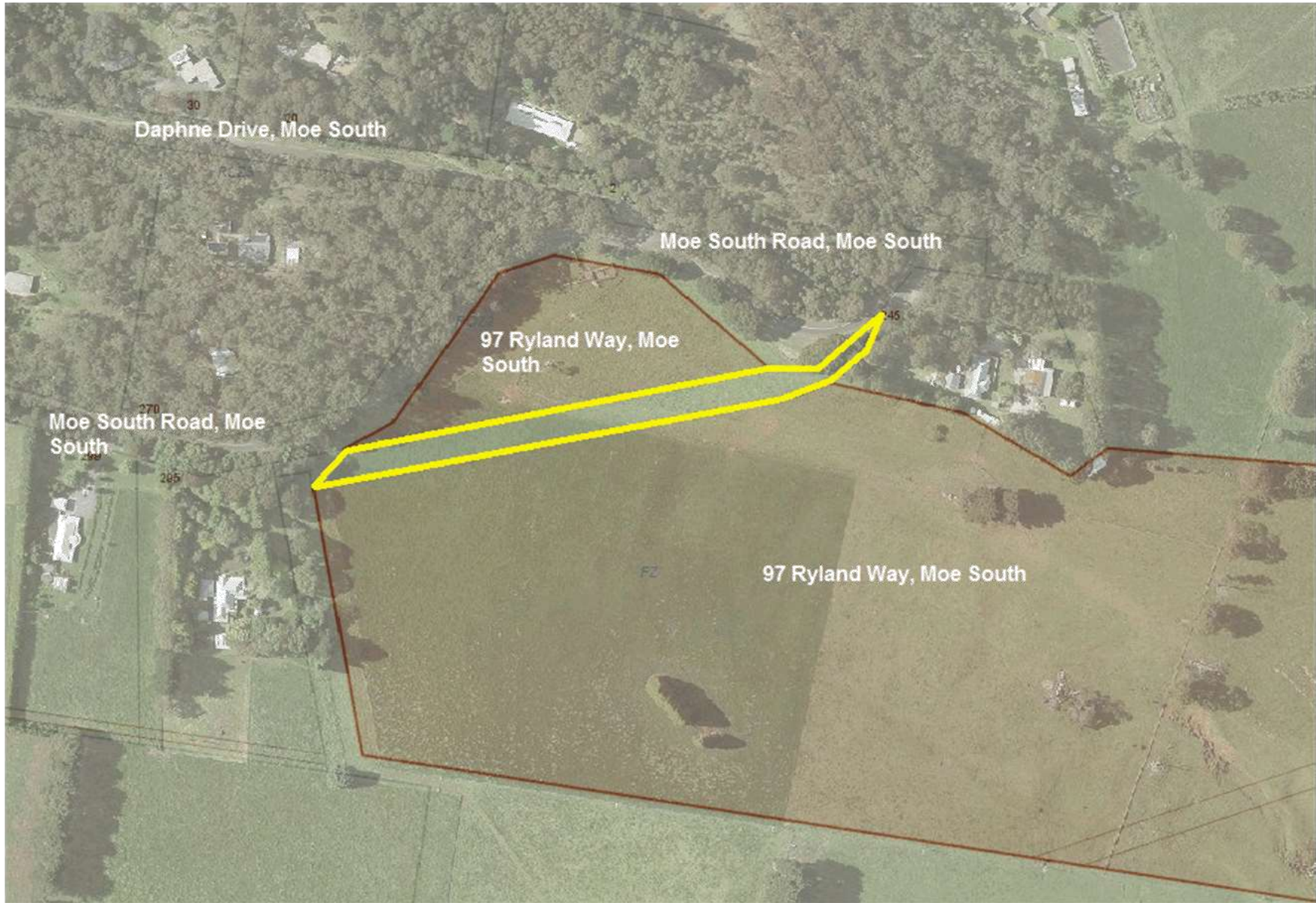
## **17.3**

### **Potential Sale of Land - Ryland Way, Moe South**

- 1 Copy of Title Plan 142956B ..... 293**
- 2 Aerial Image ..... 295**

ES OF SECTION 32 OF THE SALE OF LAND ACT 1962 or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LTA® System. The State of Victoria accepts no responsibility for any subsequent release, publication or reproduction of the information.

TITLE PLAN		EDITION 1	TP 142956B						
Location of Land Parish: MOE Township: Section: Crown Allotment: 114 (PT) Crown Portion: Last Plan Reference: CP162338H Derived From: VOL 9920 FOL 837 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN							
Description of Land / Easement Information <b>ENCUMBRANCES</b> AS TO THE LAND SHOWN MARKED "E-1" THE CARRIAGE WAY EASEMENT CREATED BY TRANSFER M242356D		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 14/09/1999 VERIFIED: PJ							
<table border="1"> <tr> <th colspan="2">TABLE OF PARCEL IDENTIFIERS</th> </tr> <tr> <td colspan="2">WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962</td> </tr> <tr> <td colspan="2">PARCEL 1 = LAND IN CP162338H (PT)</td> </tr> </table>				TABLE OF PARCEL IDENTIFIERS		WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962		PARCEL 1 = LAND IN CP162338H (PT)	
TABLE OF PARCEL IDENTIFIERS									
WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962									
PARCEL 1 = LAND IN CP162338H (PT)									
LENGTHS ARE IN METRES	Metres = 0.3048 x Feet Metres = 0.201168 x Links		Sheet 1 of 1 sheets						





**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)****17.4 DOCUMENT FOR SIGNING AND SEALING - APPLICATION TO  
LAND VICTORIA FOR REPLACEMENT CERTIFICATES OF TITLE****General Manager****Corporate Services****For Decision****PURPOSE**

Council is requested to authorise the Chief Executive Officer to sign and seal an application to Land Victoria for the replacement of two missing Certificates of Title that were originally issued to the former Shire of Morwell.

**DISCUSSION**

Council, at its meeting held on 5 March 2012, resolved to discontinue and transfer an unconstructed road reserve and part of a parcel of Council land to the adjoining property owners at 134 Roys Road and 185 Roys Road, Budgeree, respectively for a nominal consideration.

These parcels of land are contained in two separate Certificates of Title, Volume 5998 Folio 506 (Lot 1 on Title Plan 396174P) and Volume 8377 Folio 001 (Lot 1 on Title Plan 899968U). These titles were originally issued to the former Shire of Morwell, the former in 1935 and the latter in 1962.

It has recently been discovered that Council does not hold these Certificates of Title and an application to Land Victoria has been prepared pursuant to section 31 of the *Transfer of Land Act* 1958 for the issue of replacement documents.

As part of this process the Chief Executive Officer will need to sign a Statutory Declaration stating that the Certificates of Title are unable to be found and evidence provided of the name change from the former Shire of Morwell to Latrobe City Council.

Once the replacement Certificates of Title have been issued the transfer of land to the owners of 134 Roys Road and 185 Roys Road, Budgeree, can be finalised.

**RECOMMENDATION**

**That Council authorise the Chief Executive Officer to sign and seal an application to Land Victoria for the replacement of Certificates of Title Volume 5998 Folio 506 and Volume 8377 Folio 001.**

**DECLARATION OF INTEREST**

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

**CONCLUSION**

It has been identified that Council does not currently hold Certificates of Title Volume 5998 Folio 506 and Volume 8377 Folio 001 that were originally issued to the former Shire of Morwell in 1935 and 1962 respectively.

As Council has previously resolved to transfer parts of the land contained in these Certificates of Title to the adjoining property owners at 134 Roys Road and 185 Roys Road, Budgerie, it will be necessary for an application to be made to Land Victoria to have replacement documents issued to enable the transfer to be finalised. It is therefore recommended that Council authorises the Chief Executive Officer to sign and seal the application pursuant to section 31 of the *Transfer of Land Act 1958*.

**Attachments**

1. Land Victoria Application Form

## **17.4**

### **Document for Signing and Sealing - Application to Land Victoria for replacement Certificates of Title**

- 1 Land Victoria Application Form..... 299**

# Application for a New Certificate of Title in Place of One Lost or Destroyed

**Privacy Collection Statement**  
The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Section 31 Transfer of Land Act 1958

Lodged by

Name: James Trembath & Associates

Phone: (03) 5133 9977

Address: 58 Elgin Street MORWELL VIC 3840

Reference: 159402

Customer Code:

The applicant applies for the issue of a new Certificate of Title to replace the lost or destroyed Certificate of Title.

Land: *(volume and folio)*

Volume	Folio
8377	001
5998	506

Applicant: *(full name and address including postcode)*

Latrobe City Council (ABN 92472314133) of 141 Commercial Road, Morwell Vic 3840

Date:

Signature of applicant:

The Seal of Latrobe City Council was affixed hereto on the

in the presence of:

.....  
Chief Executive Officer



Order to Register

Please register and issue the Certificate of Title to

# Form 10

Page 1 of 2

Signed

Customer Code

**THE BACK OF THIS FORM MUST NOT BE USED**

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

### 17.5 ASSEMBLIES OF COUNCILLORS

**General Manager**

**Corporate Services**

**For Information**

#### PURPOSE

The purpose of this report is to present to Council the Assembly of Councillor forms submitted since the Ordinary Council Meeting held on 21 March 2016.

#### EXECUTIVE SUMMARY

The following Assemblies of Councillors took place:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Conflicts of Interest Declared</b>
28 January 2016	Latrobe Performing Arts Centre Project Reference Group	<b>Councillors:</b> Cr Sindt, Cr Harriman, Cr Gibbons <b>Officers:</b> Michael Bloyce, Emma Lewis	No	Nil
29 February 2016	Latrobe Creative Precinct – Concept Design Presentation	<b>Councillors:</b> Cr Sindt, Cr Harriman, Cr Gibbons, Cr Kam <b>Officers:</b> Michael Bloyce, Emma Lewis, Luke McGrath	No	Nil
03 March 2016	Victorian Farmers Federation & Latrobe City Council Working Group	<b>Councillors:</b> Cr White <b>Officers:</b> Brett McGennisken, Phil Stone, Emma Bertoli, Steven Piasente, Caroline Melhuish	No	Nil

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Conflicts of Interest Declared</b>
07 March 2016	Councillor Briefing	<p><b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr O'Callaghan, Cr Kam, Cr White, Cr Rossiter, Cr Gibson</p> <p><b>Officers:</b> Gary Van Driel, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Brett McCulley, Peter Mangan, Kylie Stockdale, Gail Gatt, Christine Wright</p>	Confidential under section 89(2) (f) legal advice, (e) proposed developments	Cr Kam
09 March 2016	Latrobe Performing Arts Centre Project Reference Group	<p><b>Councillors:</b> Cr Sindt, Cr Harriman, Cr Gibbons</p> <p><b>Officers:</b> Phil Stone, Michael Bloyce, Emma Lewis, Luke McGrath</p>	No	Nil
08 March 2016	Procedural Breaches Advisory Committee	<p><b>Councillors:</b> Cr Kam, Cr Gibson</p> <p><b>Officers:</b> Amy Phillips</p>	Confidential under section 89(2)(h) a matter which the Council or special committee considers would prejudice the Council or any person	Nil



## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
08 March 2016	Churchill & District Community Hub Advisory Committee	<b>Councillors:</b> Cr White <b>Officers:</b> Bill Macpherson, Carole Ayres	No	Nil

### RECOMMENDATION

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 28 January 2016 to 08 March 2016.**

### DECLARATION OF INTEREST

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

#### Attachments

1. Latrobe Performing Arts Centre Project Reference Group 28 January 2016
2. Latrobe Creative Precinct - Concept Design Presentation 29 February 2016
3. Victorian Farmers Federation & Latrobe City Council Working Group 03 March 2016
4. Councillor Briefing 07 March 2016
5. Latrobe Performing Arts Centre Project Reference Group 09 March 2016
6. Procedural Breaches Advisory Committee 08 March 2016
7. Churchill District Community Hub Advisory Committee 08 March 2016

# **17.5**

## **Assemblies of Councillors**

<b>1</b>	<b>Latrobe Performing Arts Centre Project Reference Group 28 January 2016 .....</b>	<b>305</b>
<b>2</b>	<b>Latrobe Creative Precinct - Concept Design Presentation 29 February 2016 .....</b>	<b>307</b>
<b>3</b>	<b>Victorian Farmers Federation &amp; Latrobe City Council Working Group 03 March 2016 .....</b>	<b>309</b>
<b>4</b>	<b>Councillor Briefing 07 March 2016 .....</b>	<b>313</b>
<b>5</b>	<b>Latrobe Performing Arts Cente Project Reference Group 09 March 2016 .....</b>	<b>315</b>
<b>6</b>	<b>Procedural Breaches Advisory Committee 08 March 2016.....</b>	<b>317</b>
<b>7</b>	<b>Churchill District Community Hub Advisory Committee 08 March 2016 .....</b>	<b>321</b>



## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Latrobe Performing Arts Centre Project Reference Group
<b>Date:</b>	28.01.2016
<b>Time:</b>	3:30pm – 4:30pm
<b>Assembly Location:</b>	Town Hall, Latrobe Performing Arts Centre

### IN ATTENDANCE

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman (by phone)	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Michael Bloyce, Emma Lewis		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	Latrobe Creative Precinct Project - Funding Submission - Council Update - Consultant Update - Regional Development Victoria Update		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			



Completed by: *Michael Bloyce, Manager Arts and Events, 22.12.2015*

**Assembly of Councillors Record Explanation / Guide Notes**

Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: *Written Record to be made by Council staff member*):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: *Conflict of Interest*):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Latrobe Creative Precinct – Concept Design Presentation
<b>Date:</b>	29.02.2016
<b>Time:</b>	1:00pm – 2:00pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon Service Centre

### IN ATTENDANCE

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Michael Bloyce, Emma Lewis and Luke McGrath		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	Functional Concept Designs for Latrobe Creative Precinct Project		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			

**Completed by:** Michael Bloyce, Manager Arts and Events, 29.02.2016





**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.





## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Victorian Farmers Federation & Latrobe City Council Working Group
<b>Date:</b>	<b>Thursday 3 March 2016</b>
<b>Time:</b>	<b>7.00 pm</b>
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Latrobe City Council Headquarters

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Brett McGennissen, Acting Coordinator Environmental Sustainability</b> <b>Phil Stone, General Manager City Development</b> <b>Emma Bertoli, Executive Assistant City Development</b> <b>Steven Piasente, General Manager Infrastructure &amp; Recreation</b> <b>Caroline Melhuish, General Manager Infrastructure &amp; Recreation</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> <li>• Weeds</li> <li>• Blocked Culvert</li> <li>• Sucker Trees</li> <li>• Dilapidated Buildings</li> <li>• Damaged Kerb</li> <li>• Side Verges</li> <li>• Permits required to move cattle on the road</li> <li>• Local Law 2</li> <li>• Roadside Weed and Pest Control Plan</li> <li>• Promotional material</li> <li>• Clearing of Debris</li> <li>• Mill Road Culvert</li> <li>• By Law 437</li> <li>• Bulk-A-Bags</li> <li>• By Law Penalty Points</li> <li>• Morwell Main Drain</li> <li>• Overhanging Trees</li> <li>• Weed Program</li> <li>• Hazelwood North Church</li> <li>• Hazelwood Caravan Park</li> <li>• Damaged bitumen</li> <li>• Cattle Yards</li> </ul>		
<b>Confidential/ Not confidential</b>	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)**

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>	<b>Meeting started at 7.01 pm.</b> <b>Meeting closed at 8.51 pm.</b>		

**Completed by:** Emma Bertoli, Executive Assistant City Development

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

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- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

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Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

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**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:



- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	08 March 2016
<b>Time:</b>	6.00pm - 10.22pm
<b>Assembly Location:</b>	Nambur Wariga Room, Corporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan ( via phone)	<input checked="" type="checkbox"/> Cr Sandy Kam (via phone)
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Brett McCulley, Peter Mangan, Kylie Stockdale, Gail Gatt (6.00pm - 6.53pm) Christine Wright (6.54pm - 7.35pm)		
<b>Matters discussed:</b>	<p>Presentation - Review of AGL Loy Yang Evidence - Amendment C87 - confidential under section 89(2)(f) legal advice</p> <p>Presentation - IT Architecture &amp; Key Initiatives Update</p> <p>Matters Arising from Presentations</p> <p>Items from the Mayor</p> <p>Peer Review and Risk Assessment for AGL Loy Yang - confidential under section 89(2)(f) legal advice</p> <p>Consideration of submissions for amendment C90 - Glendonald Road, Churchill - confidential under section 89(2)(e) proposed developments</p> <p>Submission to the Managing Residential Development Advisory Committee</p> <p>Capital Works Status Report to End of February 2016</p> <p>Response to Infrastructure Victoria's 30 Year Infrastructure Plan Discussion Paper</p> <p>Traralgon South District Association Small Town Minor Capital Works Program Fund</p> <p>Transitioning Arrangements for Healthy Together Latrobe City Council</p> <p>Mayoral Chain</p> <p>Officer Delegations Review</p> <p>Architecture &amp; Key initiatives Update</p>		



	Outstanding Issues New Issues
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>	

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Kam	Yes
Cr Kam	Yes

**Record Completed by:** Kylie Stockdale, Council Operations Administration Officer



## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Latrobe Performing Arts Centre Project Reference Group
<b>Date:</b>	09.03.2016
<b>Time:</b>	3:30pm – 5:05pm
<b>Assembly Location:</b>	Town Hall, Latrobe Performing Arts Centre

### IN ATTENDANCE

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Phil Stone, Michael Bloyce, Emma Lewis and Luke McGrath		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	Latrobe Creative Precinct Project - Funding Submission - Council Update - Consultant Update - Regional Development Victoria Update		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			





Completed by: *Michael Bloyce, Manager Arts and Events, 22.12.2015*

**Assembly of Councillors Record Explanation / Guide Notes**

Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: *Written Record to be made by Council staff member*):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: *Conflict of Interest*):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

<b>Assembly details:</b>	Procedural Breaches Advisory Committee
<b>Date:</b>	08 March 2016
<b>Time:</b>	3.33pm-4.15pm
<b>Assembly Location:</b>	Meeting Room 5, Latrobe City Council Headquarters

### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam (via phone)
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Amy Phillips		
<b>Matters discussed:</b>	Financial and Fraud Control Internal Audit Report (Confidential under Section 89(h) as it deals with a matter which the Council or special committee considers would prejudice the Council or any person)  Reporting to Council  Next Meeting		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil.	

**Record Completed by:** Amy Phillips, Coordinator Governance



## **Guidance Notes for Completing Assembly of Councillor Records**

### **Assembly of Councillors *Local Government Act 1989* requirements:**

#### **Section 3 Definition**

*"An Assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be—*

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—*

*but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;"*

#### **Section 80A – Written Record**

*"(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:*

- (a) the names of all Councillors and members of Council staff attending;*
  - (b) the matters considered;*
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3);*
- (2) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."*

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable –*

- (a) reported at an ordinary meeting of the Council; and*
- (b) incorporated in the minutes of that Council meeting"*

#### **Section 80A – Conflict of Interest**

*"(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly.*

- (4) A Councillor must disclose the conflict of interest either—*
  - (c) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or*
  - (d) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."*

#### **Additional Notes and Examples**

Examples of an Assembly of Councillors include:

- Councillor Briefings; onsite inspections; meetings with residents, developers, other clients of Council; meetings with local organisations, Government Departments, Statutory Authorities

Provided:

- The meeting was planned;
- At least five Councillors and one Council Officer is present (excluding Advisory Committees)
- The matter/s considered are intended or likely to be subject of a future decision by the Council or an officer decision under delegated authority; and
- That the meeting was not a meeting of any other organisation.

Advisory Committee meetings require at least one Councillor to be in attendance in order to be classed as an Assembly of Councillors.



Public events **are not** classified as an Assembly of Councillors.

Audit and Risk Committee **is not** classified as an Assembly of Councillors.

For all items, only the title of the matter being discussed is required to be listed, not the details or minutes of any discussion. This includes confidential matters.

#### Conflicts of Interest

All Councillors and Council Officers are required:

- To declare any Conflict of Interest prior to the discussion of any matter, or as soon as they become aware of a conflict; and
- Leave the meeting while the item is being discussed, and have this noted on the Assembly of Councillor record. To leave the meeting, a Councillor or Officer should move to a location outside the room where he or she cannot see or hear the meeting. Arrangements should be made to notify the Councillor when the relevant matter is concluded.

#### Recording of Confidential Matters

Assembly of Councillor records are presented in the public section of Council Meetings wherever possible.

Confidential Matters discussed should be listed with a note, including the confidential reason as per the *Local Government Act 1989* as below:

Example only

<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Matter discussed</li> <li>2. Matter discussed - confidential under Section 89(2)(e) proposed developments (Please choose the reason that applies)</li> <li>3. Matter discussed</li> </ol>
---------------------------	---

The Assembly of Councillors record will then be provided as a confidential attachment to the open Council report.

Confidential reasons:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person;

#### Leaving a Meeting

It is only necessary to record when a Councillor or Officer leaves the room due to a Conflict of Interest. It is not necessary to list any other arrivals or departures.

Officer completing Assembly of Councillors record

Please insert your name, and title in the Record Completed By field

**Any queries on whether a meeting forms an Assembly of Councillors, how to list a confidential item or any other question should be directed to the Council Operations Administration Officer on 5128 5717 or [councilopsadminsm@latrobe.vic.gov.au](mailto:councilopsadminsm@latrobe.vic.gov.au)**





## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Churchill & District Community Hub Advisory Committee
<b>Date:</b>	<b>Tuesday 8<sup>th</sup> March, 2016</b>
<b>Time:</b>	<b>5.05pm to 5.43pm</b>
<b>Assembly Location:</b>	(e.g: Town Hall, <i>TOWN</i> , No. xx <i>ADDRESS</i> , Latrobe City Council Offices). <b>Meeting Room, Hub, Philip Parade, Churchill</b>

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Bill Macpherson – a/g Mgr Family Services Carole Ayres – EA Community Services (Secretariat Support)</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>MOU between LCC &amp; Churchill Neighbourhood Centre as auspicing body for Community Garden Churchill Town Hall usage data (Y1 action from Strategic plan) Churchill Festival update Parkrun update Display of community event award</b>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			

**Completed by:** Bill Macpherson, a/g Mgr Family Services, 10/02/16



**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



**17.6 2016/17 DRAFT BUDGET (INCL. FEES AND CHARGES) AND  
STRATEGIC RESOURCE PLAN 2016-2020**

**General Manager**

**Corporate Services**

**For Decision**

**PURPOSE**

The purpose of this report is to present the draft 2016/2017 Budget (Including proposed Fees and Charges), and Draft Strategic Resource Plan 2016-2020, and to seek Council's approval to release these documents for community comment.

**EXECUTIVE SUMMARY**

This report seeks Council's approval to release for community comment the draft 2016/2017 Budget (including fees and charges) and the draft Strategic Resource Plan 2016-2020.

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 budget has been prepared on the basis of a 2.5% 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. This provides for the continued delivery of services at current levels, whilst incorporating the proposed capital works program of \$40.775 million. New borrowings of \$2.1 million are proposed for the 2016/2017 financial year to complete the detailed design of the Latrobe Creative Precinct.

The draft budget has been reviewed by Council's Audit and Risk Committee and referred to Council to release for community feedback and submissions. Community information workshops will be held in each of the four major townships.

The draft 2016/2017 Budget and Strategic Resource Plan 2016-2020 have been developed in accordance with the *Local Government Act 1989*, and it is recommended that both documents be released for public submission, in line with the requirements of the Act.

### RECOMMENDATION

That Council:

1. Confirms the proposed 2016/2017 Budget annexed to this report as being the budget prepared by Council for the purposes of section 127 of the *Local Government Act 1989*; and
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; and
3. Hears any submissions in relation to such budget made in accordance with section 129 of the *Local Government Act 1989* at the Ordinary Meeting of Council to be held on Monday 23 May 2016; and
4. Gives notice of its intention to adopt such budget at a Special Meeting of Council to be held on Monday 6 June 2016 at the Corporate Headquarters, Morwell; and
5. Confirms the proposed Strategic Resource Plan 2016-2020 annexed to this report as being the Strategic Resource Plan prepared by the Council for the purposes of Section 126 of the *Local Government Act 1989*; and
6. Authorises the Chief Executive Officer to:
  - a. Give public notice of the preparation of the Strategic Resource Plan 2016-2020 in accordance with Section 126 of the *Local Government Act 1989*; and
  - b. Make available for inspection the draft Strategic Resource Plan 2016-2020.

### DECLARATION OF INTEREST

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

### STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Governance*

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

*In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community committed to enriching local decision making*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

*Strategic Direction – Regularly report Council decisions and performance to the community*

*Legislation – Local Government Act 1989*

*Section 126 (3) of the Local Government Act 1989, states that “A Council must adopt the Strategic Resource Plan not later than 30 June each year.”*

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

*Section 129 (1) of the Local Government Act 1989 states that “As soon as practicable after a Council has prepared a proposed budget or revised budget, the Council must give public notice.”*

*Section 130 (3) of the Act states that “The Council must adopt the budget by 30 June each year.”*

### **BACKGROUND**

In accordance with Section 127 of the *Local Government Act 1989*, Council must prepare a budget for each financial year.

This report forms part of the statutory process for the adoption of the 2016/2017 Budget and complies with Section 129 of the *Local Government Act 1989* which requires Council to give public notice that it has prepared a budget.

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.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

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.

Section 126 of the Act requires Council to review the Strategic Resource Plan by the 30 June each year.

**KEY POINTS/ISSUES**

The draft 2016/2017 Budget proposes a 2.5% plus growth increase in general rates & charges. This is in accordance with the rate cap introduced by the State Government for the first time in 2016/2017.

Any council intending to seek a variation to the rate cap for the 2016/2017 year was required to notify the Minister for Local Government in January 2016. As this was early in the budget process the Chief Executive Officer notified the Minister of Council's early intention to apply for a variation as a precautionary measure. Following the outcomes of subsequent budget workshops conducted with councillors during February it is no longer proposed that Council seeks a variation to the rate cap for 2016/2017.

The proposed budget provides for the continued delivery of services at current levels, whilst incorporating a capital works program of \$40.775 million.

With the new state government cap on rates, together with the Federal Government's indexation freeze on Financial Assistance Grants and increasing pre-school and child care staffing ratio requirements this presents some significant challenges for Council to maintain its current services and a robust capital works program into the future.

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 2016/2017 Budget proposes new borrowings of \$2.1 million to complete the design of the Latrobe Creative Precinct with further allowances for the construction phase in years two (\$4.0 million) and three (\$3.9 million) of the Strategic Resource Plan 2016-2020 (SRP). A further \$3.0 million of borrowings is projected in year four of the SRP to allow for future capital works requirements. This level of borrowings will result in a relatively small overall increase of \$0.362 million in Council borrowings over the four year period from the forecasted debt at the end of the 2015/2016 financial year.

The proposed Fees and Charges have been prepared on the basis of estimated CPI increases 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

## ORDINARY COUNCIL MEETING AGENDA 11 APRIL 2016 (CM480)

be given for any changes to fees and charges in adequate time for implementation from 1 July 2016.

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

During Council's preparation of the draft Annual Budget, the Strategic Resource Plan has been amended to reflect any changes in directions and commitments identified by the draft Annual Budget.

The revised Strategic Resource Plan will be publicly exhibited alongside the Annual Budget and also considered for adoption on 6 June 2016.

### **RISK IMPLICATIONS**

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

Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Local Government Act 1989.

### **FINANCIAL AND RESOURCES 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.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Council's Audit Committee has reviewed the draft budget including fees and charges. The Audit Committee noted the budget with no amendments required and therefore it is recommended that Council release the draft 2016/2017 Budget for public submissions.

Copies of the draft budget and strategic resource plan will be available for inspection at Council's Service Centres and placed on Council's website for a period of at least 28 days after publication of the notice of preparation of the budget.

Community budget information sessions have been scheduled for each of the four main towns.

A person has a right to make a submission under Section 223 of the *Local Government Act 1989*, on any proposal contained in the budget.

It is proposed that any person wishing to speak to Council on their submission be given this opportunity at the Ordinary Council Meeting to be held on 23 May 2016.

### **OPTIONS**

Options available to Council include:

1. Release the draft 2016/2017 Budget and Strategic Resource Plan 2016-2020 for public comment in accordance with the requirements of the *Local Government Act 1989*.

**ORDINARY COUNCIL MEETING AGENDA  
11 APRIL 2016 (CM480)**

2. Amend the draft 2016/2017 Budget and Strategic Resource Plan 2016-2020 before releasing them for public comment in accordance with the requirements of the *Local Government Act 1989*.

**CONCLUSION**

The draft 2016/2017 Budget and Strategic Resource Plan 2016-2020 have been developed in accordance with the *Local Government Act 1989*, and it is recommended that both documents be released for public comment, in accordance with the requirements of the *Local Government Act 1989*.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. 2016/2017 Draft Budget (incl Fees & Charges)
2. Draft Strategic Resource Plan 2016-2020



## **17.6**

### **2016/17 Draft Budget (Incl. Fees and Charges) and Strategic Resource Plan 2016-2020**

- 1 2016/2017 Draft Budget (incl Fees & Charges)..... 331**
- 2 Draft Strategic Resource Plan 2016-2020 ..... 479**



## Draft 2016/2017 Budget Contents

<b>Contents</b>	<b>Page</b>
Executive Summary	3
<b>Budget Reports</b>	
1. Linkage to the Council Plan	6
2. Activities, initiatives and service performance indicators	9
3. Financial statements	22
4. Financial performance indicators	29
5. Grants and borrowings	31
6. Detailed list of capital works	34
7. Rates & Charges	43
<b>Budget analysis</b>	
8. Summary of financial position	50
9. Budget influences	55
10. Analysis of operating budget	59
11. Analysis of budgeted cash position	65
12. Analysis of capital budget	69
13. Analysis of budgeted financial position	74
<b>Long term strategies</b>	
14. Strategic resource plan	78
15. Rating information	81
16. Other long term strategies	85
<b>Appendices</b>	
A Fees and charges schedule	88
B Budget Process	146

## Draft 2016/2017 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.

Local Government confirmed that rates are to be capped to 2.5% for the 2016/17 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 2.5%. Council considered a variation to the rate cap, including providing notification to the Essential Services Commission of its intention to seek a variation, however Council was able to deliver a balanced budget within the designated cap despite a number of challenges to the operational budget and will therefore not be pursuing further a variation.

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 2016/17 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 2013-2017 Council Plan.

The 2016/17 Operating Budget predicts an operating surplus of \$8.485 million, after raising rates and charges of \$74.568 million and capital income of \$7.045 million. Excluding non recurrent capital funding and developer contributions, an underlying operating surplus of \$2.373 million is projected for 2016/17.

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, postage and state imposed preschool ratios. In addition revenue sources will be constrained by the federal government freezing indexation of Financial Assistance Grants together with the implementation of capping of municipal rates at 2.5% 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 2016/17.

## **Draft 2016/2017 Budget** *Executive Summary*

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\$2.1M new borrowings are proposed in the 2016/17 budget year, whilst loan principal repayments for the year are expected to be \$1.883 million. As a result Council borrowings will increase from \$18.033 million to \$18.250 million at the end of the year.

The total capital expenditure program will be \$31.851 million, of which \$4.565 million relates to projects which will be carried forward from the 2015/16 year. Any further carried forward projects will be fully funded from the 2015/16 budget. Of the \$31.851 million of capital funding required, \$22.706 million will come from Council cash, \$2.100 million from borrowings and \$7.045 million from external grants.

The 2016/17 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.

## **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 Activities, 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



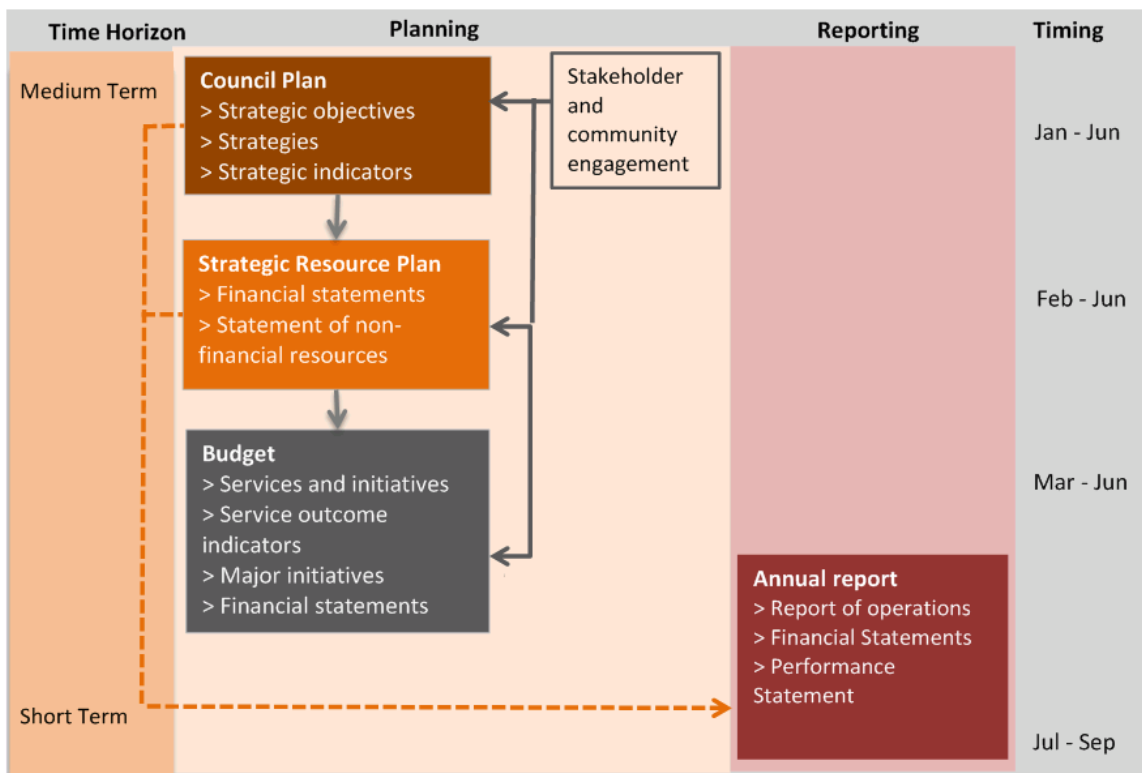
# Draft 2016/2017 Budget Linkage to the Council Plan

## 1. Linkage 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 (Audited Statements).

### 1.1 Planning and accountability framework

The Strategic Resource Plan which is a component of the Council Plan, summarises the financial and non-financial impacts of the objectives and strategies and determines the sustainability of these objectives and strategies. The Annual Budget is then framed within the Strategic Resource Plan, taking into account the services and initiatives included in the Annual Budget 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. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June and is reviewed each year as part of the commencement of the Annual Budget process.

## Draft 2016/2017 Budget Linkage 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.

# Draft 2016/2017 Budget Linkage to the Council Plan

## 1.3 Key Themes

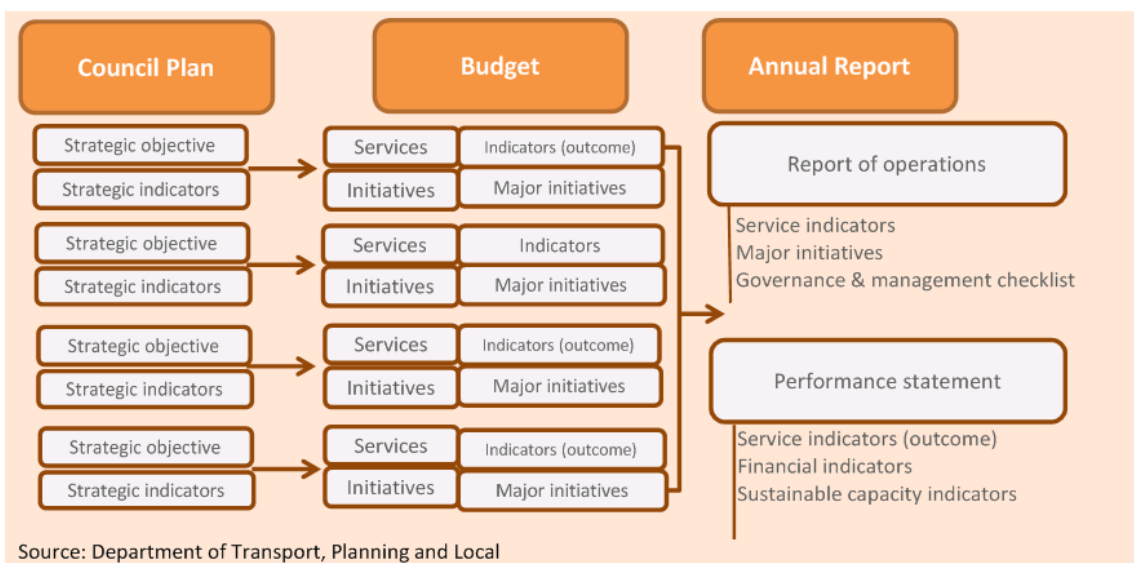
Council delivers activities and initiatives under 51 major service categories. Each contributes to the achievement of one of the five themes and objectives as set out in the Council Plan for the 2013-17 years. The following table lists the five themes as described in the Council Plan.

Theme	Objective
Job Creation & Economic Sustainability	<ul style="list-style-type: none"> <li>• Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities.</li> <li>• Actively pursue further diversification of business and industry in the municipality.</li> <li>• Actively pursue and support long term job security and the creation of new employment opportunities in Latrobe City.</li> </ul>
Appropriate, Affordable & Sustainable Facilities, Services & Recreation	<ul style="list-style-type: none"> <li>• To promote and support a healthy, active and connected community.</li> <li>• To provide facilities and services that are accessible and meet the needs of our diverse community.</li> <li>• To enhance the visual attractiveness and liveability of Latrobe City.</li> </ul>
Efficient, Effective & Accountable Governance	<ul style="list-style-type: none"> <li>• To achieve the highest standards of financial probity and meet all statutory obligations.</li> <li>• To provide open, transparent and accountable governance.</li> <li>• Work to minimise rate increases for our community.</li> <li>• Effectively manage Council debt to minimise long term cost.</li> </ul>
Advocacy For & Consultation With Our Community	<ul style="list-style-type: none"> <li>• Strengthen the profile of Latrobe City as one of Victoria's four major regional cities.</li> <li>• Work in partnerships with all levels of governments to ensure Latrobe City is well supported, resourced and recognised as one of Victoria's four major regional cities.</li> <li>• To advocate for and support cooperative relationships between business, industry and the community.</li> <li>• To ensure effective two-way communication and consultation processes with the community.</li> </ul>
Planning For The Future	<ul style="list-style-type: none"> <li>• To provide a well planned, connected and liveable community.</li> <li>• To provide clear and concise policies and directions in all aspects of planning.</li> <li>• Advocate for planning changes at the state level to reflect regional needs and aspirations.</li> <li>• To ensure effective two-way communication and consultation processes with the community.</li> </ul>

# Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

## 2. Activities, initiatives and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2016/17 year and how these will contribute to achieving the strategic objectives specified in the Council Plan as set out in Section 1. It also includes a number of initiatives, major initiatives and service performance indicators. The Strategic Resource Plan (SRP) is part of and prepared in conjunction with the Council Plan. The relationship between these components of the Budget and the Council Plan, along with the link to reporting in the Annual Report, is shown below.



### 2.1 Theme 1: Job Creation & Economic Sustainability

To achieve our objective of Job Creation and Economic Sustainability, 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 2011.	831 0 <b>831</b>
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	403 (404) <b>(1)</b>
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	794 (592) <b>203</b>
Tourism	Implement recommendations from the Tourism Product Audit and Visitor Information Centre Review.	576 (13) <b>563</b>

# Draft 2016/2017 Budget

## Activities, Initiatives & Service Performance Indicators

### Major Initiative

1) Advocate for the Electricity Generation and Paper sectors within Latrobe City. Pursue state and federal government commitment to transition our economic base. (\$Nil net cost).

### Initiatives (Annual Actions)

- 2) Develop 'Business Cases' and accompanying industry profiles for Advanced Manufacturing and Food, Fibre & Forestry sectors.
- 3) Develop a business case for the Engineering Hall of Fame.
- 4) Deliver the Latrobe Regional Airport Marketing Plan Stage 2 subject to funding from the State Government.
- 5) Develop a Business Case and Functional Concept Design for the potential Conference Centre redevelopment of Kernot Hall and 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



## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

### 2.2 Theme 2: Appropriate, Affordable & Sustainable Facilities, Services & Recreation

To achieve our objective of Appropriate, Affordable & Sustainable Facilities, Services & Recreation, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Business Area	Description of services provided	Expenditure (Revenue) <b>Net Cost</b> \$'000
Aged and Disability Services	Deliver the Home and Community Care (HACC) program in accordance with Department of Health guidelines and Disability Service programs in accordance with the Department of Human Services guidelines.	7,317 (5,805) <b>1,512</b>
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	2,742 (641) <b>2,101</b>
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	5,451 0 <b>5,451</b>
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	2,863 (1,305) <b>1,558</b>
Early Learning & Care	Deliver early Learning, Family Day Care, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	8,683 (7,656) <b>1,026</b>
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program as per the 2013-2017 Latrobe City Events Strategy and Action Plan.	933 0 <b>933</b>
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	1,103 0 <b>1,103</b>
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	6,507 (4,140) <b>2,367</b>
Library services	Deliver Library services and programs in accordance with the Library Plan 2011-2017.	1,513 (541) <b>972</b>
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	1,561 0 <b>1,561</b>



## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
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.	4,439 (67) <b>4,372</b>
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	2,438 (100) <b>2,338</b>
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	1,787 (77) <b>1,709</b>
Social support	Deliver the Planned Activity Group and Meals on Wheels Programs to eligible clients.	1,705 (1,190) <b>516</b>
Waste Services	Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.	5,675 (5) <b>5,670</b>

### Major Initiative

6) Actively pursue State and Federal government funding to enable the production of detailed designs for the Latrobe Creative Precinct (LCP), to develop a 750 Seat performing arts centre and a creative digital hub, improving access to educational and employment opportunities in creative industries. **(\$2.100M net cost).**

## **Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators**

### **Initiatives (Annual Actions)**

- 7) Progress Council's decision in respect to the delivery of the Gippsland Regional Aquatic Centre.
- 8) Deliver the Children's Services Expo during Children's Week to promote early years services provided across Latrobe City.
- 9) Develop detailed designs for Burrage Reserve pavilion extension adding change rooms for baseball and cricket.
- 10) Develop the 2018-2023 Latrobe City Library Plan
- 11) Engage the user groups to develop options for future investment at the Latrobe Leisure Morwell facilities.
- 12) Fully establish operations at the new Moe Service Centre.
- 13) Implement Council resolution in relation to Visitor Information Services.
- 14) Increase funding and deliver playground upgrades throughout Latrobe City in accordance with the Playgrounds Strategy.
- 15) Install irrigation system for Pitch 1 at Olympic Park Soccer ground (MOE)
- 16) Install stairs and lift to enable access to upstairs at the Traralgon West Sports Stadium.
- 17) Organise and deliver the annual Seniors Week activities and Expo
- 18) Refurbish and upgrade Gallery facilities ahead of major exhibitions scheduled for 2017.
- 19) Repair stormwater outfall pipe at Agnes Brereton Park.
- 20) Deliver the Roads Asset Management Plan
- 21) Develop an asset inventory, condition assessment and works program for retaining walls across Latrobe City
- 22) Conduct an access audit and program of works for high use facilities e.g. libraries, service centres, leisure centres, toilets
- 23) Deliver Moe Tennis Court Reconstruction Stage 2
- 24) Develop and deliver a renewal program to revitalise identified community buildings & facilities, enhancing amenity, presentation and usability across Latrobe City.
- 25) Complete the Outdoor Recreation Needs Assessment.
- 26) Deliver initiatives to improve the visual attractiveness of our town entrances and signage
- 27) Report quarterly on the performance of delivering planning approvals within 60 days with the aim of improving Council's performance.
- 28) Report quarterly on the performance of delivering the Capital Program with the aim of improving Council's performance.

## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

### 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
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] 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
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
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

## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

### 2.3 Theme 3: Efficient, Effective & Accountable Governance

To achieve our objective of Efficient, Effective & Accountable Governance, 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
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	5,947 0 <b>5,947</b>
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries in accordance with the Customer Service Plan 2012-2016.	3,703 (42) <b>3,661</b>
Corporate Strategy	Administer corporate planning and reporting of Latrobe City Council.	608 0 <b>608</b>
Council Operations and Legal	Administer the operation of Council meetings, provide support services to Councillors, deliver civic functions and events across and administer legal advice for Latrobe City Council.	1,594 (41) <b>1,553</b>
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council, administer payroll for Latrobe City Council staff and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	4,118 (372) <b>3,746</b>
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	972 (471) <b>501</b>
Infrastructure Maintenance	This unit is to provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks and to Deliver cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	16,209 (2,416) <b>13,793</b>
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	3,011 (266) <b>2,745</b>

## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
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.	4,816
		0
		<b>4,816</b>
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,214 (1,253)
		<b>961</b>
Office of the CEO	Actively participate in the Gippsland Local Government Network.	490
		0
		<b>490</b>
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership, resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	1,248
		0
		<b>1,248</b>
Property and Statutory	Administer property management, advice and services of Latrobe City Council.	729
		(159)
		<b>570</b>
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	2,143
		(2)
		<b>2,141</b>

### Major Initiative

29) Develop a strategy which puts the customer first and works to make Council easy to deal with. Ensure that the Strategy includes the development of Key Performance Indicators which can be reported to the community. (\$Nil net cost).

### Initiatives (Annual Actions)

30) Conduct Council Election.

31) Coordinate the development of a new Council Plan and submit to the Minister for Local Government within the legislated timeframe.

32) Implement New Councillor induction program.

## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Animal management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
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
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
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.



## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

### 2.4 Theme 4: Advocacy For & Consultation With Our Community

To achieve our objective of Advocacy For & Consultation With Our Community, 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
Aboriginal Liaison	Strengthen the relationship between the local Aboriginal Community and Latrobe City Council by delivering on the Statement of Commitment.	46 0 <b>46</b>
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	828 0 <b>828</b>
Community Engagement	Provide community engagement support services to Latrobe City Council.	314 0 <b>314</b>
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	425 0 <b>425</b>
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	1,126 0 <b>1,126</b>
Disability Access and Inclusion	Develop and implement the Rural Access Plan and develop and implement the Disability Action Plan.	193 (137) <b>56</b>
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	498 (149) <b>349</b>
Healthy Communities	Work in partnership with the community to address causes of chronic preventable disease by developing local solutions for healthy living, encourage healthy eating and physical activity, and reduce smoking and harmful alcohol use.	7 0 <b>7</b>
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	173 (5) <b>168</b>
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	209 0 <b>209</b>

## **Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators**

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### **Major Initiative**

33) Actively engage with state and federal governments to advocate for the interests of the Latrobe City community including: Morwell Super School, Mine Fire Responses, Gippsland Logistics Precinct & Adequate Coal Buffers; to maximise access to government funding, supporting job creation, economic diversification and environmental sustainability (\$Nil net cost).

### **Initiatives (Annual Actions)**

34) Advocate for funding to build a new Integrated Children's Service in Morwell.

35) Advocate to the State Government for funding to deliver the Morwell to Traralgon shared path.

36) Apply for funding from Community Sports Infrastructure fund for the Monash Reserve multi-use Netball/Tennis courts

37) As part of Future Morwell, continue to advocate for project funding on behalf of the Morwell community.

38) Facilitate a workshop for community groups in larger towns to build partnership opportunities and share information.

39) Advocate for State Government Funding for the Latrobe City Synthetic Sports Field Pavilion (Churchill Hockey)

40) Advocate for the public transport needs of the Latrobe community including Rail & Bus Services, Moe & Morwell Station Car parks and the Traralgon Station Masterplan.

## Draft 2016/2017 Budget Activities, Initiatives & Service Performance Indicators

### 2.5 Theme 5: Planning For The Future

To achieve our objective of Planning For The Future, 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
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	539 (151) <b>387</b>
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	622 0 <b>622</b>
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	4,676 (2,900) <b>1,776</b>
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,312 (197) <b>1,115</b>
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,215 0 <b>1,215</b>
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	396 0 <b>396</b>

#### Major Initiative

41) Produce the Housing Strategy, the Rural Land Use Strategy and the Employment and Industrial Land Use Strategy. (\$0.220M net cost).

#### Initiatives (Annual Actions)

- 42) Conduct a study of traffic flow in Traralgon to assist with planning for Breed Street crossing, East West Link and VicRoads Traralgon Bypass
- 43) Develop a Moe Community/Social Infrastructure Plan
- 44) Progress the Traralgon Activity Centre Plan and present to Council for adoption
- 45) Develop the 2018 - 2022 Municipal Public Health & Wellbeing Plan.

## Draft 2016/2017 Budget Activities, Initiatives & 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 2015/16 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.

### 2.11 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Job Creation & Economic Sustainability	1,596	2,604	1,008
Appropriate, Affordable & Sustainable Facilities, Services & Recreation	33,191	54,717	21,527
Efficient, Effective & Accountable Governance	42,780	47,802	5,022
Advocacy For & Consultation With Our Community	3,527	3,818	291
Planning For The Future	5,512	8,760	3,248
<b>Total activities &amp; initiatives</b>	<b>86,607</b>	<b>117,702</b>	<b>31,095</b>
Other non-attributable	(1,475)		
<b>Deficit before funding</b>	<b>85,131</b>		
<b>Funding sources:</b>			
Rates & charges	74,568		
Capital grants	7,045		
Grants Commission	8,963		
Developer Contributions	3,041		
<b>Total funding sources</b>	<b>93,617</b>		
<b>Surplus for the year</b>	<b>8,485</b>		

## **Draft 2016/2017 Budget Financial Statements**

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### **3. Financial Statements**

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2017/18 to 2019/20 has been 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 Model Financial Report.

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources

## Draft 2016/2017 Budget Financial Statements

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2020

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	72,488	<b>74,568</b>	76,952	79,409	81,941
Grants - Operating	17,782	<b>22,756</b>	22,825	22,997	23,171
Grants - Capital	15,405	<b>7,045</b>	13,842	12,957	5,192
Statutory Fees & Fines	1,870	<b>1,932</b>	1,980	2,030	2,081
User Charges	14,515	<b>13,579</b>	13,918	14,266	14,623
Contributions - Monetary	414	<b>41</b>	42	43	44
Contributions - Non-Monetary	2,000	<b>3,000</b>	3,000	3,000	3,000
Net gain on disposal of property, infrastructure, plant & equipment	364	<b>0</b>	0	0	0
Other Income	3,525	<b>3,406</b>	3,502	3,612	3,726
<b>Total income</b>	<b>128,363</b>	<b>126,327</b>	<b>136,061</b>	<b>138,314</b>	<b>133,778</b>
<b>Expenses</b>					
Employee costs	52,204	<b>52,159</b>	53,868	55,754	57,705
Materials and services	41,894	<b>37,343</b>	35,082	35,614	37,248
Bad and doubtful debts	8	<b>15</b>	15	16	17
Depreciation and amortisation	23,596	<b>24,271</b>	25,037	26,541	27,236
Borrowing Costs	1,019	<b>918</b>	878	939	904
Other Expenditure	3,918	<b>3,137</b>	3,206	3,277	3,350
<b>Total expenses</b>	<b>122,640</b>	<b>117,842</b>	<b>118,086</b>	<b>122,141</b>	<b>126,460</b>
<b>Surplus (deficit) for the year</b>	<b>5,723</b>	<b>8,485</b>	<b>17,975</b>	<b>16,173</b>	<b>7,318</b>
<b>Other comprehensive income</b>					
Net Asset Revaluation movement	300	<b>23,450</b>	24,130	24,972	25,734
<b>Total comprehensive result</b>	<b>6,023</b>	<b>31,935</b>	<b>42,105</b>	<b>41,145</b>	<b>33,052</b>



## Draft 2016/2017 Budget Financial Statements

### 3.2 Balance Sheet

For the four years ending 30 June 2020

	Forecast	<b>Budget 2016/17 \$'000</b>	Strategic Resource Plan		
	Actual		Projections		
	2015/16 \$'000		2017/18 \$'000	2018/19 \$'000	2019/20 \$'000
<b>Current assets</b>					
Cash and cash equivalents	20,469	<b>14,648</b>	12,331	14,515	12,415
Trade and other receivables	8,200	<b>8,405</b>	9,064	9,252	8,974
Other financial assets	30,000	<b>30,000</b>	30,000	30,000	30,000
Other Assets	2,400	<b>2,460</b>	2,522	2,585	2,649
<b>Total current assets</b>	<b>61,069</b>	<b>55,514</b>	<b>53,917</b>	<b>56,352</b>	<b>54,038</b>
<b>Non-current assets</b>					
Property, infrastructure, plant and equipment	1,171,309	<b>1,205,261</b>	1,247,748	1,286,804	1,317,070
Other financial assets	2	<b>2</b>	2	2	2
Intangible assets	1,174,753	<b>505</b>	2,760	1,656	552
<b>Total non-current assets</b>	<b>1,172,486</b>	<b>1,205,768</b>	<b>1,250,510</b>	<b>1,288,462</b>	<b>1,317,624</b>
<b>Total assets</b>	<b>1,233,555</b>	<b>1,261,282</b>	<b>1,304,428</b>	<b>1,344,814</b>	<b>1,371,662</b>
<b>Current liabilities</b>					
Trade and other payables	13,500	<b>13,838</b>	13,707	13,935	14,426
Provisions	17,200	<b>16,427</b>	16,346	16,843	15,156
Interest bearing loans & borrowings	1,883	<b>2,035</b>	1,864	9,854	1,380
Trust funds & deposits	2,600	<b>2,665</b>	2,731	2,800	2,870
<b>Total current liabilities</b>	<b>35,184</b>	<b>34,964</b>	<b>34,648</b>	<b>43,432</b>	<b>33,831</b>
<b>Non-current liabilities</b>					
Provisions	16,604	<b>12,550</b>	11,770	8,181	6,743
Interest bearing loans & borrowings	16,150	<b>16,215</b>	18,352	12,397	17,232
<b>Total non-current liabilities</b>	<b>32,754</b>	<b>28,765</b>	<b>30,122</b>	<b>20,578</b>	<b>23,975</b>
Total liabilities	67,937	<b>63,729</b>	64,770	64,010	57,806
<b>Net assets</b>	<b>1,165,618</b>	<b>1,197,553</b>	<b>1,239,658</b>	<b>1,280,804</b>	<b>1,313,856</b>
<b>Equity</b>					
Accumulated surplus	656,394	<b>664,997</b>	682,931	699,062	706,335
Asset revaluation reserve	506,770	<b>530,219</b>	554,349	579,321	605,055
Other Reserves	2,454	<b>2,336</b>	2,378	2,421	2,466
<b>Total equity</b>	<b>1,165,618</b>	<b>1,197,553</b>	<b>1,239,658</b>	<b>1,280,804</b>	<b>1,313,856</b>

## Draft 2016/2017 Budget Financial Statements

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2020

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2017</b>				
Balance at beginning of the financial year	1,165,618	656,394	506,770	2,454
Surplus for the year	8,485	8,485	0	0
Net asset revaluation increment	23,450	0	23,450	0
Transfer to reserves	0	(41)	0	41
Transfer from reserves	0	159	0	(159)
<b>Balance at end of the financial year</b>	<b>1,197,553</b>	<b>664,997</b>	<b>530,219</b>	<b>2,336</b>
<b>2018</b>				
Balance at beginning of the financial year	1,197,553	664,997	530,219	2,336
Surplus for the year	17,975	17,975	0	0
Net asset revaluation increment	24,130	0	24,130	0
Transfer to reserves	0	(42)	0	42
Transfer from reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,239,656</b>	<b>682,930</b>	<b>554,349</b>	<b>2,378</b>
<b>2019</b>				
Balance at beginning of the financial year	1,239,658	682,931	554,349	2,378
Surplus for the year	16,173	16,173	0	0
Net asset revaluation increment	24,972	0	24,972	0
Transfer to reserves	0	(43)	0	43
Transfer from reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,280,802</b>	<b>699,061</b>	<b>579,321</b>	<b>2,421</b>
<b>2020</b>				
Balance at beginning of the financial year	1,280,804	699,062	579,321	2,421
Surplus for the year	7,318	7,318	0	0
Net asset revaluation increment	25,734	0	25,734	0
Transfer to reserves	0	(45)	0	45
Transfer from reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,313,856</b>	<b>706,335</b>	<b>605,055</b>	<b>2,466</b>

## Draft 2016/2017 Budget Financial Statements

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	73,418	<b>74,435</b>	76,562	79,289	82,104
Grants - operating	17,782	<b>22,657</b>	22,751	23,005	23,262
Grants - capital	15,405	<b>7,032</b>	13,772	12,937	5,202
Statutory Fees & Fines	1,870	<b>1,929</b>	1,970	2,027	2,085
User Charges	14,515	<b>13,555</b>	13,848	14,245	14,652
Interest	1,484	<b>1,412</b>	1,454	1,518	1,586
Contributions - monetary	414	<b>41</b>	42	43	44
Other Receipts	2,040	<b>2,046</b>	1,988	2,045	2,104
Employee costs	(51,705)	<b>(52,639)</b>	(55,041)	(56,604)	(57,960)
Materials and services	(42,435)	<b>(41,424)</b>	(37,723)	(37,690)	(39,693)
Trust Funds and Deposits	(10)	<b>65</b>	67	68	70
Other Payments	(3,900)	<b>(3,126)</b>	(3,206)	(3,277)	(3,350)
<b>Net cash from operating activities</b>	<b>28,878</b>	<b>25,983</b>	<b>36,485</b>	<b>37,608</b>	<b>30,106</b>
<b>Cash flows from investing activities</b>					
Proceeds from property, plant and equipment	2,893	<b>747</b>	600	600	600
Proceeds from sale of investments	14,298	<b>0</b>	0	0	0
Payments for property, plant and equipment	(40,463)	<b>(31,851)</b>	(40,490)	(37,121)	(28,263)
<b>Net cash used in investing activities</b>	<b>(23,272)</b>	<b>(31,104)</b>	<b>(39,890)</b>	<b>(36,521)</b>	<b>(27,663)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(1,019)	<b>(918)</b>	(878)	(939)	(904)
Proceeds from borrowings	0	<b>2,100</b>	4,000	3,900	3,000
Repayment of borrowings	(2,360)	<b>(1,883)</b>	(2,035)	(1,864)	(6,640)
<b>Net cash provided by (used in) financing activities</b>	<b>(3,379)</b>	<b>(701)</b>	<b>1,087</b>	<b>1,097</b>	<b>(4,544)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	<b>2,227</b>	<b>(5,822)</b>	<b>(2,319)</b>	<b>2,184</b>	<b>(2,101)</b>
Cash & cash equivalents at beginning of year	18,242	<b>20,469</b>	14,648	12,329	14,513
<b>Cash &amp; cash equivalents at end of year</b>	<b>20,469</b>	<b>14,648</b>	<b>12,329</b>	<b>14,513</b>	<b>12,412</b>

## Draft 2016/2017 Budget Financial Statements

### 3.5 Statement of Capital Works

For the four years ending 30 June 2020

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	1,058	0	0	0	0
Buildings	11,377	7,559	16,150	17,767	3,621
Heritage Buildings	292	0	0	0	0
<b>Total property</b>	<b>12,727</b>	<b>7,559</b>	<b>16,150</b>	<b>17,767</b>	<b>3,621</b>
<b>Plant and Equipment</b>					
Plant, Machinery & Equipment	3,856	1,672	2,120	2,120	2,120
Fixtures, Fittings & Furniture	120	10	10	10	10
Computers & Telecommunications	628	624	658	683	600
Artworks	27	15	15	15	15
<b>Total Plant and Equipment</b>	<b>4,631</b>	<b>2,321</b>	<b>2,803</b>	<b>2,828</b>	<b>2,745</b>
<b>Infrastructure</b>					
Roads	16,714	14,743	11,991	11,097	11,423
Footpaths & Cycleways	1,781	1,461	4,192	2,412	1,432
Bridges & Culverts	602	391	404	415	421
Off Street Carparks	230	105	150	160	165
Drainage	1,299	1,389	1,750	2,237	8,256
Recreational, Leisure & Community Facilities	63	1,237	0	0	0
Parks, Open Space & Streetscapes	338	494	250	175	180
Waste Management	837	2,150	2,800	30	20
Other Infrastructure	1,241	0	0	0	0
<b>Total Infrastructure</b>	<b>23,104</b>	<b>21,971</b>	<b>21,537</b>	<b>16,526</b>	<b>21,897</b>
<b>Total capital works expenditure</b>	<b>40,463</b>	<b>31,851</b>	<b>40,490</b>	<b>37,121</b>	<b>28,263</b>
<b>Represented by:</b>					
New asset expenditure	12,592	5,294	17,565	16,115	7,715
Asset renewal expenditure	22,807	19,620	18,111	18,444	18,536
Asset expansion expenditure	1,349	1,222	262	262	262
Asset upgrade expenditure	3,716	5,715	4,552	2,300	1,750
<b>Total capital works expenditure</b>	<b>40,463</b>	<b>31,851</b>	<b>40,490</b>	<b>37,121</b>	<b>28,263</b>

## Draft 2016/2017 Budget Financial Statements

### 3.6 Statement of Human Resources

For the four years ending 30 June 2020

	Forecast	<b>Budget</b>	Strategic Resource Plan		
	Actual		Projections		
	2015/16		2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	52,204	<b>52,159</b>	53,868	55,754	57,705
Employee costs - capital	24	<b>1,500</b>	1,545	1,591	1,639
<b>Total staff expenditure</b>	<b>52,228</b>	<b>53,659</b>	<b>55,413</b>	<b>57,345</b>	<b>59,344</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	590.7	<b>576.3</b>	576.3	576.3	576.3
<b>Total staff numbers</b>	<b>590.7</b>	<b>576.3</b>	<b>576.3</b>	<b>576.3</b>	<b>576.3</b>

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

Division	Budget	Comprises	
	2016/17	Full Time	Part Time
	\$'000	\$'000	\$'000
Office of the CEO	561	561	0
City Development	7,934	6,539	1,395
Corporate Services	6,770	6,069	700
Infrastructure & Recreation	12,964	10,886	2,078
Community Services	19,027	7,796	11,231
<b>Total</b>	<b>47,256</b>	<b>31,852</b>	<b>15,404</b>
Casuals and other	4,903		
<b>Total Operating Employee Costs</b>	<b>52,159</b>		
Capitalised labour costs	1,500		
<b>Total Employee Costs</b>	<b>53,659</b>		

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

Division		Full Time	Part Time
		FTE	FTE
Office of the CEO	4.0	4.0	0.0
City Development	84.0	66.0	18.0
Corporate Services	67.5	60.6	6.9
Infrastructure & Recreation	150.8	122.2	28.7
Community Services	233.2	79.7	153.5
<b>Total</b>	<b>539.5</b>	<b>332.5</b>	<b>207.0</b>
Casuals and other	21.8		
<b>Total Operating FTE</b>	<b>561.3</b>		
Capitalised FTE	15.0		
<b>Total FTE</b>	<b>576.3</b>		

## Draft 2016/2017 Budget Financial Performance Indicators

### 4. 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 2014/15	Forecast Actual 2015/16	Budget 2016/17	Strategic Resource Plan Projections			Trend +/-
						2017/18	2018/19	2019/20	
<b>Operating Position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	5.8%	(7.2%)	2.0%	1.9%	1.1%	0.3%	-
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	208.9%	173.6%	158.8%	155.6%	129.7%	159.7%	o
Unrestricted Cash	Unrestricted cash / current liabilities		96.9%	43.8%	27.6%	20.8%	21.4%	20.9%	+
<b>Obligations</b>									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	3	29.3%	24.9%	24.5%	26.3%	28.0%	22.7%	o
Loans & Borrowings	Interest and principal repayments / rate revenue		17.0%	4.7%	3.8%	3.8%	3.5%	9.2%	+
Indebtedness	Non-current liabilities / own source revenue		39.6%	35.4%	30.8%	31.3%	20.7%	23.4%	-
Asset renewal	Asset renewal expenditure / depreciation	4	79.9%	99.0%	83.1%	73.8%	72.5%	70.9%	-
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	5	55.9%	63.4%	62.0%	63.9%	64.3%	64.6%	+
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	-



## Draft 2016/2017 Budget Strategic Resource Plan & Financial Performance Indicators

Indicator	Measure	Notes	Actual 2014/15	Forecast Actual 2015/16	Budget 2016/17	Strategic Resource Plan Projections			Trend +/-/o
						2017/18	2018/19	2019/20	
<b>Efficiency</b>									
Expenditure level	Total expenditure / no. of assessments		\$3,127	\$3,267	\$3,139	\$3,146	\$3,254	\$3,369	+
Revenue level	Residential rate revenue / No. of residential assessments		\$1,494	\$1,529	\$1,582	\$1,622	\$1,662	\$1,704	+
Workforce turnover	No. of resignations & terminations / average no. of staff		11.4%	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. Improvement in financial performance expected over the period, although continued losses means reliance on Council's cash reserves or increased debt to maintain services.

**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 2016/2017 Budget Other Budget Information**

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### **5. Other Budget Information**

This section presents other budget related information required by the Regulations. The following statements and reports are included:

- 5.1.1 Grants operating
- 5.1.2 Grants capital
- 5.1.3 Statement of borrowings

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## Other Budget Information

### 5.1.1 Grants Operating (\$4.974 million increase)

Operating grants and contributions include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of grants and contributions is expected to increase by 28% or \$4.974 million compared to 2015/16. This increase primarily relates to the Victoria Grants Commission (VGC) funding in the current financial year but advanced earlier to Council in the 2014/15 year, the budget has been based on the assumption that this won't occur again this year. Non-recurrent grant funding is expected to decrease as generally only funding confirmed at the time of budget preparation is included in operating budgets.

	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<i>Recurrent - Commonwealth Government</i>			
Employment Development	285	404	119
Family & Children Services	117	65	(52)
<i>Recurrent - State Government</i>			
Victorian Grants Commission General Purpose	4,489	8,963	4,474
Victorian Grants Commission Local Roads	1,202	2,416	1,214
Aged & Disability Services	4,119	4,082	(37)
Family & Children Services	4,812	4,830	18
Community Support	150	137	(13)
Social Support	818	814	
Libraries	499	512	13
Recreation, Parks and Gardens	20	20	0
Arts & Leisure	155	155	0
Health Services	20	15	(5)
Emergency Management	34	34	0
Local Laws	88	88	(0)
Other	29	0	(29)
<b>Total Recurrent Grants</b>	<b>16,839</b>	<b>22,536</b>	<b>5,697</b>
<i>Non Recurrent - Commonwealth Government</i>			
Recreation, Parks and Gardens	184	0	(184)
Family & Children Services	34	0	(34)
<i>Non Recurrent - State Government</i>			
Healthy Communities	80	0	(80)
Recreation, Parks and Gardens	130	100	(30)
Community Support	200	0	(200)
Aged & Disability Services	5	20	16
Economic Development & Planning	67	0	(67)
Emergency Management	217	100	(117)
Other	28	0	(28)
<b>Total Non-recurrent Grants</b>	<b>944</b>	<b>220</b>	<b>(724)</b>
<b>Total Operating Grants</b>	<b>17,782</b>	<b>22,756</b>	<b>4,973</b>

## Draft 2016/2017 Budget Other Budget Information

### 5.1.2 Grants Capital (\$8.361 million decrease)

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 decrease by \$8.361 million compared to 2015/16 mainly associated with specific funding received in 2015/16 for some large capital works projects . e.g. Heavy Industrial Park Road Infrastructure Construction, Moe Rail Precinct Revitalisation Project and Hazelwood Pondage Caravan Park. Section 12. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2016/17 year.

	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<i>Recurrent - Commonwealth Government</i>			
Roads to Recovery	3,405	3,933	528
<i>Recurrent - State Government</i>			
	0	0	0
<b>Total Recurrent Grants</b>	<b>3,405</b>	<b>3,933</b>	<b>528</b>
<i>Non Recurrent - Commonwealth Government</i>			
Buildings	5,400	0	(5,400)
<i>Non Recurrent - State Government</i>			
Land	550	0	
Buildings	2,198	457	(1,741)
Roads	2,366	2,165	(201)
Footpaths	20	0	(20)
Recreation, Leisure & Community Facilities	260	490	230
Parks, Open Space & Streetscapes	84	0	(84)
Drainage	50	0	(50)
Carparks	72	0	(72)
Other Infrastructure	1,000	0	(1,000)
<b>Total Non-recurrent grants</b>	<b>12,000</b>	<b>3,112</b>	<b>(8,888)</b>
<b>Total Capital grants</b>	<b>15,405</b>	<b>7,045</b>	<b>(8,361)</b>

### 5.1.3 Statement of Borrowings

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

	2015/16 \$'000	2016/17 \$'000
Total amount borrowed as at 30 June of the prior year	20,393	18,033
Total amount to be borrowed	0	2,100
Total amount projected to be redeemed	(2,360)	(1,883)
Total amount proposed to be borrowed as at 30 June	18,033	18,250

## Draft 2016/2017 Budget Capital Works Program

### 6. Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2016/17 year.

The capital works projects are grouped by class and include the following:

- New works for 2016/17
- Works carried forward from the 2015/16 year.

The capital works detailed report also includes a list of works that, although not classified as assets for accounting purposes, will be undertaken in conjunction with the capital works program. The funding for these works and associated expenditure forms part of the operating budget.

## Draft 2016/2017 Budget Capital Works Program

### Capital works program

For the year ending 30 June 2017

#### 6.1.1 New works

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
<b>PROPERTY</b>									
<b>Buildings</b>						0	0		0
Boiler Replacement	50	0	50	0	0	0	0	50	0
Bus Shelter Removal & Replacement Program	30	0	30	0	0	0	0	30	0
Building Renewal Program	1,300	0	1,300	0	0	0	0	1,300	0
Kitchen Upgrade at Community Buildings	105	0	105	0	0	0	0	105	0
Latrobe Performing Arts Centre	2,100	2,100	0	0	0	0	0	0	2,100
Latrobe Regional Gallery - Refurbishment (Stg 1)	200	0	0	200	0	0	0	200	0
Latrobe Regional Gallery: Specialised gallery lights	57	0	0	57	0	0	0	57	0
Latrobe Regional Gallery: Refit paper conservation & archive area	67	0	67	0	0	0	0	67	0
Morwell Library - Front entrance reconstruction	220	0	0	220	0	140	0	80	0
Old Yallourn North Depot Upgrade	31	0	0	31	0	0	0	31	0
Sale/Relocation of the Moe Works Depot	280	280	0	0	0	0	0	280	0
Roof Replacement Program	105	0	105	0	0	0	0	105	0
AFL Gippsland Administrative Building Upgrade	112	0	0	112	0	77	0	35	0
Burrage Reserve - Extend Baseball/Cricket Pavilion	53	0	0	53	0	0	0	53	0
Glengarry Recreation Reserve Netball Tennis Pavilion	457	0	0	457	0	100	0	357	0
Latrobe Leisure Maintenance and Upgrade Program	683	0	683	0	0	0	0	683	0
Latrobe Leisure Stadiums Evaporative Cooling	682	682	0	0	0	0	0	682	0
Purchase of Latrobe City Sports & Entertainment Stadium	630	630	0	0	0	0	0	630	0
Joe Tabuteau Reserve Pavilion Upgrade	110	0	0	110	0	80	0	31	0
Stoddart Oval Pavilion Upgrade	61	0	0	61	0	61	0	0	0
Synthetic Sports Field Pavilion, Churchill	26	26	0	0	0	0	0	26	0
Traralgon West Sporting Pavilion	163	0	0	163	0	0	0	163	0
<b>Total Buildings</b>	<b>7,522</b>	<b>3,718</b>	<b>2,340</b>	<b>1,464</b>	<b>0</b>	<b>457</b>	<b>0</b>	<b>4,965</b>	<b>2,100</b>
<b>TOTAL PROPERTY</b>	<b>7,522</b>	<b>3,718</b>	<b>2,340</b>	<b>1,464</b>	<b>0</b>	<b>457</b>	<b>0</b>	<b>4,965</b>	<b>2,100</b>



## Draft 2016/2017 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Program	738	0	738	0	0	0	0	738	0
Fleet Replacement Program	829	0	829	0	0	0	0	829	0
Latrobe Leisure Equipment Replacement Program	50	0	50	0	0	0	0	50	0
Lighting & Stage Equipment Replacement Program	40	0	40	0	0	0	0	40	0
Replacement Wireless Audio System at Community Sound Shell	15	0	15	0	0	0	0	15	0
<b>Total Plant, Machinery and Equipment</b>	<b>1,672</b>	<b>0</b>	<b>1,672</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,672</b>	<b>0</b>
<b>Fixtures, Fittings and Furniture</b>									
Office Furniture & Equipment Replacement Program	10	0	10	0	0	0	0	10	0
<b>Total Fixtures, Fittings and Furniture</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>
<b>Computers and Telecommunications</b>									
IT Equipment Replacement Program	624	0	624	0	0	0	0	624	0
<b>Total Computers and Telecommunications</b>	<b>624</b>	<b>0</b>	<b>624</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>624</b>	<b>0</b>
<b>Artworks</b>									
Artwork Acquisitions	15	15	0	0	0	0	0	15	0
<b>Total Artworks</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,321</b>	<b>15</b>	<b>2,306</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,321</b>	<b>0</b>

## Draft 2016/2017 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
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Gravel Road Resheet Program	1,220	0	1,220	0	0	0	0	1,220	0
Local Road Reseal Program	4,400	0	4,400	0	0	0	0	4,400	0
Difficult to Maintain Pavements Program	174	0	0	174	0	0	0	174	0
Road Rehabilitation Program	4,300	0	4,300	0	0	3,933	0	367	0
Rural Gravel Road Sealing Program	263	0	0	263	0	0	0	263	0
Traffic & Pedestrian Safety Program	100	0	0	100	0	0	0	100	0
BlackSpot Program	2,165	0	0	2,165	0	2,165	0	0	0
<b>Total roads</b>	<b>12,621</b>	<b>0</b>	<b>9,920</b>	<b>2,702</b>	<b>0</b>	<b>6,098</b>	<b>0</b>	<b>6,524</b>	<b>0</b>
<b>Bridges</b>									
Bridge and Major Culvert works	315	0	315	0	0	0	0	315	0
Construct Bridges	76	0	76	0	0	0	0	76	0
<b>Total Bridges</b>	<b>391</b>	<b>0</b>	<b>391</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>391</b>	<b>0</b>
<b>Footpaths and Cycleways</b>									
Footpath Replacement Program	874	0	874	0	0	0	0	874	0
Gravel Path Renewal Project	31	0	31	0	0	0	0	31	0
Linear Paths - Parks & Reserves	210	210	0	0	0	0	0	210	0
New Footpaths to Link Existing Footpath Networks	262	0	0	0	262	0	0	262	0
Montaine Boulevard to Haigh Street Path	84	84	0	0	0	0	0	84	0
<b>Total Footpaths and Cycleways</b>	<b>1,461</b>	<b>294</b>	<b>905</b>	<b>0</b>	<b>262</b>	<b>0</b>	<b>0</b>	<b>1,461</b>	<b>0</b>

## Draft 2016/2017 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
<b>Drainage</b>									
Minor Pipe Systems Repairs	158	0	158	0	0	0	0	158	0
Stormwater Management/Outfall Repair Program	63	0	63	0	0	0	0	63	0
<b>Total Drainage</b>	<b>221</b>	<b>0</b>	<b>221</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>221</b>	<b>0</b>
<b>Waste Management</b>									
Landfill Construction	2,150	30	2,120	0	0	0	0	2,150	0
<b>Total Waste Management</b>	<b>2,150</b>	<b>30</b>	<b>2,120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,150</b>	<b>0</b>
<b>Parks, Open Space and Streetscapes</b>									
Playground Improvement Implementation Program	415	0	245	170	0	0	0	415	0
Risk management and safety works for medians	79	0	0	79	0	0	0	79	0
<b>Total Parks, Open Space and Streetscapes</b>	<b>494</b>	<b>0</b>	<b>245</b>	<b>249</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>494</b>	<b>0</b>
<b>Off Street Car Parks</b>									
Recreational Reserves Roads & Off Street Car Park Resealing Program	105	0	105	0	0	0	0	105	0
<b>Total Off Street Car Parks</b>	<b>105</b>	<b>0</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>17,443</b>	<b>324</b>	<b>13,907</b>	<b>2,951</b>	<b>262</b>	<b>6,098</b>	<b>0</b>	<b>11,346</b>	<b>0</b>
<b>TOTAL NEW CAPITAL WORKS FOR 2016/17</b>	<b>27,286</b>	<b>4,057</b>	<b>18,553</b>	<b>4,414</b>	<b>262</b>	<b>6,555</b>	<b>0</b>	<b>18,631</b>	<b>2,100</b>

## Draft 2016/2017 Budget Capital Works Program

### 6.1.2 Works carried forward from the 2015/16 year

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
<b>PROPERTY</b>									
<b>Buildings</b>									
Traralgon Star Hotel Outdoor Kitchen	38	0	38	0	0	0	0	38	0
<b>Total Buildings</b>	<b>38</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>38</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Road Rehabilitation Program	1,029	0	1,029	0	0	0	0	1,029	0
Signalised Intersection-Traralgon Maffra/Marshalls Rd	1,093	0	0	1,093	0	0	0	1,093	0
<b>Total Roads</b>	<b>2,122</b>	<b>0</b>	<b>1,029</b>	<b>1,093</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,122</b>	<b>0</b>
<b>Drainage</b>									
Drainage Augmentation - Argyle Street South Service Rd	500	0	0	0	500	0	0	500	0
Drainage Augmentation - Furlonger St to Nixon Ct Precinct	460	0	0	0	460	0	0	460	0
Moe North West - Drainage	159	0	0	159	0	0	0	159	0
Montane Estate, Newborough - Drainage	50	0	0	50	0	0	0	50	0
<b>Total Drainage</b>	<b>1,168</b>	<b>0</b>	<b>0</b>	<b>209</b>	<b>960</b>	<b>0</b>	<b>0</b>	<b>1,168</b>	<b>0</b>
<b>Recreational, Leisure and Community Facilities</b>									
Traralgon Tennis Show Court	1,237	1,237	0	0	0	490	0	747	0
<b>Total Rec, Leisure and Community Facilities</b>	<b>1,237</b>	<b>1,237</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>490</b>	<b>0</b>	<b>747</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>4,527</b>	<b>1,237</b>	<b>1,029</b>	<b>1,301</b>	<b>960</b>	<b>490</b>	<b>0</b>	<b>4,037</b>	<b>0</b>
<b>TOTAL CARRIED FWD WORKS FROM 2015/16</b>	<b>4,565</b>	<b>1,237</b>	<b>1,067</b>	<b>1,301</b>	<b>960</b>	<b>490</b>	<b>0</b>	<b>4,075</b>	<b>0</b>
<b>TOTAL CAPITAL WORKS</b>	<b>31,851</b>	<b>5,294</b>	<b>19,620</b>	<b>5,715</b>	<b>1,222</b>	<b>7,045</b>	<b>0</b>	<b>22,706</b>	<b>2,100</b>

## Draft 2016/2017 Budget Capital Works Program

### 6.2 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

#### 6.2.1 NEW WORKS FOR 2016/17

##### PROPERTY

<b>Buildings</b>									
Demolition of Dilapidated Council Buildings	125	0	0	0	0	0	0	125	0
<b>Total Buildings</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125</b>	<b>0</b>

##### INFRASTRUCTURE

<b>Recreational, Leisure &amp; Community Facilities</b>									
City Soccer Harold Preston Reserve - Drainage & Irrigation to Pitch 2,3,4	189	0	0	0	0	0	0	189	0
Upgrade of the Moe Tennis Club (Stage 2)	650	0	0	650	0	0	0	650	0
Hard Court Bitumen Resurfacing Program	105	0	0	0	0	0	0	105	0
Hazelwood South Reserve - Pitch 1 Irrigation	63	0	0	0	0	0	0	63	0
Joe Tabuteau Reserve Oval No.1 - Oval Boundary Fence	53	0	0	0	0	0	0	53	0
Moe Olympic Park Soccer - Irrigation for Pitch 1	63					0		63	
Ronald Reserve Soccer Pitch - Replacement concrete drainage system	84	0	0	0	0	0	0	84	0
Traralgon Recreation Reserve & Showgrounds Lighting Project	578	0	0	0	0	100	0	478	0
<b>Total Recreational, Leisure &amp; Community Facilities</b>	<b>1,785</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>1,685</b>	<b>0</b>

## Draft 2016/2017 Budget Capital Works Program

<b>Public Lighting</b>									
New Street Lighting Works	79	0	0	0	0	0	0	79	0
Public Lighting and Flag Pole Replacement Program	152	0	0	0	0	0	0	152	0
<b>Total Public Lighting</b>	<b>231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>231</b>	<b>0</b>
<b>Parks, Open Space and Streetscapes</b>									
Unserviceable Street Furniture Replacement Program	52	0	0	0	0	0	0	52	0
<b>Total Parks, Open Space and Streetscapes</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>0</b>
<b>Waste Management</b>									
Transfer Station Upgrades	50	0	0	0	0	0	0	50	0
Landfill Rehabilitation	1,500	0	0	0	0	0	0	1,500	0
<b>Total Waste Management</b>	<b>1,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,550</b>	<b>0</b>
<b>Software</b>									
eService's	700						0	700	0
<b>Total Software</b>	<b>700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700</b>	<b>0</b>
<b>Other Infrastructure</b>									
High profile facility and parks signage standardisation and rationalisation for improved presentation, tourism and risk management	53	0	0	0	0	0	0	53	0
Municipality and Town Entry Signage Replacement Program	18	0	0	0	0	0	0	18	0
<b>Total Other Infrastructure</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71</b>	<b>0</b>
<b>Other</b>									
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
<b>Total Other</b>	<b>430</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>430</b>	<b>0</b>
<b>TOTAL NEW CAPITAL WORKS (OPERATING) FOR 2016/17</b>	<b>4,944</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>4,844</b>	<b>0</b>



## Draft 2016/2017 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
<b>6.2.2 WORKS CARRIED FORWARD FROM 2015/16</b>									
<b>Recreational, Leisure &amp; Community Facilities</b>									
Moe Netball Lighting Project	160	0	0	0	0	0	0	160	0
Reconstruction of Moe Netball Courts - Design	20	0	0	0	0	0	0	20	0
<b>Total Recreational, Leisure &amp; Community Facilities</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>180</b>	<b>0</b>
<b>Waste Management</b>									
Landfill Rehabilitation Program- Hyland Highway, Moe & Morwell	3,800	0	0	0	0	0	0	3,800	0
<b>Total Waste Management</b>	<b>3,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,800</b>	<b>0</b>
<b>TOTAL CARRIED FWD WORKS (OPERATING) FROM 2015/16</b>	<b>3,980</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,980</b>	<b>0</b>
<b>TOTAL CAPITAL WORKS (OPERATING)</b>	<b>8,924</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>8,824</b>	<b>0</b>
<b>TOTAL CAPITAL WORKS PROGRAM FOR 2016/17</b>	<b>40,775</b>	<b>5,294</b>	<b>19,620</b>	<b>6,365</b>	<b>1,222</b>	<b>7,145</b>	<b>0</b>	<b>31,530</b>	<b>2,100</b>

## Draft 2016/2017 Budget Rates & Charges

### 7. Rates and charges

This section presents information which the Act and the Regulations require to be disclosed in the Council's annual budget.

In developing the Strategic Resource Plan (referred to in Section 14.), rates and charges were identified as an important source of revenue, accounting for 59.3% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The State Government have introduced the Fair Go Rates System (FGRS) which sets out the maximum amount councils may increase rates in a year. For 2016/17 the FGRS cap has been set at 2.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

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

The 2016/17 operating position is impacted by wages growth and reductions in government funding. It will therefore be necessary to achieve future income growth whilst containing costs in order to achieve an underlying breakeven operating position by 2016/17 as set out in the Strategic Resource Plan. The contribution from operations toward capital investment of \$15.710 million for the 2016/17 year is less than the desired level and therefore, unless it can be increased in the future it will be difficult to maintain robust capital works programs.

In order to achieve these objectives whilst maintaining service levels and a robust capital expenditure program, overall rates and charges will increase by 2.30% in 2016/17 raising total rates of \$74.568 million, including \$0.067 million generated from supplementary rates. General rates and municipal charge increase by 2.5% or \$1.300 million while garbage charges increase by \$7.00 per service which equates to 2.30% or \$0.240 million. In addition the State Government imposed Landfill levy increases by 2.56% or \$0.017 million. Payments made in lieu of rates under the Electricity Act and rating agreements are tied to current year (March) CPI levels rather than forecasted levels. These are currently predicted to be 1.2% which results in the overall increase of 2.30% being less than the State Government rate cap.

## Draft 2016/2017 Budget Rates & Charges

**7.1 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	2015/16 cents/\$CIV	2016/17 cents/\$CIV	Change
General rate for rateable residential properties	0.00473581	<b>0.00466490</b>	(1.5%)
General rate for rateable commercial properties	0.00473581	<b>0.00466490</b>	(1.5%)
General rate for rateable industrial properties	0.00473581	<b>0.00466490</b>	(1.5%)
General rate for rateable farm properties	0.00355186	<b>0.00349867</b>	(1.5%)
Rate concession for rateable recreational properties	0.00236791	<b>0.00233245</b>	(1.5%)
Rate concession for rateable recreational properties with gaming facilities	0.00236791	<b>0.00279894</b>	18.2%

**7.2 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	2015/16 \$	2016/17 \$	Change
General	43,699,208	<b>45,909,923</b>	5.1%
Farm	2,952,302	<b>2,924,153</b>	(1.0%)
Recreational 1*	26,712	<b>26,689</b>	(0.1%)
Recreational 2	25,100	<b>55,475</b>	121.0%
<b>Total amount to be raised by general rates</b>	<b>46,703,322</b>	<b>48,916,240</b>	4.7%

\*Includes additional rate rebates totalling \$23,235 to be applied to two Recreational 1 properties.

**7.3 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year**

Type or class of land	2015/16	2016/17	Change
General	36,218	<b>36,790</b>	1.6%
Farm	1,306	<b>1,290</b>	(1.2%)
Recreational 1	12	<b>12</b>	0.0%
Recreational 2	4	<b>4</b>	0.0%
<b>Total number of assessments</b>	<b>37,540</b>	<b>38,096</b>	1.5%

**7.4 The basis of valuation to be used is the Capital Improved Value (CIV)**

**7.5 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	2015/16 \$	2016/17 \$	Change
General	9,227,397,000	<b>9,841,568,000</b>	6.7%
Farm	831,199,000	<b>835,790,000</b>	0.6%
Recreational 1	20,804,000	<b>21,404,000</b>	2.9%
Recreational 2	10,600,000	<b>19,820,000</b>	87.0%
<b>Total</b>	<b>10,090,000,000</b>	<b>10,718,582,000</b>	6.2%

## Draft 2016/2017 Budget Rates & Charges

**7.6 The municipal charge under section 159 of the Act compared with the previous financial year**

Type of Charge	Per Rateable Property 2015/16 \$	Per Rateable Property 2016/17 \$	Change
Municipal	128.00	<b>131.00</b>	2.3%

**7.7 The estimated total amount to be raised by municipal charges compared with the previous financial year**

Type of Charge	2015/16 \$	2016/17 \$	Change
Municipal	4,760,320	<b>4,956,123</b>	4.1%

**7.8 The rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year**

Type of Charge	Per Rateable Property 2015/16 \$	Per Rateable Property 2016/17 \$	Change
Garbage collection	304.00	<b>311.00</b>	2.3%
Landfill levy	19.50	<b>20.00</b>	2.6%

**7.9 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	2015/16 \$	2016/17 \$	Change
Garbage collection	10,280,703	<b>10,639,961</b>	3.5%
Landfill levy	660,972	<b>684,858</b>	3.6%

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

Type of Charge	Per Rateable Property 2015/16 \$	Per Rateable Property 2016/17 \$	Change
Garbage 120L Bin	206.00	<b>211.00</b>	2.4%
Garbage 240L Bin	304.00	<b>311.00</b>	2.3%
Garbage 240L Bin - Special	234.00	<b>240.00</b>	2.6%
Recycling	52.00	<b>53.00</b>	1.9%
Organics/Green Waste	46.00	<b>47.00</b>	2.2%



## Draft 2016/2017 Budget Rates & Charges

### 7.10 The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2015/16 \$	2016/17 \$	Change
General Rates	46,703,322	<b>48,916,240</b>	4.7%
Municipal Charges	4,760,320	<b>4,956,123</b>	4.1%
Garbage Charges	10,280,703	<b>10,639,961</b>	3.5%
Landfill Levy	660,972	<b>684,858</b>	3.6%
Payments in lieu of rates	9,193,385	<b>9,303,706</b>	1.2%
Supplementary rates and charges	301,298	<b>67,112</b>	(77.7%)
<b>Total</b>	<b>71,900,000</b>	<b>74,568,000</b>	3.7%

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

- The making of supplementary valuations;
- The variation of returned levels of value (e.g. valuation appeals);
- Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes business land and vice versa.

### 7.12 Differential rates

#### Rates to be levied

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

- A farm rate of 0.00349867 for all rateable farm properties.

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

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.

## Draft 2016/2017 Budget Rates & Charges

### Farm Land

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

- (i) grazing (including agistment)
- (ii) dairying
- (iii) pig farming
- (iv) poultry farming
- (v) fish farming
- (vi) tree farming
- (vii) bee keeping
- (viii) viticulture
- (ix) horticulture
- (x) fruit growing
- (xi) the growing of crops of any kind, and

that is used by a business:

- (i) that has a significant and substantial commercial purpose or character; and
- (ii) that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- (iii) that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

The reasons for the use of this rate are that:

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district;

which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.



## Draft 2016/2017 Budget Rates & Charges

### Recreational Land

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

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

Latrobe City Council has a two concession rates in relation to recreational land. Type 1 eligible lands include land which meets the definition of C&RL that do not provide gaming facilities. The rate concession for Type 1 land is set at 50% of the general rate. In addition, there are two recreational assessments which receive an additional rebate. These rebates are applied as a result of significant changes in the CIV valuations resulting from the rezoning of land and changes in valuation methodologies. It was considered that without applying a rebate the levied amounts would fail to take into consideration the requirements under the C&RL Act. Type 2 eligible lands include land which meets the definition of C&RL that provide gaming facilities. The rate concession for Type 2 land is set at 60% of the general rate.

### General Rate

The General Rate is applied to any rateable land that is not defined as farm land or recreational land.

The reasons for the use of that rate are that:-

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a general rate so as to fairly rate lands other than recreational and farm lands;
- (iii) the level of this rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (v) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district.

## Draft 2016/2017 Budget Budget Reports

### Budget Analysis

The following reports provide detailed analysis to support and explain the budget reports in the previous section.

This section includes the following analysis and information.

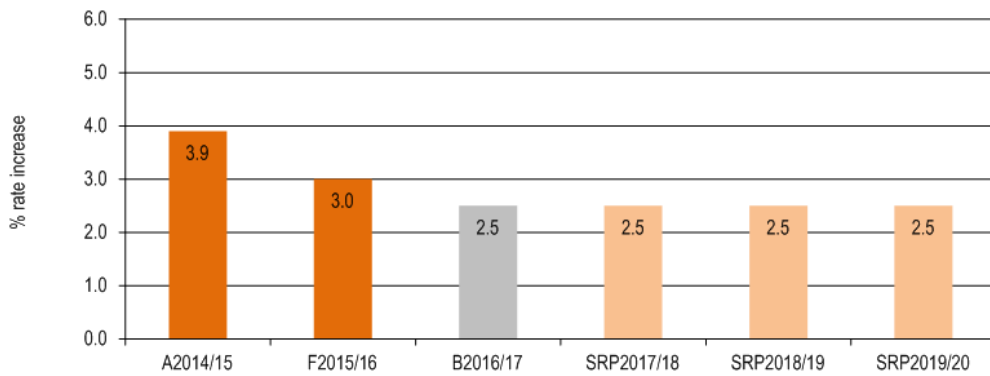
- 8 Summary of financial position
- 9 Budget influences
- 10 Analysis of operating budget
- 11 Analysis of budgeted cash position
- 12 Analysis of capital budget
- 13 Analysis of budgeted financial position

# Draft 2016/2017 Budget Summary of Financial Position

## Summary of Financial Position

Council has prepared a Budget for the 2016/17 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic activities of the Council.

### 8.1 Rates & Charges

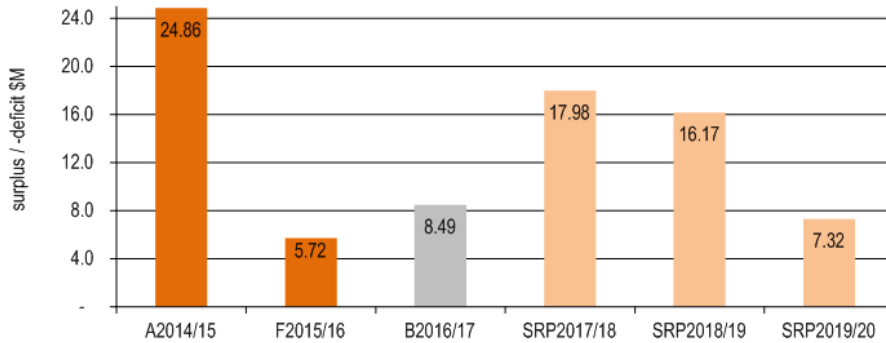


A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

It is proposed that overall rates and charges increase by 2.30% for the 2016/17 year which includes a 2.5% increase in general rates and 1.5% increase in rating agreements in line with contractual and legislative requirements. Total rates of \$74.568 million are to be raised, including \$0.300 million generated from supplementary rates. General rates and municipal charge increase by 2.5% or \$1.300 million. Garbage Charges will increase by 2.30% or \$7.00 for the standard three bin service generating an additional \$0.240 million. The Landfill levy will increase by \$0.50 or 2.56% as a result of the State Government's EPA landfill levy, at this time it is not certain what the levy on municipal waste will be for 2016/17 so the increase has been kept in line with Council's overall rates increase. In the interests of clarity the EPA levy component will again be disclosed separately from Council's garbage charge on the 2016/17 rates notice.

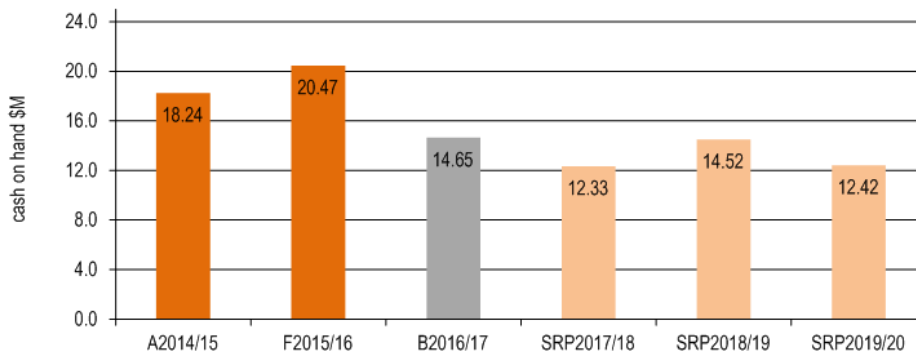
# Draft 2016/2017 Budget Summary of Financial Position

## 8.2 Operating result



The expected operating result for the 2016/17 year is a surplus of \$8.485 million, after capital grants and contributions, which is an increase of \$2.762 million from 2015/16. The improved operating result is mainly due to reduced budgeted expenditure on materials and services as a result of higher carry forward funding expenditure in the 2015/16 financial year. The adjusted underlying result, which excludes items such as non-recurrent capital grants and developer contributions is a surplus of \$2.373 million, which is an increase of \$10.650 million over 2015/16 mainly resulting from the carry forward of works from 2014/15 which were funded through accumulated surplus and reserves in 2015/16, together with lower grants funding due to the Victoria Grants Commission funding for 2015/16 being advanced to Council in 2014/15 - refer to section 4 of this summary for further information. (The forecast operating result for the 2015/16 year is a surplus of \$5.723 million with an underlying result of a \$8.277 million d

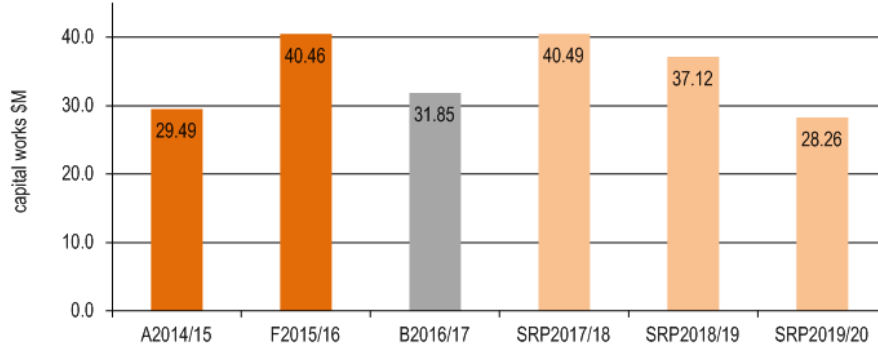
## 8.3 Cash and investments



Cash and investments are expected to decrease by \$5.821 million during the year to \$14.648 million as at 30 June 2017. This is due mainly to the carried forward component of the 2015/16 capital works program. The reduction in cash and investments is in line with Council's strategic resource plan. The cash balance remaining is predominantly associated with liabilities for employee provisions and interest only borrowings together with landfill reserves to assist in funding future landfill cell constructions (Cash and investments are forecast to be \$20.469 million as at 30 June 2016).

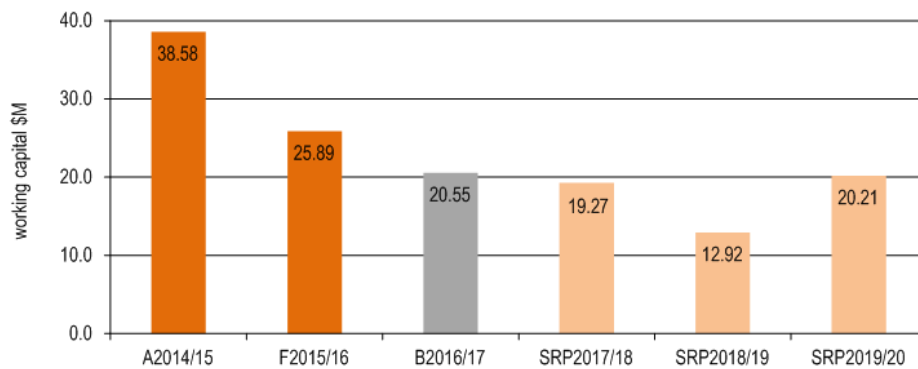
# Draft 2016/2017 Budget Summary of Financial Position

## 8.4 Capital works



The capital works program for the 2016/17 year is expected to be \$31.851 million of which \$4.565 million relates to projects which will be carried forward from the 2015/16 year. The carried forward component is fully funded from the 2015/16 budget. Of the \$31.851 million of capital funding required, \$22.706 million will come from Council cash, \$2.100 million from borrowings and \$7.045 million from external grants. The Council cash includes asset sales (\$0.747 million) which is made up of fleet, plant & equipment sales and sale of property, cash held at the start of the year (\$6.249 million) and cash gained through Council Operations (\$15.710 million). The capital expenditure program has been set and prioritised based on a process of consultation that has enabled Council to assess needs and develop sound business cases as appropriate.

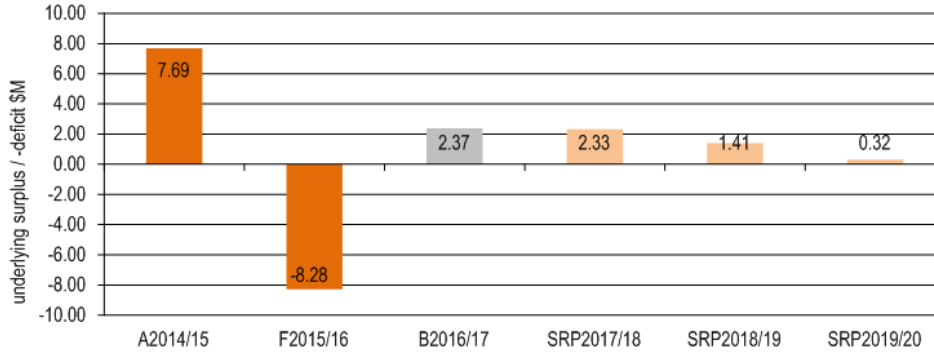
## 8.5 Financial position / Working Capital



The financial position is expected to improve with net assets (net worth) to increase by \$31.935 million to \$1,197.553 million although net current assets (working capital) will reduce by \$5.336 million to \$20.549 million as at 30 June 2017. This is mainly due to the use of cash reserves to fund the carry forward component of the capital works program. (Total equity is forecast to be \$1,165.618 million as at 30 June 2016).

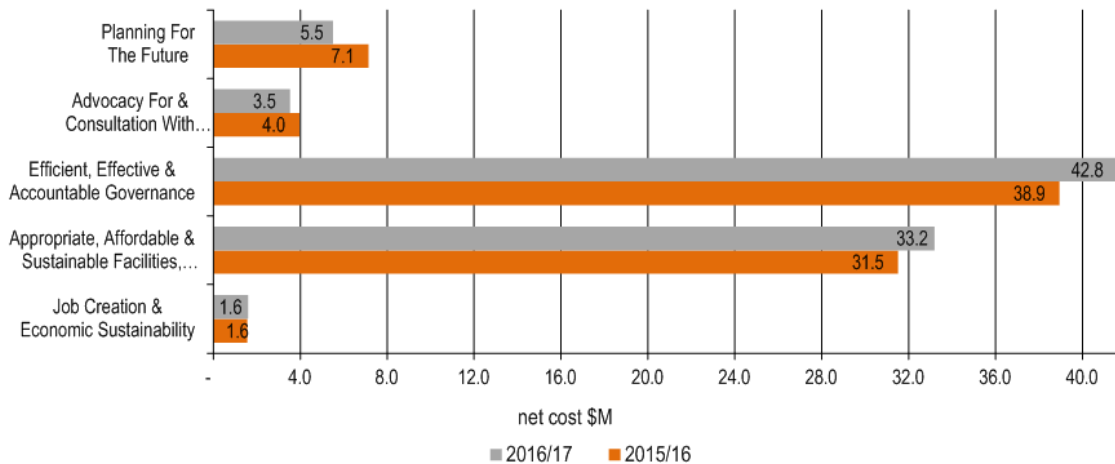
# Draft 2016/2017 Budget Summary of Financial Position

## 8.6 Financial sustainability



A high level Strategic Resource Plan for the years 2016/17 to 2019/20 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. While the Plan projects that Council's operating result is positive for the duration of the Strategic Resource Plan, the underlying result which is a measure of financial sustainability, shows Council achieving a positive result from 2016/17 onwards. The difference between the surplus and underlying result is mainly due to substantial capital revenue forecast to be received during this period to fund a number of major capital works projects.

## 8.7 Strategic objectives

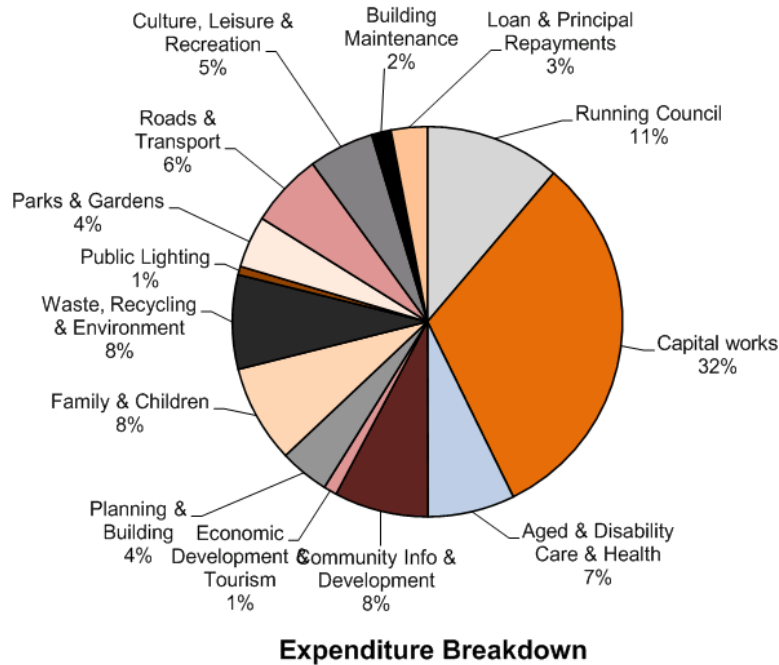


The Annual Budget includes a range of activities and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the budget to achieve the strategic objectives as set out in the Council Plan for the 2016/17 year.

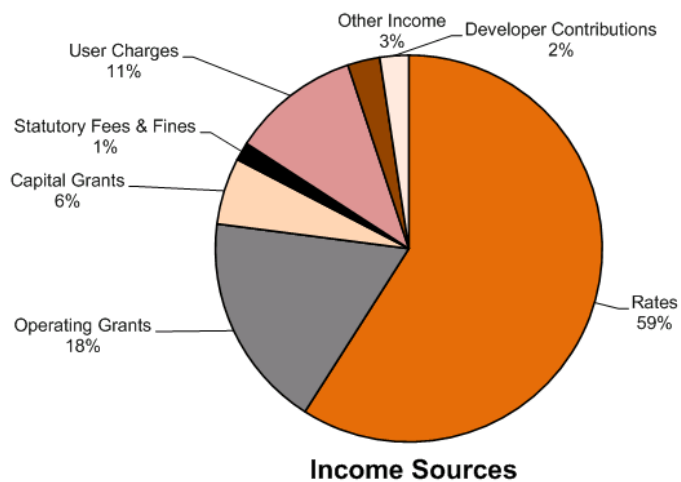


# Draft 2016/2017 Budget Summary of Financial Position

## 8.8 Where rates are spent



The above chart provides an indication of how Council allocates its expenditure across the main services that it delivers.



The above chart provides an indication of where Council's income sources are derived.

This budget has been developed through a rigorous process of consultation and review, and management endorses it as financially responsible. More detailed budget information is available throughout this document.

# Draft 2016/2017 Budget Budget Influences

## 9. Budget influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

### 9.1 Snapshot of Latrobe City Council

Latrobe City is made up of four major urban centres: Churchill, Moe/Newborough, Morwell and Traralgon, with smaller townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North, and Yinnar.

Latrobe Valley is located only 70 minutes from the outskirts of Melbourne with a population of over 73,000 residents. Latrobe City boasts all of the recreational and cultural facilities of a large diverse regional centre with the added benefit of being nestled amongst some of the best tourist attractions in the state.

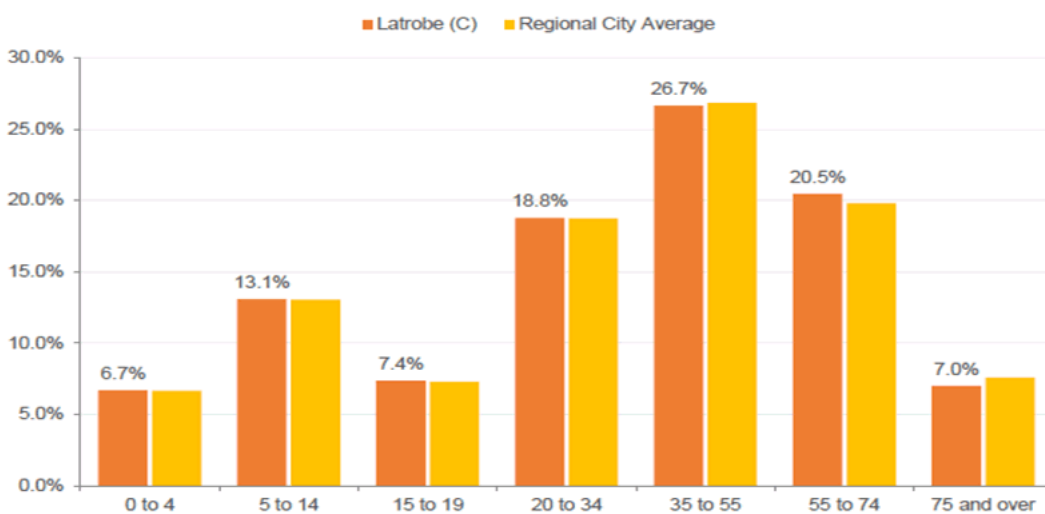
#### Population

The population of Latrobe City is growing at an increasing rate. It rose from 70,536 people in 2006, to 73,653 in 2014 an increase of 4.4% over 8 years. Population forecast estimates suggest population growth of around 0.9% annually which equates to an average of approximately 665 residents per annum (Source: Latrobe Economic & Population Indicators 2014).

#### Population Age Profile

Latrobe City has a young population for a regional area; in 2011, the median age of residents was 38. Latrobe has a higher proportion of 5-14 year olds when compared to other regional cities. The number of 15-29 young adults is increasing, as is the number of youth. When compared to other Victorian regional cities, Latrobe has a lower proportion of residents aged 75 years and older (Source: Latrobe Economic & Population Indicators 2014).

**SHARE OF POPULATION BY AGE GROUP (2011)**



Source: ABS, 2011

## Draft 2016/2017 Budget Budget Influences

### **Cultural diversity**

Latrobe City today is a culturally diverse and vibrant community with a proud history of innovation and visionary development highly innovative and creative; the Latrobe City has become the seedbed for many exciting projects.

Latrobe City has a significant indigenous community. Though not as large as that found in East Gippsland, Aboriginal and Torres Strait Islander people made up 1.5% (1,060) of the population in the 2011 Census. This is an increase of almost 200 residents identifying as indigenous from the 2006 Census.

There is also a growing community of non-English speaking background population. There are over 9,000 Latrobe City residents who were born overseas and more than 4,000 residents speak a language other than English at home. In 2011, the total population born in a NESB country was 7.9%, low compared to total Victoria, but high compared to regional Victoria (5.5%). The largest groups of NESB residents were from the Netherlands, Italy, Germany, Malta, Philippines, China, India and Sudan. (Source: Informed Decisions, Latrobe City Summary of current population and economic characteristics).

### **Housing**

Residential property and land prices in Latrobe have historically been below the medians for regional Victoria and neighbouring municipalities. The median house prices is around \$215,000 and median rent for a three-bedroom house is \$230 per week.

### **Education**

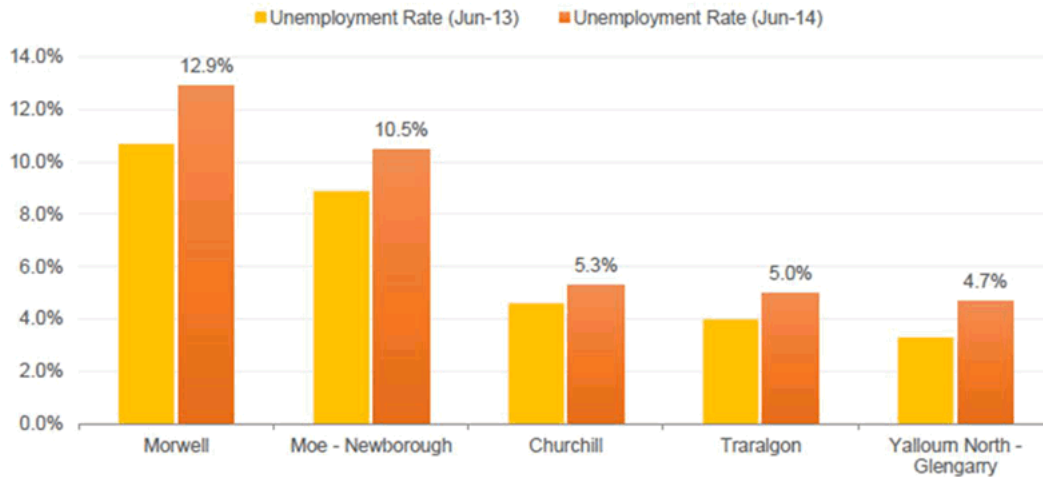
Latrobe City is home to a number of education and training facilities including 34 primary schools, 17 secondary schools, 3 special schools, a university and 3 TAFE campuses. At last count there were 11,641 residents enrolled in local schools. From 2006 to 2011 the proportion of residents who completed year 12 increased from 29.2% to 34.2%. In 2011, 39.4% of residents had a post-compulsory qualification through either the TAFE, university or other training providers.

### **Occupation**

Latrobe City accommodates 29% of jobs in the Gippsland Region. Unemployment has increased to 7.5% and estimates indicate that labour force participation has declined to 77%. The total labour force in 2014 was approximately 35,550.

# Draft 2016/2017 Budget Budget Influences

## LOCAL UNEMPLOYMENT RATES IN LATROBE CITY



Source: DOE, 2014

### 9.2 External influences

In preparing the 2016/17 budget, a number of external influences have been taken into consideration, as they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- The state government's cap on rates to CPI levels (2.5%).
- A wage rate rise of 3.00% p.a.; in line with Councils' current Collective Agreement effective from September 2015.
- Banding increases of approximately 0.5% p.a.
- Superannuation Guarantee of 9.5%.
- Consumer Price Index (CPI) increases on goods and services of 1.7% through the year to December quarter 2015 (ABS release 27 January 2016). State-wide CPI is forecast to be 2.5% for the 2015/16 year (Victorian Budget Papers 2015/16)
- No increases in Federal Assistance Grants Commission Funding
- Increased staffing ratios required for pre school services from the 2016 school year as a result of a COAG agreement.
- Increases in line with CPI in the levy payable to the State Government upon disposal of waste into landfill. The levy on municipal waste has increased from \$7 per tonne in 2009/10 to \$30.33 per tonne in 2015/16, no advice has yet been received on the fee levels for 2016/17 onwards.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government in line with the Fire Services Property Levy Act 2012.

## Draft 2016/2017 Budget Budget Influences

### 9.3 Internal influences

As well as external influences, there were also a number of internal influences arising from the 2015/16 year which have had a significant impact on the setting of the budget for 2016/17. The most significant of these is the funds received in 2015/16 that will be required to be carried forward for both capital and operational projects of which a significant proportion is government grant funding.

### 9.4 Budget principles

In response to these significant influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their draft budgets. The principles included:

- Existing fees and charges to be increased in line with CPI or market levels;
- Grants to be based on confirmed funding levels or estimated at a maximum increase of 1% less than CPI;
- Service levels to be maintained at 2015/16 levels, with the exception of the Healthy Communities program which will no longer be provided due to government funding no longer being available and expansion due to demand from growth, with an aim to use less resources with an emphasis on innovation and efficiency;
- New staff proposals to be justified through a business case;
- Contract labour and consulting services only to be utilised where required to secure core service delivery.
- On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments.

### 9.5 Long term strategies

The budget includes consideration of a number of long term strategies and contextual information to assist Council to prepare the Budget in a proper financial management context. These include a Strategic Resource Plan for 2016/17 to 2019/20 (section 14), Rating Information (section 15) and Other Long Term Strategies (section 16) including borrowings, infrastructure and service delivery.

## Draft 2016/2017 Budget Analysis of Operating Budget

### 10. Analysis of operating budget

This section of the report analyses the operating budget including expected income and expenses of the Council for the 2016/17 year.

#### 10.1 Budgeted income statement

	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Total income	10.2	128,363	126,327	(2,036)
Total expenses	10.3	(122,640)	(117,842)	4,798
<b>Surplus (deficit) for the year</b>		<b>5,723</b>	<b>8,485</b>	<b>2,762</b>
Grants –non-recurrent capital	10.2.3	(12,000)	(3,112)	8,888
Contributions -non-monetary	10.2.7	(2,000)	(3,000)	(1,000)
Capital contributions -other	10.2.6	0	0	0
<b>Underlying surplus (deficit)</b>	<b>10.1.1</b>	<b>(8,277)</b>	<b>2,373</b>	<b>10,650</b>

#### 10.1.1 Adjusted underlying surplus (\$10.650 million increase)

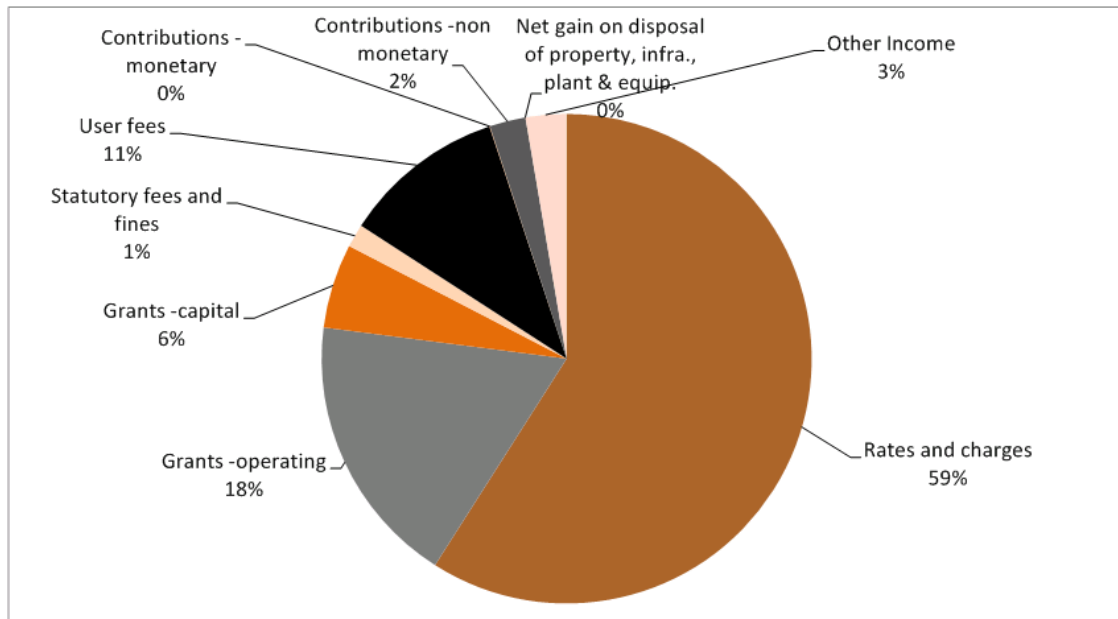
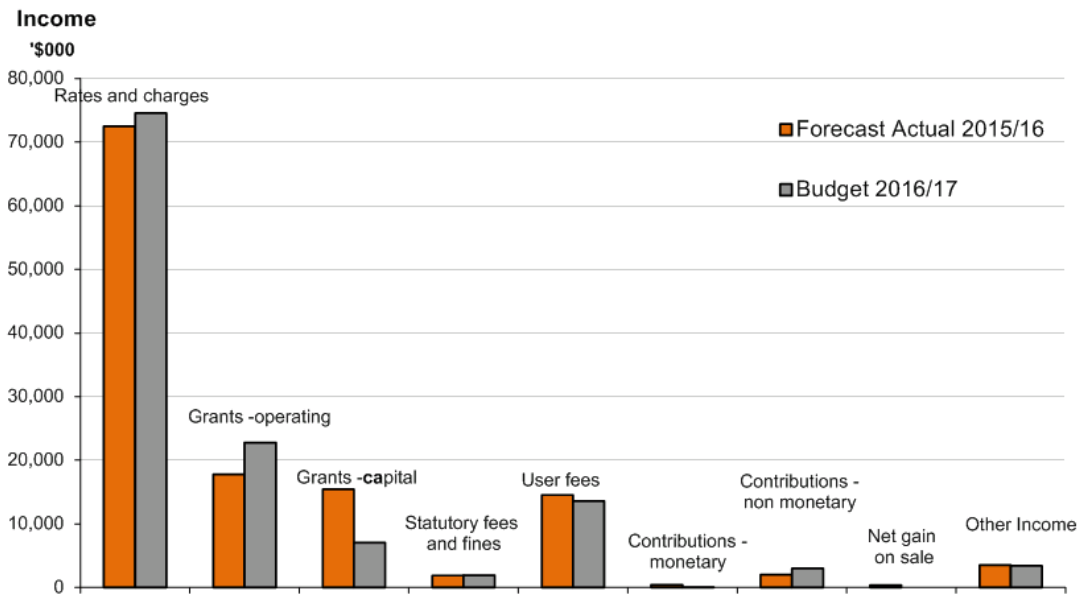
The adjusted underlying result is the net surplus for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result. The underlying result for the 2016/17 year is a surplus of \$2.373 million which is an increase of \$10.650 million over the 2015/16 year. The forecast underlying deficit in 2015/16 is the result of expenditure incurred relating to government grants and other funding generated in previous financial years which was carried forward in accumulated surplus and reserves. On a cash basis Council budgets for a break even result each year. In calculating the adjusted underlying result, Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

#### 10.2 Income

Income Types	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Rates and charges	10.2.1	72,488	74,568	2,080
Grants -operating	5.1.1	17,782	22,756	4,974
Grants -capital	5.1.2	15,405	7,045	(8,361)
Statutory fees and fines	10.2.2	1,870	1,932	62
User fees	10.2.3	14,515	13,579	(936)
Contributions -monetary	10.2.4	414	41	(373)
Contributions -non monetary	10.2.5	2,000	3,000	1,000
Net gain on disposal of property, infra., plant & equip.	10.2.6	364	0	(364)
Other Income	10.2.7	3,525	3,406	(119)
<b>Total income</b>		<b>128,363</b>	<b>126,327</b>	<b>(2,036)</b>



# Draft 2016/2017 Budget Analysis of Operating Budget



### 10.2.1 Rates and charges (\$2.080 million increase)

It is proposed that rates and charges income, excluding growth of \$0.412 million, will increase by a total of 2.3% or \$1.668 million over the total rate income for 2015/16, to \$74.568 million. Income generated from General rates and Municipal charges are proposed to increase by 2.5% in accordance with the State Government Rate Cap. Garbage Charges and EPA Levy are proposed to increase by a combined 2.3% excluding growth while payments in lieu of rates received under the Electricity Act and Rating Agreements (which are tied to the actual CPI rate at March each year) are expected to increase by 1.2% to \$9.304 million. Section 15. "Rating Information" includes a more detailed analysis of the rates and charges to be levied for 2016/17.

## Draft 2016/2017 Budget Analysis of Operating Budget

### **10.2.2 Statutory fees and fines (\$0.062 million increase)**

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Public Health and Wellbeing Act 2008 registrations and parking fines. Increases in statutory fees are made in accordance with legislative requirements. Statutory fees and fines are forecast to increase by 3.3% or \$0.062 million compared to 2015/16. Animal Control fees are forecast to increase by \$0.024 million due a planned dog registration door knock campaign that is expected to increase animal registrations and increased Parking Control revenue (\$0.011 million) expected as a result of Saturday morning parking patrols. The increase is also due to additional revenue forecast in Health Services. A detailed listing of statutory fees is included in Appendix A.

### **10.2.3 User fees and charges (\$0.936 million decrease)**

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include waste services, animal fees, use of leisure, entertainment and other community facilities and the provision of human services such as family day care and home care services. In setting the budget, the key principles for determining the level of user charges has been to ensure that increases do not exceed CPI increases and/or market levels. The decrease of \$0.936 million in user fees and charges expected from 2015/16 to 2016/17 is mainly the higher than anticipated waste quantities received to landfill in 2015/16. A detailed listing of fees and charges is set out in Appendix A.

### **10.2.4 Contributions - monetary (\$0.373 million decrease)**

Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development. The 2016/17 budget is lower compared to 2015/16 due to receipt of more contributions in 2015/16 than expected for future roadworks and public open space.

### **10.2.5 Contributed - non monetary (\$1.000 million increase)**

It is expected that non monetary contributions from developers in 2016/17 will increase by \$1.000 million compared to 2015/16. This item relates to expected infrastructure assets handed over to Council from new subdivisions.

### **10.2.6 Net gain on disposal of property, infrastructure, plant and equipment (\$0.364 million decrease)**

Proceeds from the disposal of Council assets is forecast to be \$0.747 million for 2016/17, which is inline with the written down value of the assets to be sold therefore resulting in zero gain. Proceeds mainly relate to the planned cyclical replacement of a portion of the plant and vehicle fleet (\$0.467 million) and sale of properties (\$0.280 million).

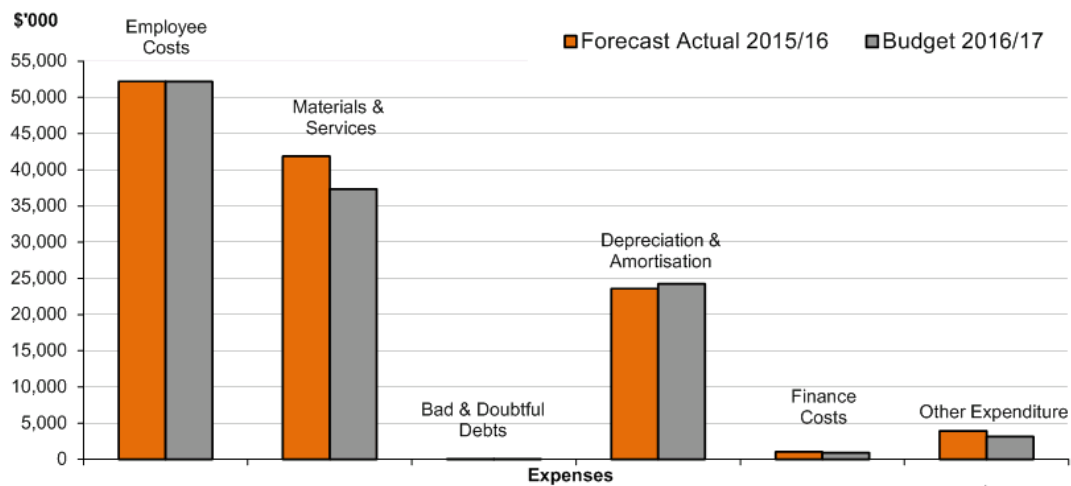
### **10.2.7 Other income (\$0.119 million decrease)**

Other income relates to a range of items such as property rental/leases, private works, cost recoups and other miscellaneous income items. It also includes interest income on rate arrears. It is projected that other income will decrease by \$0.119 million in 2016/17 mainly due to diminishing investment returns due to lower interest rates, reduced interest on outstanding rates and charges, and a reduction in reimbursements and local contributions that are

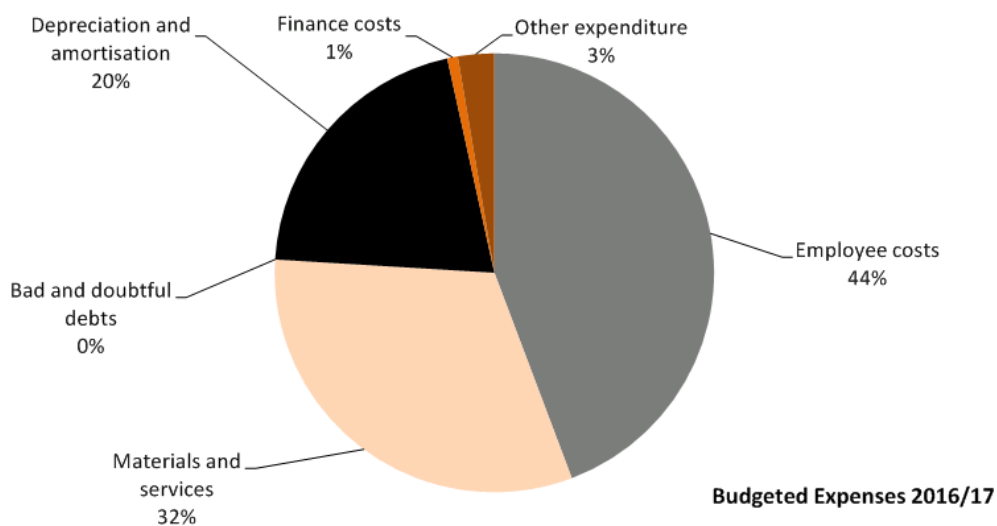
# Draft 2016/2017 Budget Analysis of Operating Budget

## 10.3 Expenses

Expense Types	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Employee costs	10.3.1	52,204	52,159	(45)
Materials and services	10.3.2	41,894	37,343	(4,551)
Bad and doubtful debts	10.3.3	8	15	6
Depreciation and amortisation	10.3.4	23,596	24,271	675
Finance costs	10.3.5	1,019	918	(102)
Other expenditure	10.3.6	3,918	3,137	(781)
<b>Total expenses</b>		<b>122,640</b>	<b>117,842</b>	<b>(4,798)</b>



Source: Appendix A



## Draft 2016/2017 Budget Analysis of Operating Budget

### 10.3.1 Employee costs (\$0.045 million decrease)

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 decrease by 0.1% or \$0.045 million compared to 2015/16 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff; these increases are offset by a change in methodology to allow for the capitalisation of labour costs associated with capital project management. A reduction in full time equivalent positions of 14.4 has been forecast in 2016/17. This is due to the conclusion of grant funded programs, finalisation of projects and reductions associated with an internal organisation realignment.

A summary of human resources expenditure categorised according to the organisational

Division		Full Time \$'000	Part Time \$'000
Office of the CEO	561	561	0
City Development	7,934	6,539	1,395
Corporate Services	6,770	6,069	700
Infrastructure & Recreation	12,964	10,886	2,078
Community Services	19,027	7,796	11,231
<b>Total</b>	<b>47,256</b>	<b>31,852</b>	<b>15,404</b>
Casuals and other	4,903		
<b>Total Operating Employee Costs</b>	<b>52,159</b>		
Capitalised labour costs	1,500		
<b>Total Employee Costs</b>	<b>53,659</b>		

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

Division		Full Time FTE	Part Time FTE
Office of the CEO	4.0	4.0	0.0
City Development	84.0	66.0	18.0
Corporate Services	67.5	60.6	6.9
Infrastructure & Recreation	150.8	122.2	28.7
Community Services	233.2	79.7	153.5
<b>Total</b>	<b>539.5</b>	<b>332.5</b>	<b>207.0</b>
Casuals and other	21.8		
<b>Total Operating FTE</b>	<b>561.3</b>		
Capitalised FTE	15.0		
<b>Total FTE</b>	<b>576.3</b>		

## Draft 2016/2017 Budget Analysis of Operating Budget

The most significant increases in employee costs by service unit are summarised below:

Division	Service Unit	Forecast	Actual	Budget	Variance
		2015/16	2015/16	2016/17	
		\$'000	\$'000	\$'000	\$'000
Infrastructure & Recreation	Infrastructure Operations & Waste	6,564		7,120	556
	Infrastructure Development	3,579		3,874	295
City Development	Statutory Planning & Municipal Services	3,657		4,029	372
Community Services	Aged & Disability Services	5,961		6,316	355
Corporate Services	Governance	754		924	171

### 10.3.2 Materials and services (\$4.551 million decrease)

Materials and Services are forecast to decrease by 10.9% or \$4.551 million compared to 2015/16. This is made up of reductions across a number of areas including expenditure funded from non recurrent operating grants and monies carried forward which are expected to be lower in 2016/17. In addition Council continues to strive to find efficiencies in such items of expenditure as contractors/contract staff, consultants and legal costs.

### 10.3.3 Bad and doubtful debts (\$0.006 million increase)

Bad and doubtful debts are expected to remain fairly stable with a slight increase for the 2016/17 financial year.

### 10.3.4 Depreciation and amortisation (\$0.675 million increase)

Depreciation and amortisation relates to the usage of Council's property, plant and equipment including infrastructure assets such as roads and drains. The projected increase of \$0.675 million is mainly due to a new landfill cell coming into operation and amortisation of the rehabilitation costs associated with this new cell, combined with additional depreciation for roads due to an increase in value following a revaluation. Refer to section 12. "Analysis of Capital Budget" for a more detailed analysis of Council's capital works program for the 2016/17 year.

### 10.3.5 Finance costs (\$0.102 million decrease)

Finance costs relate to interest charged by financial institutions on borrowed funds. The budgeted decrease in these costs is due to no new loans being taken up in 2015/16 while two loans reached full maturity.

### 10.3.6 Other Expenditure (\$0.781 million decrease)

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 \$0.781 million in 2016/17 predominantly due to a forecast decrease in the amount of commercial waste being delivered to the landfill, resulting in an overall reduction in the amount of landfill levy fees payable to the State Government. The conclusion of grant funded programs that provided contributions to the community has also contributed to the reduction.

## Draft 2016/2017 Budget Analysis of Budgeted Cash Position

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### 11. Analysis of budgeted cash position

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2016/17 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

The analysis is based on three main categories of cash flows:

**Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

**Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.

**Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.



## Draft 2016/2017 Budget Analysis of Budgeted Cash Position

### 11.1 Budgeted cash flow statement

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Cash flows from operating activities</b>	11.1.1			
<i>Receipts</i>				
Rates and charges		73,418	74,435	1,017
Grants - operating		17,782	22,657	4,875
Grants - capital		15,405	7,032	(8,373)
Statutory Fees & Fines		1,870	1,929	59
User Charges		14,515	13,555	(960)
Interest		1,484	1,412	(72)
Contributions - monetary		414	41	(373)
Other Receipts		2,040	2,046	6
		<b>126,928</b>	<b>123,107</b>	<b>(3,821)</b>
<i>Payments</i>				
Employee costs		(51,705)	(52,639)	(934)
Materials and services		(42,435)	(41,424)	1,011
Trust Funds and Deposits		(10)	65	75
Other Payments		(3,900)	(3,126)	774
		<b>(98,050)</b>	<b>(97,124)</b>	<b>926</b>
<b>Net cash provided by operating activities</b>		<b>28,878</b>	<b>25,983</b>	<b>(2,895)</b>
<b>Cash flows from investing activities</b>	11.1.2			
Proceeds from sales of property, plant & equipment		2,893	747	(2,146)
Proceeds from sales of other financial assets		14,298	0	(14,298)
Payments for property, plant & equipment		(40,463)	(31,851)	8,612
<b>Net cash used in investing activities</b>		<b>(23,272)</b>	<b>(31,104)</b>	<b>(7,832)</b>
<b>Cash flows from financing activities</b>	11.1.3			
Finance costs		(1,019)	(918)	102
Proceeds from borrowings		0	2,100	2,100
Repayment of borrowings		(2,360)	(1,883)	477
<b>Net cash used in financing activities</b>		<b>(3,379)</b>	<b>(701)</b>	<b>2,679</b>
<b>Net increase (decrease) in cash held</b>		<b>2,227</b>	<b>(5,821)</b>	<b>(8,048)</b>
Cash and cash equivalents at the beginning of the year		18,242	20,469	2,227
<b>Cash and cash equivalents at the end of the year</b>	11.1.4	<b>20,469</b>	<b>14,648</b>	<b>5,821</b>

## Draft 2016/2017 Budget Analysis of Budgeted Cash Position

### 11.1.1 Operating activities (\$2.895 million decreased net inflow)

The decrease in cash inflows from operating activities is due mainly to reductions in non recurrent capital grants (e.g. Moe Rail Precinct Revitalisation project), other fluctuations in income and expenditure items largely offset against each other i.e. reduced operating grants are offset by lowering associated expenditure.

The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Surplus (deficit) for the year</b>	<b>5,723</b>	<b>8,485</b>	<b>2,762</b>
Depreciation and amortisation	23,596	24,271	675
Loss (gain) on disposal of property, infrastructure, plant & equipment	(364)	0	364
Finance Costs	1,019	918	(102)
Developer contributed assets	(2,000)	(3,000)	(1,000)
Net movement in current assets and liabilities	904	(4,691)	(5,595)
<b>Cash flows available from operating activities</b>	<b>28,878</b>	<b>25,983</b>	<b>(2,895)</b>

### 11.1.2 Investing activities (\$7.832 million increased net outflow)

The increased outflow is largely a result of other financial assets (investments with a term of greater than 90 days) being expected to remain at the same level in 2016/17 compared to 2015/16. In 2015/16 \$14.298 million is forecasted to be returned to cash mainly in order to pay for capital works projects carried forward from prior financial years. Proceeds of sale of property plant and equipment is also expected to reduce mainly due to the sale of the ex Traralgon Early Learning Centre in the 2015/2016 financial year. These decreased inflows are partially offset by lower outflows/payments for property, plant and equipment (Capital Works) due to there being some major projects undertaken in 2015/16 e.g. Moe Rail Precinct Revitalisation project \$9.961 million.

### 11.1.3 Financing activities (\$2.679 million decreased net outflow)

New borrowings of \$2.1 million (Nil in 2015/16) are budgeted for 2016/17 thus creating an increase in cash inflows from the 2015/16 financial period. Council's existing loan profile also results in decreased outflows of finance costs (\$0.102 million) and principal repayments (\$0.477 million) compared to 2015/16.

### 11.1.4 Cash at end of the year (\$5.821 million decrease)

Total cash holdings are forecast to decrease by \$5.821 million primarily due to net capital works of \$4.075 million funded in 2015/16 but carried forward for completion in 2016/17, together with operating programs that received advance funding, that will be expended in 2016/17.

## Draft 2016/2017 Budget Analysis of Budgeted Cash Position

### 11.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2017 it will have cash and investments of \$14.648 million, which has been restricted as shown in the following table.

	Ref	Forecast		Variance \$'000
		Actual 2015/16 \$'000	Budget 2016/17 \$'000	
<b>Total cash and investments</b>		<b>20,469</b>	<b>14,648</b>	<b>(5,821)</b>
Restricted cash and investments				
- Statutory reserves	11.2.1	(2,454)	(2,336)	118
- Cash held to carry forward capital works	11.2.2	(4,075)	0	4,075
- Trust funds and deposits	11.2.3	(2,600)	(2,665)	(65)
<b>Unrestricted cash and investments</b>	11.2.4	<b>11,341</b>	<b>9,647</b>	<b>(1,693)</b>

#### 11.2.1 Statutory reserves (\$2.336 million)

These funds must be applied for specified statutory purposes in accordance with various legislative requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes. During the 2016/17 year \$0.041 million is budgeted to be transferred to Statutory Reserves and \$0.159 million transferred from reserve for capital projects. Statutory reserves include funds held by Council for specific development purposes including off street parking, road works, street lighting, drainage, playgrounds and public open space and tree planting development.

#### 11.2.2 Cash held to fund carry forward capital works (\$0.0 million)

There is no amount shown as cash held to fund carry forward works at 30 June 2017, as it is expected that the capital works budget in the 2016/17 financial year will be fully completed. An amount of \$4.075 million is forecast to be held at 30 June 2016 to fund capital works budgeted but not completed in the 2015/16 financial year. Section 12.2 contains further details on capital works funding.

#### 11.2.3 Trust funds and deposits (\$2.665 million)

These funds include security deposits, contract retention and other sundry deposits and bonds. These must be held and refunded in accordance with various legislative and contractual requirements. Whilst these funds earn interest income for Council, they are not available for other purposes.

#### 11.2.4 Unrestricted cash and investments (\$9.647 million)

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds. A high level of working capital is required as 60% of Council's rate income is not received until February and onwards each year. The cash balance remaining is predominantly associated with liabilities for employee provisions together with landfill reserves to assist in funding future landfill cell constructions.



## Draft 2016/2017 Budget Analysis of Capital Budget

### 12. Analysis of capital budget

This section of the report analyses the planned capital expenditure budget for the 2016/17 year and the sources of funding for the budget.

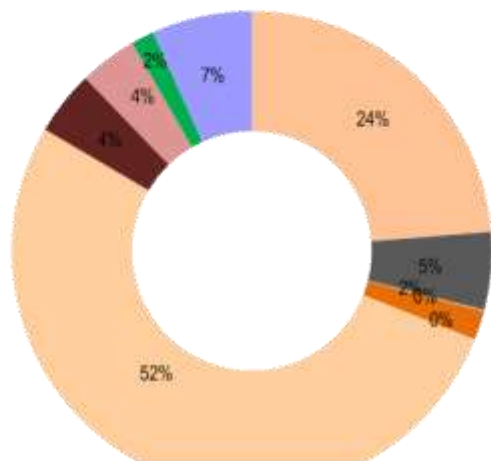
#### 12.1 Capital works

Capital Works Areas	Ref	Forecast		Variance
		Actual 2015/16 \$'000	Budget 2016/17 \$'000	
<b>Works carried forward</b>	12.1.1			
<i>Property</i>				
<b>Total Land</b>		0	0	0
Buildings		2,756	38	(2,718)
Building Improvements			0	0
Heritage Buildings		292	0	(292)
<b>Total Buildings</b>		3,048	38	(3,010)
<b>Total Property</b>		3,048	38	(3,010)
<i>Infrastructure</i>				
Roads		5,943	2,122	(3,822)
Footpaths & Cycleways		551	0	(551)
Bridges & Culverts		152	0	(152)
Off Street Carparks		47	0	(47)
Drainage		309	1,168	859
Parks, Open Space & Streetscapes Recreational, Leisure & Community Facilities		202	0	(202)
Aerodromes		63	1,237	1,174
Other Infrastructure		1	0	0
Waste Management		1,241	0	(1,241)
		837	0	(837)
<b>Total Infrastructure</b>		9,346	4,527	(4,818)
<b>Total works carried forward</b>		<b>12,394</b>	<b>4,565</b>	<b>(7,828)</b>
<b>New works</b>				
<i>Property</i>				
Land	12.1.2	1,058	0	(1,058)
<b>Total Land</b>		1,058	0	(1,058)
Buildings		8,621	7,522	(1,100)
Building Improvements		0	0	0
Heritage Buildings		0	0	0
<b>Total Buildings</b>		8,621	7,522	(1,100)
<b>Total Property</b>		9,679	7,522	(2,158)
<i>Plant &amp; Equipment</i>				
Plant, Machinery & Equipment	12.1.3	3,856	1,672	(2,184)
Fixtures, Fittings & Furniture		120	10	(110)
Computers & Telecommunications		628	624	(4)
Artworks		27	15	(12)
<b>Total Plant &amp; Equipment</b>		4,631	2,321	(2,310)

## Draft 2016/2017 Budget Analysis of Capital Budget

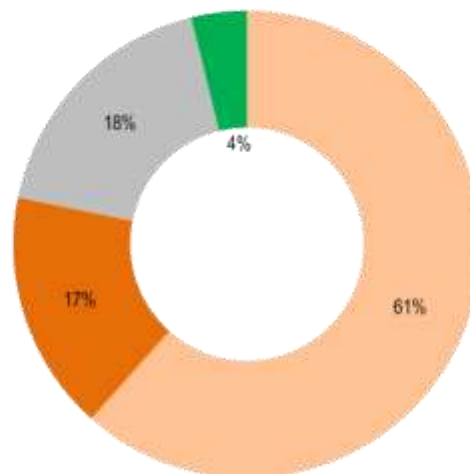
<b>Infrastructure</b>	12.1.4			
Roads		10,770	12,621	1,851
Footpaths & Cycleways		1,230	1,461	231
Bridges & Culverts		450	391	(59)
Off Street Carparks		183	105	(78)
Drainage		989	221	(768)
Parks, Open Space & Streetscapes		136	494	358
Waste Management		0	2,150	2,150
<b>Total Infrastructure</b>		13,758	17,443	3,685
<b>Total new works</b>		<b>28,069</b>	<b>27,286</b>	<b>(783)</b>
<b>Total capital works</b>		<b>40,463</b>	<b>31,851</b>	<b>(8,612)</b>
<b>Represented by:</b>				
Asset renewal expenditure	12.1.5	22,807	19,620	(3,187)
New asset expenditure	12.1.5	12,592	5,294	(7,298)
Asset upgrade expenditure	12.1.5	3,716	5,715	2,000
Asset expansion expenditure	12.1.5	1,349	1,222	(127)
<b>Total capital works</b>		<b>40,463</b>	<b>31,851</b>	<b>(8,612)</b>

**Budgeted capital works 2016/17**



- Land, Buildings & Improvements
- Plant, Machinery & Equipment
- Artworks
- Fixtures, Fittings & Furniture
- Computers & Telecommunications
- Roads/Paths/Bridges/Carparks
- Drainage
- Recreational, Leisure & Community Facilities
- Parks, Open Space & Streetscapes
- Waste Management

**Budgeted capital works 2016/17**



- Asset renewal expenditure
- New asset expenditure
- Asset upgrade expenditure
- Asset expansion expenditure

A more detailed listing of capital works is included in section 6.

## Draft 2016/2017 Budget Analysis of Capital Budget

### 12.1.1 Carried forward works (\$4.565 million)

At the end of each financial year there are projects which are either incomplete or not commenced due to planning issues, weather delays, extended consultation etc. For the 2015/16 year it is forecast that \$4.565 million of capital works will be incomplete and be carried forward into the 2016/17 year. There significant projects include the Traralgon Tennis Show Court (\$1.237 million), Road Rehabilitation at Marshalls Rd (\$1.029 million), Signalised Intersection -Traralgon-Maffra/Marshalls Rd (\$1.093 million) and Drainage Augmentation projects (\$0.960 million).

### 12.1.2 Property (\$7.522 million)

Land, Buildings & Improvements includes community facilities, municipal offices, sports facilities, pavilions. For the 2016/17 year, \$7.522 million will be expended, the more significant projects include Latrobe Performing Arts Centre Design (\$2.100 million), Building Renewal program (\$1.300 million), Latrobe Leisure Maintenance Program (\$0.683 million), Latrobe Leisure Stadiums Cooling (\$0.682 million) and purchase of Latrobe City Sports & Entertainment Stadium (\$0.630 million).

### 12.1.3 Plant & Equipment (\$2.321 million)

Plant and equipment includes plant, motor vehicles, machinery and equipment, office furniture & equipment, computers and telecommunications, leisure equipment and artworks. For the 2016/17 year, \$2.321 million will be expended on the ongoing cyclical replacement of plant, fleet, IT equipment, performing arts equipment, leisure equipment and office furniture & equipment, together with purchase of new artworks and a new Audio System for the Community Sound Shell.

### 12.1.4 Infrastructure (\$17.443 million)

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure, community facilities, parks, open space, streetscapes, waste management, off street car parks and other structures. For the 2016/17 year, \$17.443 million will be expended. The more significant projects include Local Roads Reseals (\$4.400 million), Road Rehabilitation (\$4.300 million), Gravel Road Resheet Program (\$1.220 million), Black Spot program (\$2.165 million), Footpath Replacements (\$0.874 million), Landfill Construction (\$2.150 million), Playground Improvement Program (\$0.415 million) and Bridge and Major Culvert Works (\$0.391 million).

### 12.1.5 Asset renewal (\$19.620 million), new assets (\$5.294 million), upgrade (\$7.715 million) and expansion (\$1.222 million)

A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. Expenditure on new assets does not have any element of expansion or upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal. The major projects included in the above categories, which constitute expenditure on new assets are Latrobe Performing Arts Centre (\$2.100 million) and Linear Paths -Parks & Reserves (\$0.210 million). The remaining capital expenditure represents renewals and upgrades/expansion of existing assets.

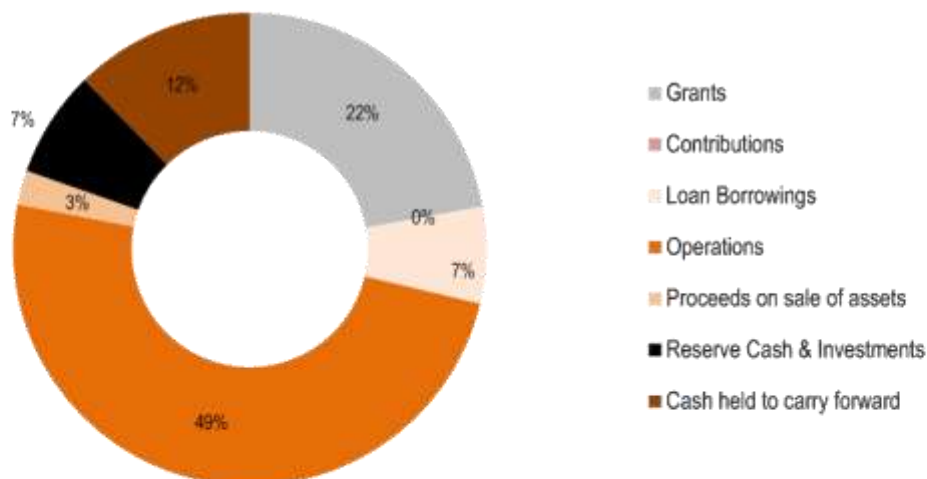


## Draft 2016/2017 Budget Analysis of Capital Budget

### 12.2 Funding sources

Sources of funding	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Works carried forward</b>				
<i>Current year funding</i>				
Grants		3,021	490	(2,531)
Contributions		0	0	0
Council cash				
- Operations		1,810	0	(1,810)
- Reserve Cash & Investments		0	159	159
- Cash held to carry forward		7,563	3,916	(3,647)
<b>Total works carried forward</b>	12.2.1	<b>12,394</b>	<b>4,565</b>	<b>(7,829)</b>
<b>New works</b>				
<i>Current year funding</i>				
Grants	12.2.2	12,166	6,555	(5,611)
Contributions	12.2.3	138	0	(138)
Loan Borrowings	12.2.4	0	2,100	2,100
Council cash				
- Operations	12.2.5	12,853	15,710	2,857
- Proceeds on sale of assets	12.2.6	1,243	747	(496)
- Reserve Cash & Investments	12.2.7	1,669	2,174	505
<b>Total new works</b>		<b>28,069</b>	<b>27,286</b>	<b>(783)</b>
<b>Total funding sources</b>		<b>40,463</b>	<b>31,851</b>	<b>(8,612)</b>

**Budgeted total funding sources 2016/17**



A more detailed listing of capital works is included in section 6.

## Draft 2016/2017 Budget Analysis of Capital Budget

### **12.2.1 Carried forward works (\$4.565 million)**

A total of \$4.565 million of incomplete works during 2015/16 will be funded from the accumulated surplus.

### **12.2.2 Grants (\$6.555 million)**

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. Significant grants are budgeted to be received for the Roads to Recovery program (\$3.933 million) and Black Spot program (\$2.165 million).

### **12.2.3 Contributions (\$Nil)**

Capital contributions include all monies received from community sources for the purposes of funding the capital works program.

### **12.2.4 Loan borrowings (\$2.100 million)**

New borrowings of \$2.100 million are proposed in 2016/17 to enable the completion of detailed design work for the Latrobe Performing Arts Centre. All other Capital Works are to be funded by Grants and Council cash.

### **12.2.5 Operations (\$15.710 million)**

During the year Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$15.710 million will be generated from operations to fund the 2016/17 capital works program. Refer section 11. "Budgeted Cash Position" for more information on funds from operations.

### **12.2.6 Proceeds from sale of assets (\$0.747 million)**

Proceeds from sale of assets includes plant & equipment sales of \$0.467 million and sale of Council Depot of \$0.280 million. These asset sales have been assumed to sell at the current book value.

### **12.2.7 Reserve Cash & Investments (\$2.174 million)**

Reserve Cash is to be used in 2016/17 to fund Landfill Construction.

## Draft 2016/2017 Budget Analysis of Budgeted Financial Position

### 13. Analysis of budgeted financial position

This section of the budget report analyses the movements in assets, liabilities and equity between 2015/16 and 2016/17. It also considers a number of key performance indicators.

#### 13.1 Budgeted balance sheet

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Current assets</b>	13.1.1			
Cash and cash equivalents		20,469	14,648	(5,821)
Trade and other receivables		8,200	8,405	205
Other Financial Assets		30,000	30,000	0
Other Assets		2,400	2,460	60
<b>Total current assets</b>		<b>61,069</b>	<b>55,514</b>	<b>(5,556)</b>
<b>Non-current assets</b>	13.1.2			
Trade and other receivables		0	0	0
Property, infrastructure, plant and equipment		1,171,309	1,205,261	33,953
Other Financial Assets		2	2	0
Intangible Assets		1,175	505	(670)
<b>Total non-current assets</b>		<b>1,172,486</b>	<b>1,205,768</b>	<b>33,283</b>
<b>Total assets</b>		<b>1,233,555</b>	<b>1,261,282</b>	<b>27,727</b>
<b>Current liabilities</b>	13.1.3			
Trade and other payables		13,500	13,838	338
Provisions		17,200	16,427	(774)
Interest bearing loans and borrowings		1,883	2,035	152
Other current liabilities		2,600	2,665	65
<b>Total current liabilities</b>		<b>35,184</b>	<b>34,964</b>	<b>(220)</b>
<b>Non-current liabilities</b>	13.1.4			
Provisions		16,604	12,550	(4,054)
Interest bearing loans and borrowings		16,150	16,215	65
<b>Total non-current liabilities</b>		<b>32,754</b>	<b>28,765</b>	<b>(3,989)</b>
<b>Total liabilities</b>		<b>67,937</b>	<b>63,729</b>	<b>(4,208)</b>
<b>Net assets</b>		<b>1,165,618</b>	<b>1,197,553</b>	<b>31,935</b>
<b>Equity</b>	13.1.5			
Accumulated surplus		656,394	664,997	8,603
Asset revaluation reserve		506,770	530,219	23,450
Other Reserves		2,454	2,336	(118)
<b>Total equity</b>		<b>1,165,618</b>	<b>1,197,553</b>	<b>31,935</b>

Source: Section 3

## Draft 2016/2017 Budget Analysis of Budgeted Financial Position

### **13.1.1 Current assets (\$5.556 million decrease)**

The decrease in current assets is mainly due to a reduction in cash reserves associated with capital expenditure projects from 2015/16 that are expected to be completed in 2016/17. A more detailed analysis of this change is included in section 11. "Analysis of budgeted cash position".

### **13.1.2 Non current assets (\$33.283 million increase)**

The increase in non-current assets is the 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 2016.

### **13.1.3 Current liabilities (\$0.220 million decrease)**

The decrease in current liabilities (that is, obligations council must pay within the next year) is predominantly due to reduced landfill rehabilitation provision expenditure currently planned for the 2017/18 financial year of \$1.190 million. This is reduced by an increase in Trade and other payables of \$0.338 million based on the timing of planned payment schedules, an increase in loan principal repayable of \$0.152 million to \$2.035 million in 2016/17 and an increase in accrued employee benefits of \$0.417 million.

### **13.1.4 Non current liabilities (\$3.989 million decrease)**

The decrease in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly a result of a decrease in the provision for landfill rehabilitation resulting from the rehabilitation works scheduled in 2016/17. There is an increase in interest bearing liabilities as a result of new borrowings of \$2.100 million planned for 2016/17 and a marginal increase in employee benefits.

### **13.1.5 Equity (\$31.935 million increase)**

Total equity always equals net assets and is made up of the following components:

- 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% or \$23.450 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.
- Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$8.603 million results directly from the surplus for the year together with the movement in statutory reserves.

## Draft 2016/2017 Budget Analysis of Budgeted Financial Position

### 13.1.6 Working capital (\$5.336 million decrease)

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months, and are therefore not available for discretionary spending.

Council has also committed further current assets to specific and restricted purposes, represented by reserves, which may not yet be represented as current liabilities at 30 June.

	Ref	Forecast		Variance
		Actual 2015/16 \$'000	Budget 2016/17 \$'000	
<b>Current assets</b>		61,069	55,514	5,556
<b>Current liabilities</b>		35,184	34,964	220
<b>Working capital</b>	13.1.6	<b>25,886</b>	<b>20,549</b>	<b>5,336</b>
Restricted cash and investment current assets				
- Statutory reserves		(2,454)	(2,336)	(118)
- Capital works		(7,563)	(3,916)	(3,647)
<b>Unrestricted working capital</b>		<b>15,869</b>	<b>14,297</b>	<b>1,571</b>

### 13.2 Key assumptions

In preparing the Budgeted Balance Sheet for the year ended 30 June 2017 it was necessary to make a number of assumptions about key assets, liabilities and equity balances. The key assumptions are as follows:

- A total of 97% of total rates and charges raised will be collected in the 2016/17 year (2015/16: 97% forecast actual).
- Trade creditors to be based on total capital and operating expenditure less written down value of assets sold, depreciation and employee costs. Payment term is 30 days.
- Other debtors and creditors to remain consistent with 2015/16 levels.
- Repayment of loan principal to be \$1.883 million.
- New borrowings of \$2.100 million in 2016/17.
- Total capital expenditure to be \$31.851 million.
- Employee entitlements to be increased by the Collective Agreement outcome offset by the impact of more active management of leave entitlements of staff.

## **Draft 2016/2017 Budget Long Term Strategies**

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This section includes the following analysis and information.

- 14 Strategic resource plan
- 15 Rating information
- 16 Other long term strategies



## Draft 2016/2017 Budget Strategic Resource Plan

### 14. Strategic resource plan

This section includes an extract of the adopted Strategic Resource Plan to provide information on the long term financial projections of the Council.

#### 14.1 Plan development

The Act requires a Strategic Resource Plan (SRP) to be prepared covering both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the strategic objectives in the Council Plan. In preparing the SRP, Council must take into account all other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the period of the SRP.

Council has prepared a SRP for the four years 2016/17 to 2019/20 as part of Council's ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, whilst still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the SRP, are:

- Maintain existing service levels
- Achieve a breakeven underlying operating result.
- Reduce the infrastructure gap
- Ensure borrowings are only used to fund new assets or lump sum funding calls by the Trustee of the Local Authorities Superannuation Fund (LASF).
- Achieve a balanced budget on a cash basis.

In preparing the SRP, Council has also been mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information.

#### 14.2 Financial resources

The following table summaries the key financial results for the next four years as set out in the SRP for years 2016/17 to 2019/20. Section 3 includes a more detailed analysis of the financial resources to be used over the four year period.

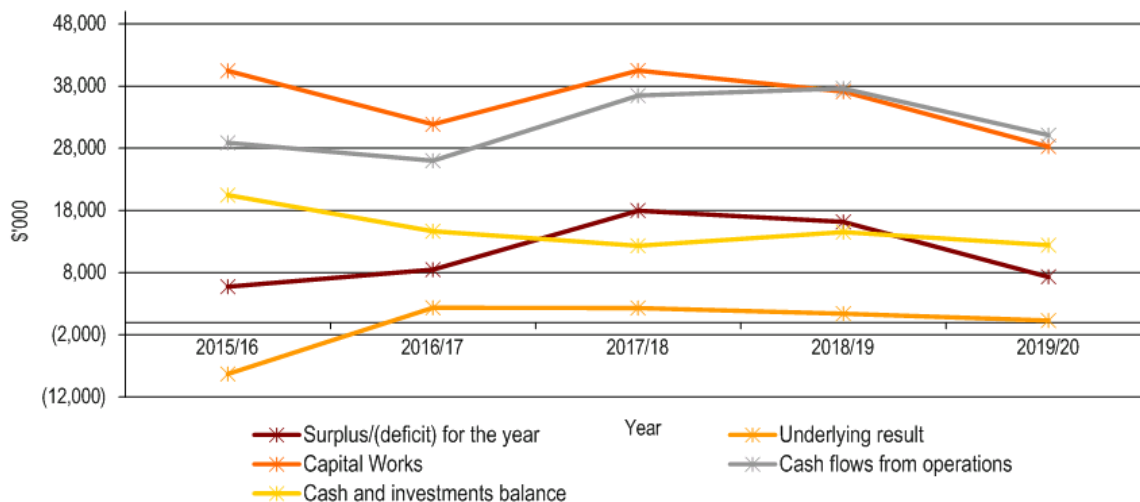
## Draft 2016/2017 Budget Strategic Resource Plan

	Forecast	Budget	Strategic Resource Plan			Trend
	Actual 2015/16 \$'000	2016/17 \$'000	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	+/-
Surplus/(deficit) for the year	5,723	8,485	17,975	16,173	7,318	o
Adjusted underlying result	(8,277)	2,373	2,325	1,408	318	+
Cash and investments balance	20,469	14,648	12,331	14,515	12,415	-
Cash flows from operations	28,878	25,983	36,485	37,608	30,106	o
Capital works expenditure	40,463	31,851	40,490	37,121	28,263	-

Key to Forecast Trend:

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

The following graph shows the general financial indicators over the four year period.



The key outcomes of the Plan are as follows:

- **Financial sustainability (section 11)** - Cash and investments is forecast to decrease over the four year period from \$14.648 million to \$12.415 million. While the budget is primarily balanced on a cash basis each year there will always be variations as a result of funds received in one period that are carried over to meet future requirements e.g. capital works carry forwards, loan principal repayments on interest only borrowings, works funded from landfill reserve funds etc.

- **Rating strategy (section 15)** – Modest rate increases are forecast over the four years at an average of 2.50% which reflects the expected CPI levels for that time in accordance with the rate cap.

## Draft 2016/2017 Budget Strategic Resource Plan

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- **Service delivery strategy (section 16)** – Service levels have been maintained throughout the four year period. Despite this, operating surpluses are forecast over the four year period as a result of significant capital grant revenue being received to fund the annual capital works program. In addition, excluding the effects of non-operating items such as capital contributions, the underlying result sees a surplus achieved in all of the four year period. The underlying result is a measure of financial sustainability and is an important measure as once-off items can often mask the operating result.
- **Borrowing strategy (section 16)** – Borrowings are forecast to decrease from \$20.393 million to \$19.056 million over the four year period. This includes new borrowings of \$2.1 million in 2016/17, \$4.0 million in 2017/18, \$3.9 million in 2018/19 and \$3.0 million in 2019/20.
- **Infrastructure strategy (section 16)** - Capital expenditure over the four year period will total \$137.724 million at an average of \$34.431 million.

# Draft 2016/2017 Budget Rating Information

## 15. Rating information

This section contains information on Council's past and foreshadowed rating levels along with Council's rating structure and the impact of changes in property valuation. This section should be read in conjunction with Council's Rating Strategy which is available on Council's website.

### 15.1 Rating Context

In developing the Strategic Resource Plan (referred to in Section 14), rates and charges was identified as an important source of income, accounting for approximately 59% of the total income received by Council annually. Planning for future rate increases has therefore been an important component of the Long Term Financial Planning process. 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 Latrobe community.

However, it has also been necessary to balance the importance of rate income as a funding source with community sensitivity to increases, particularly given the change to bi-annual general revaluations. The following table shows a comparison of the last five years and also the average rates per capita for the 2015/16 year.

Year	Latrobe City Council
2011/12	5.8%
2012/13	5.8%
2013/14	5.2%
2014/15	3.9%
2015/16	3.0%
<b>Average increase</b>	<b>4.7%</b>
<b>Average per capita 2015/16</b>	<b>\$825</b>

The table indicates that over the past five years Council's rate increases have averaged 4.7% and that the average per capita rates for 2015/16 (excluding payments in lieu of rates) were \$825.

## Draft 2016/2017 Budget Rating Information

### 15.2 Future rate increases

The following table sets out future projected rate increases and total rates to be raised, based on the forecast financial position of Council as at 30 June 2016 and the long term financial plan.

Year	General Rate Increase %	Municipal Charge Increase %	Garbage Charge Increase %	Landfill Levy Increase %	Total Rates Raised \$'000
2015/16	3.0	3.0	3.1	2.6	72,488
2016/17	2.5	2.6	2.3	2.6	74,568
2017/18	2.5	2.5	2.5	2.5	76,952
2018/19	2.5	2.5	2.5	2.5	79,409
2019/20	2.5	2.5	2.5	2.5	81,941

### 15.3 Rating structure

Council has established a rating structure which is comprised of three key elements. These are:

- Property values, form the central basis of rating under the *Local Government Act 1989*.
- A user pays component to reflect usage of certain services provided by Council.
- A fixed municipal charge per property to cover some of other administrative costs of the Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

## Draft 2016/2017 Budget Rating Information

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential, commercial, industrial or farm purposes.

Council has previously made a decision to apply a Capital Improved Value (CIV) basis to calculating individual property rates on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change this basis.

The existing rating structure comprises two differential rates (general and farm) and rate concessions for recreational land. These rates are structured in accordance with the requirements of section 161 "Differential Rates" of the Act. Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Act. The farm rate is set at 75 % of the general rate and the rate concession for recreational land is set at 50% of the general rate with the exception of recreational land with gaming machines which will be set at 60% of the general rate. In addition, there are two recreational assessments which receive an additional rebate. These rebates are applied as a result of significant changes in the CIV valuations resulting from the rezoning of land and changes in valuation methodologies. It was considered that without applying a rebate the levied amounts would fail to take into consideration the requirement under the Cultural and Recreational Lands Act 1963 of the need for having regard to the services provided by Council in relation to such lands, and the benefit to the community derived from such recreational lands. Council re-affirmed its intention to maintain the existing rating relativities for farm rates in the 2016/17 Budget. Council also has a municipal charge, a garbage charge and the State Government Landfill Levy charges as allowed under the Act.

The following table summarises the rates to be determined for the 2016/17 year. A more detailed analysis of the rates to be raised is contained in section 7.

Rate type	How applied	2015/16	2016/17	Change
General Rates (Residential, Industrial & Commercial)	Cents/\$ CIV	0.00473581	0.00466490	(1.5%)
Farm Rates	Cents/\$ CIV	0.00355186	0.00349867	(1.5%)
Recreational 1	Cents/\$ CIV	0.00236791	0.00233245	(1.5%)
Recreational 2	Cents/\$ CIV	0.00236791	0.00279894	18.2%
Municipal charge	\$/ property	\$128.00	\$131.00	2.3%
Garbage charge	\$/ property	\$304.00	\$311.00	2.3%
Landfill levy charge	\$/ property	\$19.50	\$20.00	2.6%



## **Draft 2016/2017 Budget Rating Information**

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### **15.4 General revaluation of properties**

The general valuation of all properties within the municipality is as at 1 January 2016 and will be first applied to the 2016/17 financial year.

Council will be maintaining the existing differential rate for the farming properties and discounts for cultural recreation land for the 2016/17 year. Therefore, in aggregate, total rates and charges will increase by 2.5% excluding supplementary rates and payments in lieu of rates compared to 2015/16.

## Draft 2016/2017 Budget Other Strategies

### 16. Other strategies

This section sets out the strategies that have been developed and incorporated into the Strategic Resource Plan including borrowings, infrastructure and service delivery.

#### 16.1 Borrowings

In developing the Strategic Resource Plan (SRP) (see section 14), borrowings were identified as an important funding source for the capital works programs. In the past, Council has borrowed to finance specific infrastructure projects and significant unfunded defined benefits superannuation liability calls.

The SRP includes the results of an analysis of Council's debt position against the recommended ratios used by the Victorian State Government to assess the loan capacity of local governments. It also shows the results of the 'obligations' indicators that are part of the prescribed financial reporting indicators. The outcome of the analysis highlighted that a debt of \$18.250 million could be comfortably accommodated. Council's future borrowing requirements may be influenced by external government funding opportunities that require some contribution from council in order to finance major capital projects.

For the 2016/17 year, Council proposes new borrowings of \$2.100 million to commence the detailed design of the new Latrobe Performing Arts Centre (subject to successful state and federal funding applications) and after making loan repayments of \$1.883 million, its total borrowings will increase to \$18.250 million as at 30 June 2017. The following table sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2016.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2015/16	0	2,360	1,019	18,033
2016/17	2,100	1,883	918	18,250
2017/18	4,000	2,035	878	20,215
2018/19	3,900	1,864	939	22,251
2019/20	3,000	6,640	904	18,612

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

	2015/16 \$	2016/17 \$
Total amount borrowed as at 30 June of the prior year	20,393	18,033
Total amount to be borrowed	0	2,100
Total amount projected to be redeemed	(2,360)	(1,883)
Total amount proposed to be borrowed as at 30 June	18,033	18,250

## Draft 2016/2017 Budget Other Strategies

### 16.2 Infrastructure

The Council has developed an Asset Management Strategy and is currently reviewing and developing various Asset Management Plans, which sets out the capital expenditure requirements of the Council for the next 10 years by class of asset and project and is a key input to the long term financial plan. It predicts infrastructure consumption, renewal needs and considers infrastructure needs to meet future community service expectations. The Strategy development process includes a rigorous process of consultation and evaluation. The key aspects of the process are as follows:

- Long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes.
- Listing of all known capital projects and adopted strategies and plans, prioritised within classes on the basis of evaluation criteria.
- Transparent process for evaluating and prioritising capital projects.
- Methodology for allocating annual funding to classes of capital projects.
- Standard templates for officers to document capital project submissions.

The capital planning process is undertaken annually and used to ensure that Asset Management Strategy represents the current capital expenditure requirements of the Council.

A key objective of the Asset Management Strategy is to maintain or renew Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset renewal then Council's investment in those assets will reduce, along with the capacity to deliver services to the community. A measure of Council's performance in respect to infrastructure management is the sustainability index. This is the proportion of the total asset value consumed (equivalent to the annual depreciation charge), compared to the amount spent in preserving the asset (expenditure aimed at ensuring the asset reaches its intended useful life) on an annual basis. A value of 100% (or greater in the short term) is the desired target and the Long Term Financial Plan aims to maintain a sustainability index of 100%.

The following influence had a significant impact on the Asset Management Strategy for the 2016/17 year:

- Continuation of significant Federal funding for upgrade of roads (Roads to Recovery funding of \$3.934 million has been assumed for 2016/17 which is a temporary increase from the normal funding amount of \$1.192 million)

The following table summarises Council's forward outlook on capital expenditure including funding sources for the next four years.

Year	Total Capital Program \$'000	Grants and Contrib's \$'000	Borrowings \$'000	Asset Sales \$'000	Statutory Reserves \$'000	Council Cash \$'000
2015/16	40,463	15,325	0	1,243	1,669	22,226
<b>2016/17</b>	<b>31,851</b>	<b>7,045</b>	<b>2,100</b>	<b>747</b>	<b>159</b>	<b>21,800</b>
2017/18	40,490	13,842	4,000	600	0	22,048
2018/19	37,121	12,957	3,900	600	0	19,664
2019/20	28,263	5,192	3,000	600	0	19,471

## Draft 2016/2017 Budget Other Strategies

In addition to using cash generated from its annual operations, borrowings and external contributions such as government grants, Council has cash or investment reserves that are also used to fund a variety of capital projects. These reserves are either 'statutory' or 'discretionary' cash reserves. Statutory reserves relate to cash and investments held by Council that must be expended on a specific purpose as directed by legislation or a funding body, and include contributions to car parking, drainage and public resort and recreation. Discretionary cash reserves relate to those cash and investment balances that have been set aside by Council and can be used at Council's discretion, even though they may be earmarked for a specific purpose.

### 16.3 Service delivery

This section of the report considers the Council's service delivery strategy including strategy development, key influences and service delivery outcomes. A number of service delivery strategies will be developed and/or reviewed during 2016/17 year. Latrobe 2026 and the Council Plan 2013-2017 identify key service area reviews and strategy development for service areas. The Rating Information (see section 15) also refers to modest rate increases into the future. With these key objectives as a basis, a number of internal and external influences have been identified through discussions with management which will have a significant impact on the scope and level of services to be provided over the next four years.

The general influences affecting all operating revenue and expenditure include the following:

	2015/16	2016/17	2017/18	2018/19
	%	%	%	%
Consumer Price Index	2.5	2.5	2.5	2.5
Rate increases	2.5	2.5	2.5	2.5
Property growth	0.7	0.7	0.7	0.7
Wages growth	3.5	3.5	3.5	3.5
Government funding (excl. Federal Assistance Grants)	2.0	2.0	2.0	2.0
Statutory fees	2.5	2.5	2.5	2.5
Investment return	3.2	3.2	3.2	3.2

The service delivery outcomes measured in financial terms are shown in the following table.

Year	Surplus (Deficit) for the year \$'000	Adjusted Underlying Surplus (Deficit) \$'000
2015/16	5,723	(8,277)
<b>2016/17</b>	<b>8,485</b>	<b>2,373</b>
2017/18	17,975	2,325
2018/19	16,173	1,408
2019/20	7,318	318

Service levels have been maintained throughout the four year period. The operating surplus forecast for 2015/16 year is primarily in line with the original budget forecast after taking into account the effect of capital income and funding that had been received in 2014/15 for programs/projects in 2015/16. Excluding the effects of non-operating income such as capital contributions, the underlying result predicts a surplus for 2016/17 and for the following four years.

# Draft 2016/2017 Budget Appendix A

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## Appendix A

### Fees and charges schedule

The Fees and Charges adopted as part of the 2016/17 budget process are set out in the attached document, entitled "Latrobe City Fees and Charges 2016/17".

**DRAFT FEES AND CHARGES 2016/17****COMMENTARY**

The 2016/17 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 2016/17 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 2016/17 FEES AND CHARGES COMMENTARY BY DIVISION / SERVICE****COMMUNITY SERVICES (Pages 98-104)****Direct Care (Pages 98-99)**

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 2016/17****Public Libraries (Pages 100-101)**

recovery.

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

Increase proposed for library fines maximum per item which were last increased in 2006.

**Children Services (Pages 102-103)**

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 104)**

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

**INFRASTRUCTURE & RECREATION (Pages 105-119)****Sports Stadiums, Grounds & Reserves (Pages 105-106)**

All fees have generally been reviewed in line with CPI.

**DRAFT FEES AND CHARGES 2016/17****Indoor Sports Centres (Pages 107-110)**

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.

**Hazelwood Traffic School (Pages 112)**

All fees have generally been reviewed in line with CPI.

**Hire of Portable Toilet (Pages 112)**

All fees have generally been reviewed in line with CPI.

**Caravan Parks (Pages 113)**

All fees have generally been reviewed in line with CPI.

**Asset Protection (Pages 114-116)**

Non statutory fees have been increased in whole \$2.50 increments to keep fee amounts simple. Fees for items that can incur infringement have been adjusted to be proportionate to the infringement amount. The overall average increase in fees is in line with the CPI.

**Transfer Stations (Pages 117-118)**

All fees have generally been reviewed in line with CPI, with the exception of a decreased charge for Synthetic Mineral Fibre bags due to the cost and size decreasing.

**Landfill Fees (Pages 119)**

It is proposed that fees for 2016/17 increase to cover costs of operations, construction, rehabilitation and increased EPA landfill levy fees. Cost and conditions included for accepting non Latrobe City residential domestic asbestos.

**DRAFT FEES AND CHARGES 2016/17****CITY DEVELOPMENT (Pages 120-145)****Health Services (Pages 120-122)**

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

**Local Laws (Pages 123-125)**

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 126)**

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 127-130)**

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.

**Planning Scheme Amendment (Pages 131-132)**

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.

**DRAFT FEES AND CHARGES 2016/17****Latrobe Regional Gallery (Page 133)**

All fees have generally been reviewed in line with CPI.

**Performing Arts and Community Halls (Pages 134 & 134)**

All fees have generally been reviewed in line with CPI.

**Latrobe Regional Airport (Pages 141)**

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

**Visitor Information Centre (Pages 142)**

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

**CORPORATE SERVICES (Page 143-145)****Contracts and Tendering (Page 143)**

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

**Property and Legal (Page 144)**

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

**Off Street Car Parks (Page 144)**

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

**Freedom of Information (Page 145)**

All fees are in accordance with regulations

**DRAFT FEES AND CHARGES****2016/17**

	<b>Page</b>		<b>Page</b>
<b>COMMUNITY SERVICES</b>	98-104		
<b>Direct Care</b>	98-99	<b>Children Services</b>	102-103
Home Care / Personal Care	98	Family Day Care	102
Emergency Home Care	98	Carinya Early Learning Centre	102
Respite Care	98	Moe PLACE	102-103
Overnight Respite	98	Churchill Hub	103
Meals on Wheels	98	Traralgon Early Learning Centre	103
Home Maintenance	98	Preschools	103
Planned Activity Group (PAG)	99	<b>Family Health Services</b>	104
Senior Citizens Centres Hire	99	Head Lice	104
<b>Public Libraries</b>	100-101	Vaccination Purchases	104
Facsimile	100	Immunisation	104
Consumables	100		
Research Fee	100		
Moe Library Meeting Room	100		
Overdue Fines	100		
Fees	100		
Damaged Items	101		
Lost Item	101		
Photocopying	101		
Laminating	101		

**DRAFT FEES AND CHARGES****2016/17**

	Page		Page
<b>INFRASTRUCTURE &amp; RECREATION</b>	105-119		
<b>Sports Stadiums, Grounds &amp; Reserves</b>	105-106	<b>Outdoor Pools</b>	111
Latrobe City Sports & Entertainment Stadium	105	Entry Fees	111
Latrobe City Synthetic Sports Facility (Churchill)	106	Season Ticket (Multi-venue)	111
Ted Summerton Reserve Pavilion	106	Competitions – School Swim Carnival Hire	111
Gaskin Park Stadium	106	Out of Advertised Operating Hours Hire	111
Ground Maintenance Charges	106	Learn to Swim	111
Hard Court Surfaces	106		
<b>Indoor Sports Centres</b>	107-110	<b>Hazelwood Power Traffic Safety School</b>	112
Indoor Pool - Swims	107	Education Group	112
Visit Pass Card (Indoor Pools)	107	Mobile Bike Education Trailer	112
Indoor Pool – Swim Sauna Spa	107	Hire of Hand Cranked Tricycles	112
Indoor Pool – Swim Lessons	107	Private Groups	112
Private Learn to Swim Lessons	107-108	Hire of Portable Toilet Module	112
Other - Indoor Pools	108		
Fitness Program	108	<b>Caravan Parks</b>	113
Visit Pass Cards (Group Fitness Classes)	108	Hazelwood & Narracan – Caravan	113
Visit Pass Cards (Gym)	108	Hazelwood & Narracan – Camping	113
Stadium	109	Lake Narracan - Boat Launching	113
Visit Pass Cards (Stadium)	109		
Athletic & Cycling Track	109	<b>Asset Protection</b>	114-116
Squash Courts	110	Asset Protection Fees	114
Membership	110	Security Deposits	114
Joining Fee	110	Parking Headwork	114
Bronze Membership	110	Security Bonds	115
Silver Membership	110	Legal Point of Discharge - Enquiries	115
Gold Membership	110	Restoration of Road Openings	115
Corporate	110	Asset Protection Penalty for Infringement	115
		Fees for Utilities	116
		<b>Waste Management</b>	117-119
		Transfer Station Fees	117-118
		Landfill Fees	119



<b>DRAFT FEES AND CHARGES</b>	
<b>2016/17</b>	
<b>Page</b>	<b>Page</b>
<b>CITY DEVELOPMENT</b>	120-145
<b>Health Services</b>	120-122
Septic Tanks	120
Health Premises	120
Commercial Accommodation	120
Late Payment of Annual Registration Fee	120
Caravan Parks & Moveable Homes	121
Transfer of Registration	121
Plan Approval Fee	121
Food & Water Sample (Admin Fee)	121
Commercial Food Premises	122
Additional Inspection Fee	122
<b>Local Laws</b>	123-125
Parking	123
Dog & Cat Registration Fees	123
Dog & Cat Infringements	123
Pound Release Fees – Domestic Animals	123
Animal Sales	123
Livestock	124
Other Fees/Infringements	124-125
<b>Building Services</b>	126
Permit Time Extensions	126
Preparation of Section 173 Agreements	126
Building File Search Fee	126
Report & Consent	126
<b>Statutory Planning</b>	127-130
Planning Permits	127
Subdivisions	128
Amend an Application	128
Amend a Permit	128
Combined Permit Applications Certification	129
Planning Certificates	129
Certificates of Compliance	129
Satisfaction Matters	129
Administration Charges	129
Photocopying	130
<b>Planning Scheme Amendment</b>	131-132
Stage 1-4	131
Combined Permit Application & Planning Scheme Amendment	132
Administration Charges	132
<b>Latrobe Regional Gallery</b>	133
Community Access Gallery	133
Meeting Room	133
Studio Workshop	133
Professional Services	133
<b>Performing Arts Centre</b>	134
Commercial Rate	134
Community Rate	134
<b>Community Halls</b>	135-141
Kernot Hall	135-136
Moe Town Hall	137
Newborough Public Hall	137
Ronald Reserve Hall	137
Churchill Community Hall	137
Traralgon Court House	138
Loy Yang Power Latrobe Community Sound Shell	138
Traralgon East Community Centre (Cameron Street Hall)	138
Kath Teychenne Centre Meeting Room	138
Lighting	139
Piano	139
Technician	139
Front Of House	139
Miscellaneous including Hall Hire Liability Insurance	140
All Venues Ticketing Service	140
Merchandise Commission	140
<b>Other</b>	141-142
Latrobe Regional Airport	141
Visitors Information Centre	142

**DRAFT FEES AND CHARGES****2016/17**

	Page		Page
<b>CORPORATE SERVICES</b>	143-145		
Contracts Tendering	143		
Property and Legal	144		
Off Street Car Parks	144		
Freedom of Information	145		

<b>COMMUNITY SERVICES</b>			
<b>SERVICE TYPE</b>		<b>Direct Care</b>	
<b>DIRECT CARE</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
<b>Home Care/Personal Care</b>			
Single Low Income	<i>Per hour.</i>	6.50	6.70
Couple Low Income	<i>Per hour.</i>	8.80	9.00
Linkages Program	<i>Per Hour</i>	8.90	9.10
Full Cost	<i>Per hour (Excluding Public Holidays)</i>	50.70	52.00
Full Cost	<i>Per hour (Public Holidays)</i>	94.80	97.20
Full Cost	<i>Overtime</i>	76.05	77.95
Veterans	<i>Respite (fee as per agreement)</i>	42.65	42.65
Veterans	<i>HCPC (fee as per agreement)</i>	47.70	47.70
<b>Emergency Home Care</b>			
Single.	<i>Per hour</i>	11.60	11.90
Couple.	<i>Per hour.</i>	16.50	16.90
Full Cost	<i>Per hour (Excluding Public Holidays)</i>	50.70	52.00
Full Cost	<i>Per hour (Public Holidays)</i>	94.80	97.20
<b>Respite Care</b>			
Subsidised.	<i>Per hour</i>	4.20	4.30
Linkages Program	<i>Per hour</i>	5.20	5.30
Full Cost	<i>Per hour (Excluding Public Holidays)</i>	50.70	52.00
Full Cost	<i>Per hour (Public Holidays)</i>	94.80	97.20
Full Cost	<i>Overtime</i>	76.05	
<b>Overnight Respite</b>			
Full Cost	<i>Per hour</i>	189.10	193.80
Full Cost	<i>24 hour care</i>	357.20	366.10
<b>Meals on Wheels Service</b> <i>(includes all costs of providing meals)</i>			
Subsidised.	<i>Per meal</i>	8.70	8.90
Full cost meals.	<i>Per meal.</i>	14.40	14.80
<b>Home Maintenance</b>			
Single.	<i>Per hour</i>	10.00	10.30
Couple.	<i>Per hour.</i>	12.10	12.40
Full Cost	<i>Per hour (Mon - Fri)</i>	65.20	66.80
Linkages Program	<i>Per hour</i>	19.40	19.90
Landfill Fees.	<i>*refer waste disposal fees schedule.</i>		

<b>COMMUNITY SERVICES</b>			
<b>SERVICE TYPE</b>		<i>Direct Care</i>	
<b>DIRECT CARE</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
<b>Planned Activity Group (PAG)</b>			
Subsidised with Meal (Centre Based)	Per session	10.30	10.60
Subsidised without Meal (Outing)	Per session		5.60
Morning Melodies (plus cost of event paid at entry)	Per session		10.60
Special Events (costs to be advertised with notification of the event)	Per session		TBA
Full Cost (Level 1 & 2 Funding)	Per session	26.70	27.40
Full Cost (Level 3 & 4 Funding)	Per session		37.40
Residing in Supported Accommodation	Per session		90.00
<b>Senior Citizens Centres Hire</b>			
<b>HACC eligible organisation/groups.</b>		No Charge	No Charge
<b>Community organisations/groups:</b>			
Per hour.	8am – 5pm.	16.80	17.20
Evening.	5pm – midnight.	136.60	140.00
Full Day & Evening.	8am – midnight.	225.90	231.50
<b>Commercial organisations</b>			
Per hour	8am – 5pm.	28.40	29.10
Evening	5pm – midnight.	222.70	228.30
Full Day & Evening	8am – midnight.	367.80	377.00
<b>Security Deposit:</b>			
Without alcohol.		278.40	285.40
With alcohol.		504.30	516.90

			<b>COMMUNITY SERVICES</b>	
			<i>Public Libraries</i>	
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
Facsimile – within Australia only	<i>First page</i>	3.00	3.10	
	<i>Each additional page</i>	1.00	1.00	
Consumables	USB Drive – 2GB	9.00	9.20	
	Individual Head Sets	6.00	6.20	
Research Fee	Public Request.	13.50	13.80	
	Commercial/Community Group Request.	27.00 <i>(Charged in 30 minute blocks, with a minimum 1 block to be charged)</i>	27.70	
Moe Library Meeting Room	Community and Not For Profit Groups.	No Charge	No Charge	
	Commercial.	28.00	28.70	
	Commercial.	137.00 <i>Full day – 10am-6pm.</i>	140.40	
Overdue Fines	Books, magazines etc.	Per day – after seven days. Maximum per item	0.40 6.70	
	DVD & CDs	Per day – after seven days. Maximum per item	0.40 6.70	
Fees	Replacement Cards.	3.30	3.40	
	Inter Library Loan	No Charge POA POA <i>Other Victorian Public Libraries; All Academic Institutions; Interstate / International Loans.</i>	No Charge POA POA	

<b>COMMUNITY SERVICES</b>			
			<i>Public Libraries</i>
<b>SERVICE TYPE PUBLIC LIBRARIES</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
<b>Damaged Items</b>			
	Processing	<i>Minimum Charge</i>	7.20
		<i>Plus</i>	
		<i>New cover.</i>	6.60
		<i>Replacement Barcodes.</i>	2.70
		<i>Replacement DVD case</i>	2.70
		<i>Replacement Audio case</i>	3.70
	Beyond Repair.	<i>Replacement item price plus</i>	7.20
	Beyond Repair Magazine	<i>Replacement item price plus</i>	3.50
<b>Lost Item</b>			
	Including Part Kit or Set	<i>Replacement item price plus</i>	7.20
<b>Photocopying</b>			
	Black & White A4	<i>Per sheet (single side)</i>	0.30
	Black & White A4	<i>Per sheet (double sided)</i>	0.40
	Black & White A4	<i>500 copies</i>	53.00
	Black & White A4	<i>250 copies</i>	32.00
	Black & White A4	<i>100 copies</i>	16.50
	Black & White A4	<i>50 copies</i>	11.00
	Black & White A4	<i>25 copies</i>	6.50
	Black & White A3	<i>Per sheet</i>	0.65
	Micro Copying	<i>Per sheet.</i>	1.00
	Colour Printing A4	<i>Per sheet.</i>	1.40
	Colour Printing A3	<i>Per sheet.</i>	1.60
	Colour Printing A3	<i>Per sheet (double sided)</i>	2.00
<b>Laminating</b>			
	A4	<i>Per sheet.</i>	2.50
	A3	<i>Per sheet.</i>	3.50



<b>COMMUNITY SERVICES</b>			
<b>SERVICE TYPE</b>		<b>Children services</b>	
<b>CHILDRENS SERVICES</b>		<b>2015/16</b>	<b>2016/17</b>
<b>BASIS</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Family Day Care</b>			
Fees During Core Hours	<i>(8am-6pm weekdays)</i>	7.30	7.50
Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	7.80	8.00
Fee for weekend care	<i>Per child/hour weekend</i>	8.50	9.00
Public Holidays	<i>Per child/hour.</i>	10.10	10.50
Administration Fee	<i>Per hour of care provided.</i>	0.90	0.90
Communication Fee		10.00	10.00
Induction Training	<i>New care providers pp.</i>	35.00	35.00
Travel Charges	<i>Per km</i>	0.95	0.95
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
<b>Carinya Early Learning Centre</b>			
Full Time Care	<i>5 full days/child/week.</i>	370.00	400.00
Full Day Care	<i>Per day</i>	85.00	90.00
Half Day Care	<i>Per half day</i>	49.50	55.00
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	12.50	15.00
<b>Moe PLACE</b>			
<b>Moe Early Learning Centre</b>			
Full Time Care	<i>5 full days/child/week.</i>	370.00	400.00
Full Day Care	<i>Per day</i>	85.00	90.00
Half Day Care	<i>Per half day</i>	49.50	55.00
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	12.50	15.00
Moe Vacation Care			
	<i>Full Day Care</i>	66.60	70.00
	<i>Excursion Levy -Local</i>	12.50	12.50
	<i>Excursion Levy - Out of Gippsland</i>	16.50	16.50
<b>Basketball Stadium</b>			
Court Hire - General	<i>Per hour</i>	46.00	46.00
Half Court Hire - General	<i>Per hour</i>	23.00	23.00
Court Hire - Schools	<i>Per hour</i>	37.00	37.00
Half Court Hire - Schools	<i>Per hour</i>	18.00	18.00
Court Hire	<i>Per Day (9am - 6pm)</i>	200.00	200.00
<b>Meeting Rooms</b>			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	27.00	27.00
	<i>Per Day</i>	150.00	150.00

Page 107 of 147

<b>COMMUNITY SERVICES</b>				
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2015/16</b>	<b>2016/17</b>
<b>CHILDRENS SERVICES</b>			<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Community Kitchen</b>				
	Kitchen Hire	<i>Per hour</i>	14.00	14.00
	Kitchen Hire	<i>Per day</i>	50.00	50.00
<b>Churchill Hub</b>				
<b>Meeting Rooms</b>				
	Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
	Commercial	<i>Per hour</i>	25.00	25.00
		<i>Per Day</i>	150.00	150.00
<b>Traralgon Early Learning Centre</b>				
	Full Time Care.	<i>5 full days/child/week.</i>	370.00	400.00
	Full Day Care.	<i>Per day</i>	85.00	90.00
	Half Day Care.	<i>Per half day</i>	49.50	55.00
	Holding Fee.	<i>% Per place</i>	100%	100%
	Occasional Care	<i>Hourly</i>	12.50	15.00
<b>Preschools</b>				
	Enrolment administration fee	<i>3 &amp; 4 year old programs</i>	28.00	30.00
	Preschool – 4 yr old program	<i>Per Term (effective Jan 2016)</i>	225.00	250.00
	Prekinder – 3 yr old program	<i>Per Term (effective Jan 2016)</i>	200.00	215.00

<b>COMMUNITY SERVICES</b>				
<i>Family Health Services</i>				
SERVICE TYPE FAMILY HEALTH SERVICES	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
<b>Head Lice</b> <small>(various lotions and combs are now available from supermarkets/hairdressers/chemists)</small>	School Contribution - Nurse Inspections	<i>Per hour – excludes GST.</i>	72.50	74.30
<b>Vaccinations Purchases</b>	Hep B.	<i>Per dose.</i>	29.70	30.40
	Twinrix.	<i>Per dose.</i>	102.50	105.10
	Varilrix.	<i>Per dose.</i>	92.30	94.60
	Flu.	<i>Per dose.</i>	27.70	28.40
	Meningococcal C.	<i>Per dose.</i>	105.60	108.20
	Hep A.	<i>Per dose.</i>	92.30	94.60
	Boostrix.	<i>Per dose.</i>	48.20	49.40
	Gardisal.	<i>Per dose.</i>	157.90	161.80
<b>Immunisation</b>	History Application Fee		24.60	25.20

<b>INFRASTRUCTURE &amp; RECREATION</b>						
<i>Sports Stadiums, Grounds &amp; Reserves</i>						
SERVICE TYPE	BASIS	2015/16		2016/17		
		\$ (GST Inc)		\$ (GST Inc)		
Latrobe City Sports & Entertainment Stadium		* Peak	* Off Peak	* Peak	* Off Peak	
<b>Commercial Rate</b>						
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1800 & lighting) (Front row premium seats = 40)		<i>Hourly Hire (8am - 5pm) per hour</i>	282.90	183.50	290.00	188.10
		<i>Hourly Hire (8am - 5pm) per hour</i>	282.90	183.50	290.00	188.10
		<i>Hourly Hire (5pm - midnight) per hour</i>	566.80	367.00	581.00	376.20
		<i>Day Hire (8am to 5pm)</i>	1,144.90	572.00	1,173.50	586.30
		<i>Night Hire (5pm to midnight)</i>	2,285.80	1,139.80	2,342.90	1,168.30
		<i>All Day (8am to midnight)</i>	3,425.60	1,712.80	3,511.20	1,755.60
Commission charges		<i>Percentage of Gross Ticket Sales</i>	10.0%	10.0%	10.0%	10.0%
		<i>Percentage of gross merchandise sales</i>	12.5%	12.5%	12.5%	12.5%
Ticketing service is available through Latrobe Performing Arts & Venues		<i>Per ticket sold</i>	3.90	3.90	4.00	4.00
		<i>Per complimentary ticket issued</i>	0.70	1.10	0.70	1.10
<b>Community Rate</b>						
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1,800, lighting) (Front row premium seats = 40)		<i>Hourly Hire (8am - 5pm) per hour</i>	141.00	89.00	144.50	91.20
		<i>Hourly Hire (5pm - midnight) per hour</i>	284.00	179.00	291.10	183.50
		<i>Day Hire (8am to 5pm)</i>	559.00	284.00	573.00	291.10
		<i>Night Hire (5pm to midnight)</i>	1,113.00	559.00	1,140.80	573.00
		<i>All Day (8am to midnight)</i>	1,671.00	841.00	1,712.80	862.00
<b>Sporting Use</b> (includes pitches, toilets & change rooms only)			<b># Night</b>	<b># Day</b>	<b># Night</b>	<b># Day</b>
Schools		<i>Per day or night session</i>	115.00	57.50	117.90	58.90
Latrobe City Clubs & Groups		<i>Per day or night session</i>	225.00	116.00	230.60	118.90
Non Latrobe City Clubs & Groups		<i>Per day or night session</i>	338.00	169.00	346.50	173.20
For Profit Organisations		<i>Refer to Commercial Rates above</i>	N/A	N/A	N/A	N/A
<b>Sundry Charges</b>			<b>Commercial</b>	<b>Community</b>	<b>Commercial</b>	<b>Community</b>
Kiosk Hire (2 available)		<i>Per kiosk per session</i>	168.00	84.00	172.20	86.10
External Public Address System Hire		<i>Per session</i>	116.00	57.00	118.90	58.40
^ Bar Hire (2 available)		<i>Per bar per session</i>	338.00	169.00	346.50	173.20
Social Club Rooms (excluding bar and kitchen) is available for hire with the cost subject to use of the facility						
Line marking costs, other than soccer, is at the hirers expense						
Waste Management - Additional charges may apply dependant on size and type of event.						



<b>INFRASTRUCTURE &amp; RECREATION</b>					
<i>Sports Stadiums, Grounds &amp; Reserves</i>					
SERVICE TYPE			BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
<b>Latrobe City Synthetic Sports Facility (Churchill)</b>					
<b>Synthetic Field</b>					
Whole Field	Hockey Association / Soccer Club		<i>Per season</i>	Seasonal Agreement	Seasonal Agreement
	Hockey Tournaments		<i>Per day</i>	287.00	294.20
	Primary Schools (1)		<i>Per annum</i>	558.00	572.00
	Secondary Schools (2)		<i>Per annum</i>	1,117.00	1,144.90
	Casual Users		<i>Per hour</i>	61.50	63.00
	Lights		<i>Per hour</i>	25.50	26.10
Half Field	Hockey Tournaments		<i>Per day</i>	143.50	147.10
	Casual Users		<i>Per hour</i>	28.70	29.40
	Lights		<i>Per hour</i>	20.50	21.00
<b>Ted Summerton Reserve Pavilion</b>					
	User Groups		<i>Per hour</i>	No Charge	No Charge
	Not for Profit Groups		<i>Per hour</i>	14.40	14.80
	Commercial Groups		<i>Per hour</i>	26.50	27.20
<b>Gaskin Park Stadium</b>					
	Stadium Hire		<i>Per hour.</i>	21.00	21.50
<b>Grounds</b>					
<b>Annual Ground Maintenance Charge (3)</b> (Refer to Council Policy)					
Senior	Category A		<i>Per Six Month Allocation</i>	2,950.00	3,023.80
	Category B		<i>Per Six Month Allocation</i>	1,168.00	1,197.20
	Category C		<i>Per Six Month Allocation</i>	312.00	319.80
Junior	Category A		<i>Per Six Month Allocation</i>	1,471.00	1,507.80
	Category B		<i>Per Six Month Allocation</i>	707.00	724.70
	Category C		<i>Per Six Month Allocation</i>	189.10	193.80
<b>Casual Use</b>					
	Schools		<i>Per day + bins, toilets &amp; utility costs</i>	No Charge	No Charge
	Latrobe City Clubs and Groups		<i>Per day + bins, toilets &amp; utility costs</i>	35.80	36.70
	Non Latrobe City Clubs & Groups		<i>Per day + bins, toilets &amp; utility costs</i>	126.10	129.30
	For Profit Groups		<i>Per day + bins, toilets &amp; utility costs</i>	471.00	482.80
<b>Hard Court Surfaces</b>					
	Via seasonal allocation program for netball and tennis courts		<i>Per court, per annum</i>	97.50	99.90

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

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

^ Bar hire is subject to Liquor License and other conditions

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

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

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

<b>INFRASTRUCTURE &amp; RECREATION</b>					
<i>Indoor Sports Centres</i>					
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2015/16</b>	<b>2016/17</b>	
<b>INDOOR SPORTS CENTRES</b>			<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>	
<b>Indoor Pool – Swims</b>	Adult	<i>16 years and over.</i>	6.00	6.20	
	Child	<i>Child 5–15 yrs &amp; High School Student</i>	4.30	4.40	
	Concession	<i>Pension, Seniors &amp; Health Care Card</i>	4.60	4.70	
	Family*	<i>*As listed on Medicare Card</i>	16.30	16.70	
	Schools	<i>Per child</i>	3.60	3.70	
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge	
<b>Visit Pass Card – (Indoor pools) 12 Month expiry from date of issue</b>	Adult	<i>Multipass x 10 – 10% discount</i>	54.00	55.80	
	Child	<i>Multipass x 10 – 10% discount</i>	38.70	39.60	
	Concession	<i>Multipass x 10 – 10% discount</i>	41.40	42.30	
	Family	<i>Multipass x 10 – 10% discount</i>	146.70	150.30	
<b>Indoor Pool – Swim Sauna Spa</b>	Adult	<i>Each</i>	10.00	10.30	
	Concession	<i>Each</i>	8.00	8.20	
	After Entry/Class	<i>Each</i>	5.10	5.20	
	Adult	<i>Multipass x 10 – 10% discount</i>	90.00	92.70	
	Concession	<i>Multipass x 10 – 10% discount</i>	72.00	73.80	
<b>Indoor pool – swim sauna (CHURCHILL ONLY)</b>	Adult	<i>Each</i>	8.70	8.90	
	Concession	<i>Each</i>	7.10	7.30	
	After Entry/class	<i>Each</i>	4.10	4.20	
<b>Indoor Pool – Swim Lessons</b>	Infants	<i>Per class - Supervision 1:8</i>	12.30	12.60	
	Preschool	<i>Supervision 1:5</i>	12.90	13.20	
	School Age	<i>Per class</i>	13.50	13.90	
	Adult	<i>Per class</i>	13.50	13.80	
	Transition/Lap It Up	<i>Per class</i>	8.20	8.40	
	Aust Swim Teacher	<i>Per instructor per hour</i>	54.00	55.40	
	Bronze Star	<i>20 Week Program</i>	271.00	277.80	
<b>Indoor Pool – Swim Lessons - Concession (20% Discount)</b>	Health Care Card	Infants	<i>Per class - Supervision 1:8</i>	9.80	10.10
	Health Care Card	Preschool	<i>Supervision 1:5</i>	10.30	10.60
	Health Care Card	School Age	<i>Per class</i>	10.80	11.10
	Health Care, Pension & Senior Card	Adult	<i>Per class</i>	10.80	11.10
<b>Private Learn to Swim Lessons</b>	1:1	<i>Per half hour class per person</i>	36.00	36.90	
	1:2	<i>Per half hour class per person</i>	27.00	27.70	
	1:3	<i>Per half hour class per person</i>	22.00	22.60	



<b>INFRASTRUCTURE &amp; RECREATION</b>			
<i>Indoor Sports Centres</i>			
SERVICE TYPE INDOOR SPORTS CENTRES	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
<b>Private Learn to Swim Lessons - Concession (20% Discount)</b>			
Concession – Health Care Card	1:1	<i>Per half hour class per person</i>	28.80
Concession – Health Care Card	1:2	<i>Per half hour class per person</i>	21.60
Concession – Health Care Card	1:3	<i>Per half hour class per person</i>	17.60
<b>Other - Indoor Pools</b>			
Lane Hire		<i>Per hour.</i>	44.00
Carnival Hire		<i>Per day 9am – 5pm</i>	893.00
School Carnival Hire		<i>Per day 9am - 3pm</i>	841.00
Wet Out of Hours – incl 1 Life Guard plus 1 Duty Manager		<i>Per hour plus entry fee</i>	77.00
Locker Hire		<i>Per locker per person</i>	1.00
Carnival Fee – incl 1 Life Guard plus 1 Duty Manager		<i>Per hour.</i>	185.00
<b>Fitness Program</b>			
Group Fitness.		<i>Per class</i>	12.00
Concession		<i>Pension, Seniors &amp; Health Care Card</i>	9.50
Personal Training.		<i>1 hour.</i>	55.50
Personal Training.		<i>½ hour.</i>	34.00
Casual Gym.		<i>Per person</i>	14.80
Casual Concession Gym.		<i>Pension, Seniors &amp; Health Care Card</i>	11.80
Fit Kidz.			5.80
Teen Gym.			8.00
Council of the Aging (COTA) Gym.			6.00
<b>Visit Pass Cards – Group Fitness</b> (12 Months Expiry from date of issue)			
Adult.		<i>Multipass x 10. – 10% discount</i>	108.00
Concession.		<i>Multipass x 10. – 10% discount</i>	85.50
Teen Gym		<i>Multipass x 10. – 10% discount</i>	72.00
Fit Kids		<i>Multipass x 10. – 10% discount</i>	52.20
Personal Training		<i>Multipass x 10. – discount – 1 Hour</i>	500.00
Personal Training		<i>Multipass x 10. – discount – ½ Hour</i>	306.00
<b>Visit Pass Cards - Gym</b> (12 Months Expiry from date of issue)			
Adult		<i>Multipass x 10. – 10% discount</i>	133.20
Concession		<i>Multipass x 10. – 10% discount</i>	106.20

<b>INFRASTRUCTURE &amp; RECREATION</b>					
<i>Indoor Sports Centres</i>					
SERVICE TYPE INDOOR SPORTS CENTRES	BASIS	2015/16 \$ (GST Inc)		2016/17 \$ (GST Inc)	
<b>Stadium (1)</b>	Spectators – Regular competition.	No Charge		No Charge	
	Adult Competition.	Per player per game		6.00	6.20
	Concession Competition.	Pension, Seniors & Health Care Card		4.70	4.80
	Junior Competition (during competition times only)	Per player per game		4.30	4.40
	Adult Training	Per player per session #		4.10	4.20
	Concession Training	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders		3.40	3.50
	Junior Training (0-17 years)	Per player per session #		3.20	3.30
	Schools	Per student		3.20	3.30
	Court Hire - General	Per court/hour.		46.00	47.00
	Court Hire - Schools	Per court/hour.		37.00	38.00
	Tournament Fee*	Per Court per Day (9am – 5pm)		200.00	205.00
	* Local associations are eligible for a 30% discount to host their association tournaments at their local facility. Maximum 2 tournaments per year				
	Dry Out of Hours Fee	Per hour (plus entry fee)		55.50	57.00
	Meeting Room Hire	Per hour		27.00	27.70
	# Session is defined as 1 hour for Domestic basketball teams 2 hours for Squad & Representative basketball teams 2 hours for Badminton (in recognition of set up and pack up times)				
<b>Visit Pass Cards - Stadium</b>		<b>x10 (10% discount)</b>	<b>X20 (15% discount)</b>	<b>x10 (10% discount)</b>	<b>X20 (15% discount)</b>
12 Month expiry from date of issue (One pass per hour or game)	Adult Stadium Competition Multipass.	54.00	102.00	55.80	105.40
	Concession Competition Multipass.	42.80	79.90	43.30	81.60
	Junior Competition Multipass.	38.70	73.10	39.60	74.80
	Junior Training Multipass	N/A	57.60	N/A	59.00
<b>Athletic and Cycling Track</b>					
Off Peak – Monday to Thursday excluding Public Holidays	Adult.	Per participant		4.30	4.40
	Concession.	Per participant		3.80	3.90
	Junior.	Per participant		2.80	2.90
	Adult	Multipass x 10 – 10% discount		38.70	39.60
	Concession.	Multipass x 10 – 10% discount		34.20	35.10
	Junior.	Multipass x 10 – 10% discount		25.20	26.00
	School.	Per student		2.80	2.90
	Club Hire.	Per hour.		43.00	44.00
	Other/Athletic Carnival.	Full day 9am – 3pm.		528.00	541.00
	Other/Athletic Carnival.	½ day – 3 hours.		370.00	380.00
	Cycling Club Hire of Bike Track.	Per annum.		914.00	936.00

<b>INFRASTRUCTURE &amp; RECREATION</b>				
<i>Indoor Sports Centres</i>				
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2015/16</b>	<b>2016/17</b>
<b>INDOOR SPORTS CENTRES</b>			<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Squash Courts</b>	Hire.	<i>Per hour.</i>	14.00	14.40
<b>Fitness Room Hire</b>	Hire.	<i>Per hour.</i>		46.00
<b>Membership</b>				
<b>Membership Service Areas</b>		<i>Gym Fitness - as per fitness timetable (including Aqua Aerobic Pool (including pool &amp; sauna)</i>		
<b>Administration Fee</b> (per membership)	Per Month		65.00	66.60
<b>Bronze Membership</b> Any one (1) of the above Membership Service Areas	Non Concession	<i>Monthly</i>	45.00	46.10
	Concession *	<i>Monthly</i>	40.25	41.40
<b>Silver Membership</b> Any two (2) of the above Membership Service Areas	Non Concession	<i>Monthly</i>	55.00	56.40
	Concession *	<i>Monthly</i>	50.00	50.80
<b>Gold Membership</b> All three (3) of the above Membership Service Areas	Non Concession	<i>Monthly</i>	65.50	67.20
	Concession *	<i>Monthly</i>	59.00	60.50
<b>Corporate</b>  (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).



<b>INFRASTRUCTURE &amp; RECREATION</b>				
			<i>Outdoor Pools</i>	
SERVICE TYPE OUTDOOR POOLS	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
<b>Entry Fees</b>	Adult.	<i>16 years and over.</i>	4.60	4.70
	Children/ Student.	<i>Child 5 – 15 yrs &amp; High School Student</i>	3.50	3.60
	Concession.	<i>Pension, Seniors &amp; Health Care Card</i>	3.70	3.80
	Family.	<i>As listed on Medicare Card.</i>	13.40	13.70
	Schools	<i>Per child</i>	3.50	3.60
	Children.	<i>4 years and under with adult swim.</i>	No Charge	No Charge
<b>Season Tickets (Multi-venue)</b>	Single Adult Tickets.	<i>16 years and over.</i>	92.50	94.80
	Children/ Student.	<i>Child 5 – 15 yrs &amp; High School Student</i>	70.00	71.80
	Concession.	<i>Pension, Seniors &amp; Health Care Card</i>	72.50	74.30
	Family.	<i>As listed on Medicare Card.</i>	225.50	231.00
<b>Competitions – School Swim Carnival Hire</b>	School Carnival Full Day (9am - 3pm)	<i>Includes 1 Duty Manager.</i>	433.00	444.00
	Other Carnival Full Day (9am - 5pm)	<i>Weekends or Public Holidays</i>	735.50	754.00
	School Carnival Half Day (9am-12pm / 12pm-3pm)	<i>Mon - Fri</i>	300.00	308.00
	Supervision Required at 1:100 ratio.	<i>Per hour.</i>	53.00	54.50
<b>Out Of Advertised Operating Hours Hire</b>	Includes 1 Life Guard plus 1 Duty Manager.	<i>Per hour + entry fee per person</i>	77.00	79.00
<b>Learn To Swim</b>	VIC Swim Programs.	<i>Normal Entry Fee</i>	<i>Normal Entry Fee</i>	<i>Normal Entry Fee</i>

<b>INFRASTRUCTURE &amp; RECREATION</b>			
<i>Hazelwood Power Traffic Safety School</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
<b>HAZELWOOD POWER TRAFFIC SAFETY SCHOOL</b>			
Education Group : Playgroups, kindergartens, special school & school groups No Educator (Bond \$70)	<i>Per hour.</i>	38.00	39.00
Education Group : Playgroups, kindergartens, special school & school groups With Educator (No Bond)	<i>Per hour.</i>	64.00	65.50
Mobile Bike Education Trailer			
No Educator – Hire of bike trailer (Deposit \$200)	<i>Per day</i>	33.00	33.80
With Educator – Educator Services (No Deposit)	<i>Per hour</i>	30.00	30.80
Plus hire of bike trailer	<i>Per day</i>	33.00	33.80
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit	<i>Per bike/day.</i>	2.00	2.00
Private Groups			
No Educator (Deposit \$70)	<i>Per hour.</i>	61.00	62.50
With Educator (No Deposit)	<i>Per hour.</i>	120.00	123.00

<b>INFRASTRUCTURE &amp; RECREATION</b>			
<i>Rental of Asset</i>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
<b>HIRE OF PORTABLE TOILET MODULE</b>			
Hire of portable toilet module	<i>Per Weekend</i>	226.00	232.00

<b>INFRASTRUCTURE &amp; RECREATION</b>				
			<b>Caravan Parks</b>	
SERVICE TYPE CARAVAN PARKS	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
<b>Hazelwood &amp; Narracan – Caravan</b>				
<b>Site Fee Schedule</b>	Permanent On Site.	<i>Non powered per annum (includes 21 days/nights)</i>	990.00	1,015.00
	Permanent On Site.	<i>Powered per annum (includes 21 days/nights)</i>	1,430.00	1,470.00
	Powered Site.	<i>Per night.</i>	37.00	38.00
	Powered Site.	<i>Weekly.</i>	195.00	200.00
	Unpowered Site.	<i>Per night.</i>	31.30	32.10
	Unpowered Site.	<i>Weekly.</i>	137.00	140.40
	Extra Person.	<i>Per night.</i>	14.80	15.20
	Aquatic Centre Hall Hire. Security Bond.	<i>6 hours.</i>	158.00 205.00	162.00 210.00
<b>Hazelwood &amp; Narracan – Camping</b>				
<b>Site Fee Schedule</b>	Overnight.	<i>Per person.</i>	12.10	12.40
	Children.	<i>Aged 7 – 17 yrs.</i>	7.20	7.40
	Family.	<i>2 adults and 2 children.</i>	32.00	32.80
<b>Lake Narracan - Boat Launching</b>				
	Day Pass (8am - 6pm)	<i>Sat-Sun &amp; Public Holidays*</i>	19.00	19.50
	Day Pass (8am - 6pm)	<i>Monday – Friday *</i>	17.00	17.50
	Season Boat Pass	<i>December–March</i>	195.00	200.00
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Sat-Sun &amp; Public Holidays</i>	12.10	12.40
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Monday – Friday</i>	9.40	9.60

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



<b>INFRASTRUCTURE &amp; RECREATION</b>						
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2015/16</b>		<b>Asset protection</b>	
<b>ASSET PROTECTION FEES</b>			<b>\$ (GST Inc)</b>		<b>2016/17</b>	
			<b>Rural</b>	<b>Urban</b>	<b>Rural</b>	<b>Urban</b>
			<b>\$ (GST Inc)</b>			
<b>Asset Protection Fees</b>						
	Road Openings.	<i>Provision of traffic management.</i>	174.50	174.50	180.00	180.00
	Road Openings.	<i>No traffic management required.</i>	87.00	87.00	90.00	90.00
	Occupation of Parking Bays.	<i>Per bay per day</i>	41.00	41.00	45.00	45.00
	Road Occupations.	<i>Provision of traffic management.</i>	174.50	174.50	180.00	180.00
	Road Occupations.	<i>No traffic management required.</i>	87.00	87.00	90.00	90.00
	Building Site Asset Inspections:					
	Cost of Works < \$12,000	<i>Excluding all Reblocking, Urban Front Fencing &amp; Demolitions</i>	Nil	Nil	Nil	Nil
	Cost of Works > \$12,000	<i>Including all Reblocking, Urban Front Fencing &amp; Demolitions</i>	92.50	174.50	95.00	180.00
<b>Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents</b>						
	Road Length less than 100m.		174.50	174.50	180.00	180.00
	Each Additional 100m of Road Length.		92.50	92.50	95.00	95.00
<b>Asset Protection Fee for Vehicle Crossing Works</b>						
			72.00	92.50	75.00	95.00
<b>Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information</b>						
			N/A	92.50	N/A	95.00
<b>Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy</b>				1,500.00		1,500.00
<b>Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy</b>				3,500.00		3,500.00

<b>INFRASTRUCTURE &amp; RECREATION</b>			<b>Asset protection</b>	
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2015/16</b>	<b>2016/17</b>	
<b>ASSET PROTECTION FEES</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>	
<b>Security Bonds as Specified in Part D of Local Law No.3</b>			Nil	Nil
Cost of Works < \$12,000:	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record; Excluding all Reblocking, Front Fencing &amp; Demolitions.</i>			
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.</i>	500.00	500.00	500.00
Cost of Works > \$12,000:	<i>Including Reblocking, Residential Front Fences &amp; Demolition Works</i>			
Rural Building Site;		500.00	500.00	500.00
Residential Building Site;	<i>No adjacent footpaths.</i>	500.00	500.00	500.00
Residential Building Site;	<i>With adjacent footpaths.</i>	1,000.00	1,000.00	1,000.00
Residential Building Site;	<i>Corner allotment, adjacent footpaths.</i>	1,500.00	1,500.00	1,500.00
Residential Building Site;	<i>Multiple units, adjacent footpaths.</i>	2,000.00	2,000.00	2,000.00
Industrial Building Site;		2,500.00	2,500.00	2,500.00
Commercial Building Site;		5,250.00	5,250.00	5,250.00
Multiple Building Sites	<i>Builders with a 12 month Satisfactory Performance Record</i>	10,500.00	10,500.00	10,500.00
<b>Enquiries - Legal Point of Discharge or Drainage Information</b>				
Urban Areas	<i>Per enquiry</i>	30.75	32.00	32.00
<b>Charge for Restoration of Road Openings in Urban and Rural Areas</b>		Actual cost plus 10% of the actual cost to cover administration expenses	Actual cost plus 10% of the actual cost to cover administration expenses	
<b>Asset Protection Penalty for Infringement Notice as Specified in Clause 18 of Local Law No.3</b>	<i>Set by Statute (State Government)</i>	Penalty Units are defined by Section 5 of the Monetary Units Act 2004 147.61	Penalty Units are defined by Section 5 of the Monetary Units Act 2004 147.61	
		2 Penalty Units	2 Penalty Units	

<b>INFRASTRUCTURE &amp; RECREATION</b>			
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2015/16</b>	<b>2016/17</b>
<b>ASSET PROTECTION FEES</b>		<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>more</u> than 50kms per hour</b>	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004 (as at 1/7/2013) 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 = 13.24
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 Fee Units	45 Fee Units
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 Fee Units	25 Fee Units
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11 Fee Units	11 Fee Units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5 Fee Units	5 Fee Units
<b>Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more</u> than 50kms per hour</b>	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004	Fee Units are defined by Section 5 of the Monetary Units Act 2004
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 Fee Units	20 Fee Units
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 Fee Units	5 Fee Units
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11 Fee Units	11 Fee Units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5 Fee Units	5 Fee Units

<b>INFRASTRUCTURE &amp; RECREATION</b>			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
		General Waste	General Waste
Sedan/Wagon	<i>Seat up.</i>	10.00	11.00
	<i>Seat down.</i>	14.00	15.00
Utilities	Water line up to 1.8m Long Tray.	14.00	15.00
	Water Line over 1.8m Long Tray.	25.00	26.00
	Heaped up to 1.8m Long Tray.	20.00	21.00
	Heaped over 1.8m Long Tray.	30.00	32.00
Single Axle Trailers	Water Line up to 1.8m Long.	18.00	20.00
	Water Line 1.8m to 2.75m Long.	27.00	28.00
	Heaped up to 1.8m Long.	27.00	28.00
	Heaped 1.8m to 2.75m Long.	38.00	41.00
	Boxed up to 1.8m Long.	38.00	41.00
	Boxed 1.8m to 2.75m Long.	60.00	65.00
Tandem Axle Trailers	Water Line up to 2.75m Long.	27.00	28.00
	Water Line 2.75m to 3.75m Long.	42.00	45.00
	Heaped up to 2.75m Long.	43.00	45.00
	Heaped 2.75m to 3.75m Long.	76.00	80.00
	Boxed up to 2.75m Long.	79.00	85.00
	Boxed 2.75m to 3.75m Long.	107.00	110.00
Trucks Up To 4.5 tonne GVM	With Weighbridge Dockets.	<i>Per tonne. GVM. Deposit at municipal landfill.</i>	Refer to landfill fees and charges
Small Items	Mobile Garbage Bin (wheelie bin).	<i>Per item</i>	5.10
	Kitchen / Dining Chairs.	<i>Up to three.</i>	5.10
	Stools.	<i>Up to three.</i>	5.10
E-Waste (Electrical Items)	Hard drive-keyboard and mouse,laptop,DVD,video, hi fi etc. Screens, monitors & TV	<i>Per Unit Per item</i>	5.10 -
Mattresses	Single	<i>Per item</i>	12.30
	Double	<i>Per item</i>	18.50
	Queen	<i>Per item</i>	18.50
	King	<i>Per item</i>	18.50
Medium Items	Lounge Chairs.	<i>Up to two</i>	12.00
	Small Cupboards.	<i>HDL – 1.3m x 0.6m x 1.2m.</i>	12.00
	2 Seat Sofa.		12.00

<b>INFRASTRUCTURE &amp; RECREATION</b>			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
Large Items Double Beds (excluding Mattresses) Large Cupboards. 3 Seat Sofa.	<i>HDL – 2.5m x 0.7m x 1.6m.</i>	Not Accepted	Not Accepted
		20.00	22.00
		20.00	22.00
Tyres Car and Motor Cycle. Light Truck & 4WD. Heavy Vehicle and Earth Moving.		5.00	5.50
		10.00	10.00
		Not Accepted	Not Accepted
Tyres on Rims Car. Light Truck and Fork Lifts. Heavy Vehicle and Earth Moving.		10.00	10.50
		20.00	20.50
		Not Accepted	Not Accepted
Recyclable Goods – Free of Charge (1)	<i>folded flat (otherwise \$5 handling fee) Codes 1 – 7.</i>	No Charge	No Charge
Car Batteries. Paper, Cardboard. Plastic Bottles. Aluminium Cans. Glass Bottles. Steel. White Goods. Car Bodies. Motor Oils.	<i>Without tyres only at Morwell. Domestic quantities only.</i>		
Other Waste Management Domestic Waste Card (2) Synthetic Mineral Fibre (SMF) Plastic Bags	<i>Per annum. Each</i>	179.40 3.50	185.00 4.00

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

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



<b>INFRASTRUCTURE &amp; RECREATION</b>			
<i>Waste Management - Landfill</i>			
SERVICE TYPE WASTE MANAGEMENT - LANDFILL (1)	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
Clean Fill  (1) Clean Fill – Only if required at Landfill.	Per tonne – including landfill levy.	41.25	42.25
Putrescible Waste & Inert Waste	Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$51.30 per tonne)	163.75	168.00
Dead Animals  Less than 30kg. Ex Vets	Per animal Per bag (max 30kg)	13.10 13.10	13.40 13.40
Prescribed Waste  Commercial Asbestos – Emergency situation only  Commercial Asbestos – Emergency situation only  Low Level Contaminated Soil. Low Level Contaminated Soil.	Minimum charge.  Per tonne.  Minimum charge. Per tonne. (Includes State Government Landfill Asbestos Prescribed Waste Levy \$30 per tonne)	Not Accepted Not Accepted Not Accepted Not Accepted	Not Accepted Not Accepted Not Accepted Not Accepted
Industrial Waste  Synthetic Mineral Fibre Wrapped - Domestic	Per cubic metre (m3)	30.00	30.00
Hazardous Waste  Asbestos – Domestic. Latrobe City Residents Non-Latrobe City Residents	Per m3 Per 20kg package (2) must be removed and deposited by the resident, otherwise prescribed waste rate.	40.00 40.00	50.00 50.00

(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.



			<b>CITY DEVELOPMENT</b>	
			<i>Health Services</i>	
SERVICE TYPE HEALTH SERVICES	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
<b>Septic Tanks – New Installations</b>				
Sand Filters.		625.30	640.00	
Aerated Treatment Plants.		625.30	640.00	
Sub Soil Absorption/other Approved Systems.		625.30	640.00	
Statutory Annual Assessment of Systems.		194.80	200.00	
Inspections.	<i>In excess of two.</i>	133.30	135.00	
Alteration – Major.		384.40	395.00	
Alteration – Minor.		168.10	175.00	
Search Fee.	<i>Maximum.</i>	61.50	63.00	
Conveyancing Enquiry.		207.10	215.00	
Extension to Septic Tank Application.	<i>More than two years old.</i>	322.90	330.00	
<b>Health Premises</b>				
New Annual Registration	<i>Commercial Hairdressing-Low</i>	492.00	505.00	
New Annual Registration	<i>Beauty Treatments-Medium</i>	492.00	505.00	
New Annual Registration	<i>Mobile Home Hair Dressing etc-Low</i>	225.50	230.00	
New Annual Registration	<i>Comm Skin Pen/Colonic-High</i>	502.30	515.00	
New Annual Registration	<i>Ear-piercing Single Use-Medium</i>	276.80	285.00	
New Annual Registration	<i>Combination or 2 or more services</i>	502.30	515.00	
Renewal Annual Registration	<i>Commercial Hairdressing-Low</i>	379.30	390.00	
Renewal Annual Registration	<i>Beauty Treatments-Medium</i>	420.30	430.00	
Renewal Annual Registration	<i>Mobile Home Hair Dressing etc-Low</i>	174.30	180.00	
Renewal Annual Registration	<i>Comm Skin Pen/Colonic-High</i>	492.00	505.00	
Renewal Annual Registration	<i>Ear-piercing Single Use-Medium</i>	164.00	170.00	
Renewal Annual Registration	<i>Combination or 2 or more services</i>	492.00	505.00	
<b>Commercial Accommodation</b>				
New Registration.	<i>Includes motels and hostels.</i>	574.00	590.00	
Annual Renewal.	<i>Includes motels and hostels.</i>	507.40	520.00	
<b>Late Payment of Annual Registration Fee</b>				
Accommodation/Food/Health Premises.	<i>If not paid after one month from due date</i>	50% of Annual Renewal Fee	50% of Annual Renewal Fee	

			<b>CITY DEVELOPMENT</b>	
			<i>Health Services</i>	
SERVICE TYPE HEALTH SERVICES		BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
<b>Caravan Parks and Movable Homes</b> <i>(Statutory Fee)</i>	Government Fee determination under the	<i>Triennium Fees</i> 1-25 sites	231.00	TBA
	Statutory fees council cannot amend the fee set under the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	26-50 sites	462.00	TBA
		51-100 sites	924.00	TBA
		101-150 sites	1,400.00	TBA
<b>Transfer of Registration</b>	Food Process within 5 Days.	<i>Maximum.</i>	415.10	425.00
	Food Process within 10 Days.	<i>Maximum.</i>	358.80	370.00
	Health Process within 5 Days.	<i>Maximum.</i>	215.30	220.00
	Health Process within 10 Days.	<i>Maximum.</i>	158.90	165.00
<b>Plan Approval Fee</b>	Non compulsory inspection – Food Premises.	<i>Per hour</i>	123.00	126.00
	Health Premises.	<i>Per hour</i>	97.40	100.00
<b>Food &amp; Water Sample Administration Fee</b>	Sample administration fee	<i>2<sup>nd</sup> non compliant follow up.</i>	189.60	195.00

			<b>CITY DEVELOPMENT</b>	
			<i>Health Services</i>	
SERVICE TYPE HEALTH SERVICES	BASIS		2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
<b>COMMERCIAL FOOD PREMISES</b>				
Class 1 (Full Time)	New	Hospitals / Nursing Homes	697.00	715.00
	Renewal		635.50	650.00
Class 2A (Full Time)	New	Restaurants, Fast Food, Deli's	666.30	680.00
	Renewal		609.90	625.00
Class 2B (Part Time)	New	Supermarkets / Large Manufacturers	1,301.80	1,335.00
	Renewal		1,060.90	1,080.00
Class 3A (Full Time)	New	Minimal unpacked potential hazardous foods	440.80	450.00
	Renewal		389.50	400.00
Class 3B (Part Time)	New	Minimal unpacked potential hazardous foods	384.40	390.00
	Renewal		338.30	345.00
Class 4 Low Risk Packaged	New	Water Carters	164.00	165.00
	Renewal		133.30	135.00
Additional Inspection Fee (non compliance after 2 visits)	New	Food is secondary activity (e.g. Movie Theatre)	328.00	335.00
	Renewal		256.30	260.00
Class 1 (Full Time)	New	Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.	Exempt	Exempt
	Renewal		Exempt	Exempt
<b>Additional Inspection Fee (non compliance after 2 visits)</b>				
Class 1 (Full Time)		Per Hour (Minimum)	179.40	185.00
Class 2A (Full Time)		Per Hour (Minimum)	158.90	160.00
Class 2B (Part Time)		Per Hour (Minimum)	153.80	160.00
Class 3A (Full Time)		Per Hour (Minimum)	133.30	135.00
Class 3B (Part Time)		Per Hour (Minimum)	107.60	110.00

			<b>CITY DEVELOPMENT</b>		
<b>SERVICE TYPE LOCAL LAWS</b>			<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>Local Laws 2016/17 \$ (GST Inc)</b>
<b>Parking</b> (In accordance with Road Safety Act 1986)	Parking Infringements.	Section 1 <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	76.00-152.00	TBA	
<b>Dog &amp; Cat Registration Fees</b> (In accordance with Domestic Animal Act 1994)	Full Registration Pensioner Concession	<i>Per Animal</i> <i>Per Animal</i>	38.00 19.00	39.00 19.50	
		<i>Where Microchipped and Desexed or Microchipped and Registered with applicable organisations as defined by the Domestic Animal Act 1994</i>			
	Domestic Animal Business.	<i>Per annum</i>	205.00	210.10	
	Dangerous, Menacing or renewals only for Restricted Dog Breeds	<i>Full registration per animal</i>	120.00	123.00	
<b>Dog &amp; Cat Infringements</b> (In accordance with Domestic Animal Act 1994)		Section 1 <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	76-303	TBA	
<b>Pound Release Fees – Domestic Animals</b>	Dog or cat release (where owner is identifiable by Council) Dog or cat release (where owner is unidentifiable by Council)	<i>Per animal plus charges below</i> <i>Per animal plus charges below</i>	31.00 105.00	31.80 107.60	
<b>*In Addition to Release Fees – Where Applicable</b> (In accordance with Domestic Animal Act 1994)	Subsequent Releases Food and keep fees Male dog desexing Female dog desexing Male cat desexing Female cat desexing Dog or cat microchipping	<i>Per animal</i> <i>Per animal per day</i> <i>Per animal</i> <i>Per animal</i> <i>Per animal</i> <i>Per animal</i> <i>Per animal</i>	113.00 15.00 185.00 300.00 100.00 180.00 55.00	115.80 15.40 189.60 307.50 102.50 184.50 56.40	
<b>Animal Sales</b> (In accordance with Domestic Animal Act 1994)	Cat sale (including desexing fee) Dog sale (including desexing fee) Dog or cat sale (already desexed)	<i>Per animal</i> <i>Per animal</i> <i>Per animal</i>	200.00 350.00 155.00	205.00 358.80 158.90	



			<b>CITY DEVELOPMENT</b>	
			<i>Local Laws</i>	
<b>SERVICE TYPE LOCAL LAWS</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>	
<b>Livestock</b>				
Pound Release Large (horse, cow, bull, etc).	<i>Per animal</i>	165.00	169.10	
Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	90.00	92.30	
Food and Keep Fees.	<i>Per animal per day.</i>	25.00	25.60	
Livestock Infringements	<i>Penalties will be applied as per the livestock act.</i>	295.00-590.00	TBA	
Livestock attendance for VicRoads	<i>Per Attendance</i>	565.00	579.10	
<b>Other Fees/Infringements</b>				
Disabled Parking First Permit.	<i>Each</i>	No Charge	No Charge	
Disabled Parking Additional Permits.	<i>Each.</i>	5.00	5.10	
Dog/Cat Replacements Tag.	<i>Each.</i>	3.00	3.10	
Shopping Trolley Release Fee.	<i>Per trolley</i>	160.00	164.00	
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act	<i>Per vehicle</i>	615.00	630.40	
	<i>Plus tow fee per vehicle if applicable</i>	240.00	246.00	
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle</i>	325.00	333.10	
	<i>Plus standard tow fee per vehicle</i>	150.00	153.80	
	<i>Plus immediate tow fee per vehicle</i>	260.00	266.50	
	<i>Plus weekly storage fee</i>	12.00	12.30	
School Crossing Flags.	<i>Per set.</i>	85.00	87.10	
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>	2,250.50	TBA	

<b>CITY DEVELOPMENT</b>			<b>Local Laws</b>	
<b>SERVICE TYPE LOCAL LAWS</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>	
<b>Other Fees/Infringements</b>				
Litter Infringement. (In accordance with the Environment Protection Act 1970)	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	295.00-1,180.00		TBA
Local Laws Permit.	<i>All Clauses otherwise specified</i>	50.00		51.30
Local Law Infringements. (Local Law No 2)	<i>Per penalty unit</i>	105.00		100.00
Temporary outdoor eating facilities	<i>Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs.</i>	140.00		143.50
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>	280.00		287.00
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2.</i>	400.00		410.00
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>	310.00		317.80



<b>CITY DEVELOPMENT</b>			
<i>Building Developments</i>			
SERVICE TYPE BUILDING PERMITS/FEEs	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (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>	400.00	410.00
Building File Search Fee	<i>Linked to statutory fee set by regulation 327</i>	50.00	50.00
Report and Consent	<i>Each</i>	240.00	250.00
First	<i>Each</i>	120.00	125.00
Additional	<i>Treated as a Report and Consent</i>	240.00	250.00
Temporary Structure Siting Approvals	<i>Treated as a Report and Consent</i>	240.00	250.00
Pope – Occupancy Permits			

\*NOTE 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.

<b>CITY DEVELOPMENT</b>			
		<i>Statutory Planning</i>	
SERVICE TYPE	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
<p>Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2000 and the Subdivision (Permit and Certification Fees) Regulations, but are not a complete representation of the Regulations. Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt). * NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.</p>			
<b>PLANNING PERMITS</b>			
<b>Planning Permit Application - Use Only</b>		<i>Statutory State Government Fees</i>	514.60
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:	\$10,001 - \$100,000.	<i>Statutory State Government Fees</i>	245.00
	More Than \$100,000.	<i>Statutory State Government Fees</i>	502.30
		502.00	
To develop land (other than 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>	104.60
	\$10,001 to \$250,000.	<i>Statutory State Government Fees</i>	619.10
	\$250,001 to \$500,000.	<i>Statutory State Government Fees</i>	724.70
	\$500,001 to \$1,000,000.	<i>Statutory State Government Fees</i>	835.40
	\$1,000,001 to \$7,000,000.	<i>Statutory State Government Fees</i>	1,181.80
	\$7,000,001 to \$10,000,000.	<i>Statutory State Government Fees</i>	4,957.90
	\$10,000,001 to \$50,000,000. More Than \$50,000,000.	<i>Statutory State Government Fees</i>	8,265.60 16,533.30
<b>Subdivision</b>	To Subdivide an Existing Building.	<i>Statutory State Government Fees</i>	395.70
	To Subdivide Land into Two Lots.	<i>Statutory State Government Fees</i>	395.70
	To effect a realignment of a common boundary between lots	<i>Statutory State Government Fees</i>	395.70
	Consolidate two or more lots.	<i>Statutory State Government Fees</i>	395.70
	To Subdivide Land.	<i>Statutory State Government Fees</i>	800.50
	To remove a restriction (within the meaning of the Subdivision Act 1988) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the Planning and Environment Act 1987 but for the existence of the restriction.	<i>Statutory State Government Fees</i>	255.20

<b>CITY DEVELOPMENT</b>			
		<i>Statutory Planning</i>	
<b>SERVICE TYPE</b>		<b>2015/16</b>	<b>2016/17</b>
<b>PLANNING PERMITS</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Subdivision</b>			
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or to create or remove a right of way.	Statutory State Government Fees	541.00	554.50
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.	Statutory State Government Fees	404.00	414.10
Supervision of Works.		2.5% of value of works	2.5% of value of works
Checking of Engineering Plans.		2.5% of value of works	2.5% of value of works
<b>To Amend an Application</b>			
To amend an application for a permit after notice of the application has been given under Section 52.	Statutory State Government Fees	102.00	104.60
<b>To Amend a Permit</b>			
To amend an application to amend a permit after late notice of the application has been given under Section 52.	Statutory State Government Fees	102.00	104.60
To amend a permit to use land if that amendment is to change the use for which the land may be used.	Statutory State Government Fees	502.00	502.00
To change a statement of what the permit allows;	Statutory State Government Fees	502.00	502.00
To change any of all of the conditions which apply to the permit;	Statutory State Government Fees	502.00	502.00
In any way not otherwise provided for in this regulation.	Statutory State Government Fees	502.00	502.00
To amend a permit to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of an additional development to be permitted by the amendment is:	Statutory State Government Fees		
	\$10,000 - \$100,000.	239.00	239.00
	> \$100,000.	490.00	490.00

<b>CITY DEVELOPMENT</b>			
		<i>Statutory Planning</i>	
<b>SERVICE TYPE PLANNING PERMITS</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
<b>To Amend A Permit (Continued)</b>			
To amend a permit to develop land if the estimated cost of any additional development to be permitted by the amendment is \$10,000 or less.	<i>Statutory State Government Fees</i>	102.00	102.00
To amend a permit if the estimated cost of any additional development to be permitted by the amendment is:	<i>Statutory State Government Fees</i> > \$10,001 to \$250,000;	604.00	604.00
	> \$250,001 to \$500,000;	707.00	707.00
	> \$500,001	815.00	815.00
To amend a permit to: Subdivide an existing building; Subdivide land into two lots; Effect a realignment of a common boundary Consolidate two or more lots.	<i>Statutory State Government Fees</i>	386.00	386.00
<b>Combined Permit Applications Certification</b>			
An application to certify a plan.	<i>Statutory State Government Fees</i> <i>Application fee plus amount per lot</i>	100.00	100.00
		20.00	20.00
Procedural.	<i>Exempt subdivisions, consolidations etc.</i>	100.00	100.00
Recertification.		100.00	100.00
<b>Certificates of Compliance</b>			
The fee for a certificate under Section 97N.	<i>Statutory State Government Fees</i>	147.00	147.00
<b>Satisfaction Matters</b>			
The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or referral authority.	<i>Statutory State Government Fees</i>	102.00	102.00
<b>Administration Charges</b>			
Extend the Expiry Date of a Permit.	<i>Per permit</i>	134.50	137.90
Search for and Provide a copy of a permit	<i>Per permit</i>	134.50	137.90
Liquor Licence Applicant Information Requests	<i>Per application</i>	59.85	61.35
Written response to planning queries	<i>Per response</i>	59.85	61.35
	<i>This figure is based on average of Council fees across Gippsland</i>		
Secondary Consent	<i>Per permit</i>	104.55	107.15
Public Notification on behalf of Applicant.	<i>Standard administration fee</i>	33.60	34.40

			<b>CITY DEVELOPMENT</b>	
			<i>Statutory Planning</i>	
SERVICE TYPE PLANNING PERMITS	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
Photocopying Charges on Behalf of Applicant	<i>Black &amp; White A4 per sheet</i>	0.25	0.25	
	<i>Colour A4 per sheet</i>	1.20	1.20	
	<i>Black and White A3 per sheet</i>	0.50	0.50	
	<i>Colour A3 per sheet</i>	1.55	1.55	
	<i>Black &amp; White AO1 per sheet</i>	8.40	8.60	
	<i>Colour AO1 per sheet</i>	10.55	10.85	
	<i>Black &amp; White A1 per sheet</i>	6.85	7.05	
	<i>Colour A1 per sheet</i>	8.40	8.60	
	<i>Black &amp; White A2 per sheet (plotter)</i>	5.25	5.35	
	<i>Colour A2 per sheet (plotter)</i>	6.35	6.55	

\*NOTE 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.

			CITY DEVELOPMENT	
			Strategic Planning	
SERVICE TYPE		BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
AMENDMENTS TO PLANNING SCHEMES				
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.	Statutory State Government Fees	798.00	798.00
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.	Statutory State Government Fees	798.00	798.00
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.	Statutory State Government Fees	524.00	524.00
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.	Statutory State Government Fees	798.00	798.00



			CITY DEVELOPMENT	
			Strategic Planning	
SERVICE TYPE	BASIS	2015/16	2016/17	
AMENDMENTS TO PLANNING SCHEMES		\$ (GST Inc)	\$ (GST Inc)	
<b>Combined Permit Application &amp; Planning Scheme Amendment</b>				
The fee for an application for a planning permit combined with a request for amendment of a planning scheme, made in accordance with Section 96a, is the sum arrived at by adding the higher of the fees plus 50% of the lower of the fees which would have applied if separate application had been made.				
If the application for a planning permit is for any combination of use, development other than subdivision, subdivision and any matter referred to in Classes 16, 17 or 18, the fee for the planning permit for the purpose of this calculation is the higher of the fees which would have applied if separate application for planning permits had been made.				
<b>Administration Charges</b>				
General written advice of planning scheme amendment histories.		62.00	62.00	
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.	Full fee recovery of government charges	Various	Various	

\*NOTE 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.

<b>CITY DEVELOPMENT</b>				
<i>Latrobe Regional Gallery</i>				
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2015/16</b>	<b>2016/17</b>
<b>LATROBE REGIONAL GALLERY</b>			<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Community Access Gallery</b>	Commercial Rental.	<i>Per week.</i>	292.00	299.30
	Community Rental.	<i>Per week.</i>	162.00	166.10
	Bond.		185.00	189.60
<b>Meeting Room :</b> Room with board table	Commercial Rental	<i>Half day.</i>	105.00	107.60
		<i>Full day.</i>	185.00	189.60
	Community Rental	<i>Half day.</i>	49.00	50.20
		<i>Full day.</i>	93.00	95.30
<b>Meeting Room 2 - Friends Room:</b> Room with kitchen table and lounge	Commercial Rental	<i>Half day.</i>	105.00	107.60
		<i>Full day.</i>	185.00	189.60
	Community Rental	<i>Half day.</i>	49.00	50.20
		<i>Full day.</i>	93.00	95.30
<b>Studio Workshop - Commercial</b>	Rental.	<i>Half day</i>	105.00	107.60
		<i>Full day.</i>	224.00	229.60
		<i>Evening.</i>	279.00	286.00
<b>Studio Workshop - Community</b>	Rental.	<i>Half day.</i>	49.00	50.20
		<i>Full day.</i>	103.00	105.60
		<i>Evening.</i>	142.00	145.60

<b>CITY DEVELOPMENT</b>						
<i>Performing Arts Centre</i>						
<b>SERVICE TYPE</b>	<b>BASIS</b>	<b>2015/16</b>		<b>2016/17</b>		
<b>PERFORMING ARTS CENTRE</b>		<b>\$ (GST Inc)</b>		<b>\$ (GST Inc)</b>		
<b>Performing Arts Centre - Commercial Rate</b>						
<i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>						
Town Hall	<i>8am – 5pm daytime – per hour.</i>		104.00		106.00	
	<i>5pm–midnight –evening –per session.</i>		998.00		1,023.00	
	<i>8am–midnight –all day –per session.</i>		1,612.00		1,652.00	
	<i>Weekly hire rate (5-7 days)</i>		6,414.00		6,574.00	
Little Theatre	<i>8am – 5pm daytime – per hour.</i>		52.00		53.00	
	<i>5pm–midnight –evening –per session.</i>		504.00		517.00	
	<i>8am–midnight –all day –per session.</i>		814.00		834.00	
	<i>Weekly hire rate (5-7 days)</i>		3,125.00		3,203.00	
Whole Complex	<i>8am – 5pm daytime – per hour.</i>		148.00		152.00	
	<i>5pm–midnight –evening –per session.</i>		1,377.00		1,410.00	
	<i>8am–midnight –all day –per session.</i>		2,185.00		2,240.00	
	<i>Weekly hire rate (5-7 days)</i>		8,825.00		9,045.00	
<b>Performing Arts Centre - Community Rate</b>						
<i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events, Meetings)</i>						
Town Hall	<i>8am – 5pm daytime – per hour.</i>		*Peak 76.00	*Off Peak 39.00	*Peak 77.90	*Off Peak 40.00
	<i>5pm–midnight –evening –per session.</i>		630.00	325.00	645.80	333.10
	<i>8am–midnight –all day –per session.</i>		763.00	508.00	782.10	520.70
	<i>Weekly hire rate (5-7 days)</i>		4,684.00	N/A	4,801.10	N/A
Little Theatre	<i>8am – 5pm daytime – per hour.</i>		40.00	22.00	41.00	22.60
	<i>5pm–midnight –evening –per session.</i>		368.00	190.00	377.20	194.80
	<i>8am – midnight – all day – per session.</i>		519.00	259.00	532.00	265.50
	<i>Weekly hire rate (5-7 days)</i>		2,469.00	N/A	2,530.70	N/A
Whole Complex	<i>8am – 5pm daytime – per hour.</i>		96.00	49.00	100.50	50.20
	<i>5pm–midnight –evening –per session.</i>		899.00	450.00	921.50	461.30
	<i>8am–midnight –all day –per session.</i>		1,591.00	795.00	1,630.80	814.90
	<i>Weekly hire rate (5-7 days)</i>		6,354.00	N/A	6,512.90	N/A

			<b>CITY DEVELOPMENT</b>	
			<i>Community Halls</i>	
SERVICE TYPE COMMUNITY HALLS	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
<b>Kernot Hall – Commercial Rate</b> <i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>	Hall 1.	<i>8am – 5pm – daytime – per hour.</i>	89.00	91.20
		<i>5pm –midnight –evening –per session.</i>	893.00	915.30
		<i>8am –midnight –all day –per session.</i>	1,387.00	1,421.70
		<i>Weekly hire rate.</i>	5,521.00	5,659.00
	Hall 2.	<i>8am – 5pm – daytime – per hour.</i>	46.00	47.20
		<i>5pm –midnight –evening –per session.</i>	470.00	481.80
		<i>8am –midnight –all day –per session.</i>	699.00	716.50
		<i>Weekly hire rate.</i>	2,763.00	2,832.10
	Whole Hall.	<i>8am – 5pm – daytime – per hour.</i>	136.00	139.40
		<i>5pm –midnight –evening –per session.</i>	1,192.00	1,221.80
		<i>8am –midnight –all day –per session.</i>	1,844.00	1,890.10
		<i>Weekly hire rate.</i>	7,470.00	7,656.80
Whole Complex.	<i>8am – 5pm – daytime – per hour.</i>	168.00	172.20	
	<i>5pm –midnight –evening –per session.</i>	1,629.00	1,669.70	
	<i>8am –midnight –all day –per session.</i>	2,642.00	2,708.10	
	<i>Weekly hire rate.</i>	10,222.00	10,477.60	
Foyer.	<i>8am – 5pm – daytime – per hour.</i>	69.00	70.70	
	<i>5pm –midnight –evening –per session.</i>	563.00	577.10	
	<i>8am –midnight –all day –per session.</i>	940.00	963.50	
Kitchen.	<i>8am – 5pm – daytime – per hour.</i>	42.00	43.10	
	<i>5pm –midnight –evening –per session.</i>	272.00	278.80	
	<i>8am –midnight –all day –per session.</i>	436.00	446.90	

<b>CITY DEVELOPMENT</b>						
<i>Community Halls</i>						
SERVICE TYPE COMMUNITY HALLS	BASIS	2015/16 \$ (GST Inc)		2016/17 \$ (GST Inc)		
		* Peak	* Off Peak	* Peak	* Off Peak	
<b>Kernot Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events, Meetings)</i>	Hall 1.	<i>8am – 5pm – daytime – per hour.</i>	64.00	32.00	65.60	32.80
		<i>5pm –midnight –evening –per session.</i>	568.00	282.00	582.20	289.10
		<i>8am –midnight –all day –per session.</i>	894.00	444.00	916.40	455.10
	Hall 2.	<i>8am – 5pm – daytime – per hour.</i>	38.00	21.00	39.00	21.50
		<i>5pm –midnight –evening –per session.</i>	310.00	158.00	317.80	162.00
		<i>8am –midnight –all day –per session.</i>	460.00	227.00	471.50	232.70
	Whole Hall.	<i>8am – 5pm – daytime – per hour.</i>	82.00	41.00	84.10	42.00
		<i>5pm –midnight –evening –per session.</i>	780.00	389.00	799.50	398.70
		<i>8am –midnight –all day –per session.</i>	1,271.00	636.00	1,302.80	651.90
	Whole Complex.	<i>8am – 5pm – daytime – per hour.</i>	120.00	60.00	123.00	61.50
		<i>5pm –midnight –evening –per session.</i>	1,066.00	536.00	1,092.70	549.40
		<i>8am –midnight –all day –per session.</i>	1,655.00	828.00	1,696.40	848.70
<i>Weekly hire rate (5-7days)</i>		4,150.00	N/A	4,253.80	N/A	
Foyer.	<i>8am – 5pm – daytime – per hour.</i>	46.00	26.00	47.20	26.70	
	<i>5pm –midnight –evening –per session.</i>	358.00	178.00	367.00	182.50	
	<i>8am –midnight –all day –per session.</i>	630.00	316.00	645.80	323.90	
Kitchen.	<i>8am – 5pm – daytime – per hour.</i>	26.00	14.00	26.70	14.40	
	<i>5pm –midnight –evening –per session.</i>	184.00	92.00	188.60	94.30	
	<i>8am –midnight –all day –per session.</i>	289.00	148.00	296.20	151.70	

			<b>CITY DEVELOPMENT</b>					
			<i>Community Halls</i>					
SERVICE TYPE COMMUNITY HALLS	BASIS	2015/16 \$ (GST Inc)			2016/17 \$ (GST Inc)			
<b>Moe Town Hall – Commercial Rate</b> <i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>	Main Hall.	8am – 5pm – daytime – per hour.			84.00	86.10		
		5pm –midnight –evening –per session.			783.00	802.60		
		8am –midnight –all day –per session.			1,140.00	1,168.50		
	Exhibition Hall.	8am – 5pm – daytime – per hour.			57.00	58.40		
		5pm –midnight –evening –per session.			388.00	397.70		
		8am –midnight –all day –per session.			562.00	576.10		
	Whole Complex.	8am – 5pm – daytime – per hour.			136.00	139.40		
		5pm –midnight –evening –per session.			1,087.00	1,114.20		
		8am –midnight –all day –per session.			1,629.00	1,669.70		
<b>Moe Town Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events and Meetings)</i>	Main Hall.	8am – 5pm – daytime – per hour.	* Peak	*Off Peak	* Peak	*Off Peak		
		5pm –midnight –evening –per session.	61.00	32.00	62.50	32.80		
		8am –midnight –all day –per session.	519.00	254.00	532.00	260.40		
	Exhibition Hall.	8am – 5pm – daytime – per hour.	746.00	373.00	764.70	382.30		
		5pm –midnight –evening –per session.	38.00	20.00	39.00	20.50		
		8am –midnight –all day –per session.	252.00	126.00	258.30	129.20		
	Whole Complex.	8am – 5pm – daytime – per hour.	373.00	138.00	382.30	141.50		
		5pm –midnight –evening –per session.	76.00	38.00	77.90	39.00		
		8am –midnight –all day –per session.	714.00	358.00	731.90	367.00		
			Weekly hire rate.	1,045.00	520.00	1,071.10	533.00	
				3,100.00	N/A	3,177.50	N/A	
	<b>Newborough Public Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings)</i>			* Peak	*Off Peak	* Peak	*Off Peak	
8am – 5pm – daytime – per hour.		31.00	18.00	31.80	18.50			
5pm –midnight –evening –per session.		254.00	134.00	260.40	137.40			
<b>Ronald Reserve Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	Per hour.		18.00	18.00	18.50	18.50		
	<b>Churchill Community Hall – Community Rate</b> <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>		18.00	18.00	18.50	18.50		



<b>CITY DEVELOPMENT</b>							
<i>Community Halls</i>							
SERVICE TYPE COMMUNITY HALLS	BASIS	2015/16 \$ (GST Inc)		2016/17 \$ (GST Inc)			
		* Peak	* Off Peak	* Peak	* Off Peak		
Traralgon Court House – Court Room	Community Rate	<i>Per day (8am - 5pm)</i>		56.00	29.00	57.40	29.70
	Commercial Rate	<i>Per day (8am - 5pm)</i>		86.00	N/A	88.20	N/A
<b>Loy Yang Power Latrobe Community Sound Shell – Commercial Rate</b>							
Hire	<i>Plus clean up costs.</i>			316.00		323.90	
Bond/Deposit	<i>Refunded after satisfactory clean up.</i>			578.00		592.50	
<b>Loy Yang Power Latrobe Community Sound Shell - Community Rate</b>							
Daytime	<i>Usage – up to 5.00pm.</i>			No Charge		No Charge	
Evening	<i>Usage – after 5.00pm.</i>			No Charge		No Charge	
Bond/Deposit	<i>Refunded after satisfactory clean up.</i>			274.00		280.90	
<b>Traralgon East Community Centre</b>							
Hall Hire	<i>Per hour.</i>			18.00		18.50	
<b>Kath Teychenne Centre – Meeting Room</b>							
ity and Not For Profit Groups.	<i>Per hour</i>			No Charge		No Charge	
Commercial.	<i>Per hour</i>			28.00		28.70	

<b>CITY DEVELOPMENT</b>			
		<i>Community Halls</i>	
<b>SERVICE TYPE COMMUNITY HALLS</b>	<b>BASIS</b>	<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
<b>Lighting</b>			
<b>Standard</b>			
Kernot Hall & Moe Town Hall (Standard Rig Open White)	<i>Initial 1-3 shows per season</i>	140.00	143.50
Kernot Hall & Moe Town Hall (Standard Rig Open White)	<i>Subsequent 4th-6th show per season</i>	136.00	139.40
Kernot Hall & Moe Town Hall (Standard Rig Open White)	<i>Subsequent 7th+ show per season</i>	134.00	137.40
Kernot Hall & Moe Town Hall (Standard Rig Colour-2 specials)	<i>Initial 1-3 shows per season</i>	168.00	172.20
Kernot Hall & Moe Town Hall (Standard Rig Colour-2 specials)	<i>Subsequent 4th-6th show per season</i>	163.00	167.10
Kernot Hall & Moe Town Hall (Standard Rig Colour-2 specials)	<i>Subsequent 7th+ show per season</i>	160.00	164.00
Loy Yang Power Latrobe Community Sound Shell (Standard Rig)	<i>Per session</i>	751.00	769.80
Performing Arts Centre (Standard Rig White/Colour-2 specials)	<i>Initial 1-3 shows per season + Technician fees</i>	210.00	215.30
Performing Arts Centre (Standard Rig White/Colour-2 specials)	<i>Subsequent 4th-6th show per season+ Technician fees</i>	204.00	209.10
Performing Arts Centre (Standard Rig White/Colour-2 specials)	<i>Subsequent 7th+ show per season+ Technician fees</i>	200.00	205.00
<b>Non Standard</b>			
Performing Arts Centre	<i>Initial 1-3 shows per season + Technician Fees</i>	264.00	270.60
Performing Arts Centre	<i>Subsequent 4th-6th show per season+ Technician fees</i>	256.00	262.40
Performing Arts Centre	<i>Subsequent 7th+ show per season+ Technician fees</i>	251.00	257.30
Technician Fees	<i>2 x Technicians per hour (min 3 hours)</i>	84.00	86.10
Portable 6 x 400 watt lights	<i>Per Day (Including 3 hours of Technician)</i>	242.00	248.10
<b>Piano</b>			
Within hire period	<i>First session/day (includes tuning) subsequent usage per session/day.</i>	257.00 89.00	263.40 91.20
<b>Technician</b>			
Commercial (minimum 3 hours)	<i>Per technician per hour.</i>	48.00	49.20
Community (minimum 3 hours)	<i>Per technician per hour.</i>	42.00	43.10
<b>Front Of House</b>			
Commercial Usher/Merchandise Seller	<i>Per hour.</i>	42.00	43.10
Community Usher/Merchandise Seller	<i>Per hour.</i>	37.00	37.90
Front of House Manager	<i>Per hour.</i>	48.00	49.20

			<b>CITY DEVELOPMENT</b>	
			<i>Community Halls</i>	
SERVICE TYPE COMMUNITY HALLS	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)	
<b>Miscellaneous</b>				
Sale of Goods	<i>Payment in lieu of rates: (per day)</i>	168.00	172.20	
PA System	<i>All venues Initial 1-3 shows per season</i>	148.00	151.70	
PA System	<i>Subsequent 4th-6th show per season</i>	143.00	146.60	
PA System	<i>Subsequent 7th+ show per season</i>	140.00	143.50	
Penalty Rate	<i>After midnight – per hour.</i>	135.00	136.40	
Bond	<i>Per Event</i>	304.00	311.60	
Kiosk	<i>Per hour</i>	25.00	25.60	
Test and tag electrical equipment	<i>Per item</i>	8.50	8.70	
Folding tables – wooden	<i>Per item</i>	11.00	11.30	
Chairs – plastic	<i>Per item</i>	3.00	3.10	
Replacement salto disc	<i>Per item</i>	25.00	25.00	
Excess rubbish removal (> 3m <sup>2</sup> per hire)	<i>each additional 3m<sup>2</sup></i>	105.00	105.00	
<b>Hall Hirers Public/Products Liability Insurance</b> \$10m cover with \$250 excess (subject to policy terms & conditions)	Per hire up to 52 times per year	16.00	16.40	
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	35.00	35.90	
<b>Ticketing</b>				
Commercial - All Venues (Including Sounds)	<i>Per ticket sold.</i>	3.80	3.90	
	<i>Per complimentary ticket issued.</i>	0.70	0.70	
	<i>Credit card transactions.</i>	Bank Fee	Bank Fee	
Community - All Venues	<i>Per ticket sold.</i>	2.80	2.90	
	<i>Per complimentary ticket issued.</i>	0.70	0.70	
	<i>Credit card transactions.</i>	No Charge	No Charge	
<b>Ticket Printing</b>				
Venue	<i>Less than 250 seats</i>	152.00	155.80	
Venue	<i>251- 520 seats</i>	254.00	260.40	
Venue	<i>Greater than 521 seats</i>	314.00	321.90	
<b>Merchandise Commission</b>				
Commercial - All Venues	<i>Total Sales</i>	12.50%	12.50%	

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

<b>CITY DEVELOPMENT</b>			
<i>Latrobe Regional Airport</i>			
SERVICE TYPE LATROBE REGIONAL AIRPORT	BASIS	2015/16 \$ (GST Inc)	2016/17 \$ (GST Inc)
<b>Airport Annual Licence Fees</b>  <div style="margin-left: 100px;">                     Recreational                      Light Commercial                      Commercial                 </div>		  142.30 709.50 1,421.20	  145.90 727.20 1,456.70

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2015/16 fees may be subject to amendment following that process.

<b>PLANNING &amp; ECONOMIC SUSTAINABILITY</b>			
<i>Visitor Information Centre</i>			
<b>SERVICE TYPE</b>		<b>2015/16</b>	<b>2016/17</b>
<b>VISITORS INFORMATION CENTRE</b>	<b>BASIS</b>	<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Brochure Racking Fee</b>	Operators within Gippsland region wishing to display their brochure in the visitor centre	Annual	-
		85.00	87.00
<b>Public Internet Printing</b>	Black and White A4	Per page	0.30
	Colour A4	Per page	1.30
<b>Photocopying</b>	Black and White A4	Per page	0.30
	Colour A4	Per page	1.30
<b>Fax</b>	1st Page	Per page	2.70
	Additional Pages	Per page	1.00

		<b>CORPORATE SERVICES</b>		
		<i>Contracts &amp; Tendering</i>		
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2015/16</b>	<b>2016/17</b>
<b>CONTRACTS TENDERING</b>			<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Tender Documentation</b>	Refundable Fee for hard copy Tender Documents	<i>Per tender</i>	55.00	56.40



<b>CORPORATE SERVICES</b>				
<b>SERVICE TYPE</b>		<b>BASIS</b>	<i>Property &amp; Legal</i>	
<b>PROPERTY AND LEGAL</b>			<b>2015/16</b> \$ (GST Inc)	<b>2016/17</b> \$ (GST Inc)
<b>Property and Legal</b>				
	Sale of Land Application Fee.	<i>Per application</i>	143.50	150.00
	Road Discontinuance/Closure Application Fee.	<i>Per application</i>	143.50	150.00
	Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	70.70	75.00
<b>Off Street Car Parks</b>				
<b>Seymour Street Car Park (Traralgon)</b>				
	Car park space leases	<i>Per space per annum</i>	1,230.00	1,230.00
	After Hours Call out Fee – Seymour Street Car Park	<i>Per callout</i>	54.30	55.70
	Reissue of Permit Sticker Permit	<i>Per replacement permit sticker</i>	20.50	21.00
<b>Commercial Road Car Park (Morwell)</b>				
	Car park space leases	<i>Per space per annum</i>	808.70	828.90
	Reissue of Permit Sticker Permit	<i>Per replacement permit sticker</i>	20.50	21.00

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

<b>CORPORATE SERVICES</b>				
<b>SERVICE TYPE GOVERNANCE</b>		<b>BASIS</b>	<b>Governance</b>	
			<b>2015/16 \$ (GST Inc)</b>	<b>2016/17 \$ (GST Inc)</b>
Freedom of Information		Application Fee	Set by Freedom of Information (Access Charges) Regulations 2004	* As per regulations
		Access Charges	Set by Freedom of Information (Access Charges) Regulations 2004	As per regulations

## Draft 2016/2017 Budget Budget Process

### Budget processes

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the *Local Government Act 1989* ("The Act") and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2016/17 budget, which is included in this report, is for the year 1 July 2016 to 30 June 2017 and is prepared in accordance with the Act and Regulations. The budget includes financial statements being a budgeted Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ended 30 June 2017 in accordance with the Act and Regulations, and consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order to make an informed decision about the adoption of the budget.

In advance of preparing the budget, Officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. The preparation of the budget, within this broader context, begins with Officers preparing the operating and capital components of the annual budget from November through to December. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during January and February. A proposed budget is prepared in accordance with the Act and submitted to Council in March for approval in principle. Council is then required to give public notice that it intends to adopt the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days after adoption. The key dates for the budget process are summarised on the following page:

## Draft 2016/2017 Budget Budget Process

Budget process	Timing
1. Officers update Council's long term financial projections	Sep - Nov
2. Officers prepare operating and capital budgets	Nov - Jan
3. Council considers draft budgets at informal briefings	Feb
4. Council's Audit Committee review draft budget	Mar
5. Proposed budget submitted to Council for approval	Mar
6. Public notice advising intention to adopt budget	Mar
7. Budget available for public inspection and comment	Mar/Apr
8. Submissions period closes (28 days)	Apr
9. Submissions considered by Council/Committee	May
10. Budget and submissions presented to Council for adoption	May
11. Copy of adopted budget submitted to the Minister	June

# LATROBE CITY COUNCIL

## *DRAFT* STRATEGIC RESOURCE PLAN

### 2016-2020

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

## Comprehensive Income Statement

For the four years ending 30 June 2020

	2016/17 \$'000	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000
<b>Income</b>				
Rates and charges	74,568	76,952	79,409	81,941
Grants - Operating	22,756	22,825	22,997	23,171
Grants - Capital	7,045	13,842	12,957	5,192
Statutory Fees & Fines	1,932	1,980	2,030	2,081
User Charges	13,579	13,918	14,266	14,623
Contributions - Monetary	41	42	43	44
Contributions - Non-Monetary	3,000	3,000	3,000	3,000
Net gain on disposal of property, infrastructure, plant & equip.	0	0	0	0
Other Income	3,406	3,502	3,612	3,726
<b>Total income</b>	<b>126,327</b>	<b>136,061</b>	<b>138,314</b>	<b>133,778</b>
<b>Expenses</b>				
Employee costs	52,159	53,868	55,754	57,705
Materials and services	37,343	35,082	35,614	37,248
Bad and doubtful debts	15	15	16	17
Depreciation and amortisation	24,271	25,037	26,541	27,236
Borrowing Costs	918	878	939	904
Other Expenditure	3,137	3,206	3,277	3,350
<b>Total expenses</b>	<b>117,842</b>	<b>118,086</b>	<b>122,141</b>	<b>126,460</b>
<b>Surplus / (deficit) for the year</b>	<b>8,485</b>	<b>17,975</b>	<b>16,173</b>	<b>7,318</b>
<b>Other comprehensive income</b>				
Net Asset Revaluation movement	23,450	24,130	24,972	25,734
<b>Total comprehensive result</b>	<b>31,935</b>	<b>42,105</b>	<b>41,145</b>	<b>33,052</b>

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

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

## Key Assumptions

- The wage rate rise each year is 3.00% p.a. as per the current Enterprise Bargaining Agreement, which was renewed in 2015/16.
- Overall rates and charges will increase by 2.30% in 2016/17 raising total rates of \$74.568 million, including \$0.300 million generated from supplementary rates. General rates and municipal charge increase by 2.5% or \$1.300 million while garbage charges increase by \$7.00 per service which equates to 2.30% or \$0.240 million. In addition the State Government imposed Landfill levy increases by 2.56%. In the following 3 years rates are projected to increase by 2.5% per annum based on the current rate cap under the Fair Go Rate System.
- User charges will increase by 2.5 percent annually in accordance with CPI.
- Recurrent operating grants and contributions are increased by 1.5 percent annually (CPI less 1%) except where actual funding is already known.
- Materials and consumables will increase by 2.5 percent annually.
- Finance costs vary according to Council's loan repayment schedules and for new borrowings, an interest rate of 5.0 percent is assumed.
- Projected increases in net surplus from operations will primarily be used to meet the requirements in capital renewal to address the projected infrastructure gap.



## Balance Sheet

For the four years ending 30 June 2020

	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents	14,648	12,331	14,515	12,415
Trade and other receivables	8,405	9,064	9,252	8,974
Other financial assets	30,000	30,000	30,000	30,000
Financial Assets	2,460	2,522	2,585	2,649
<b>Total current assets</b>	<b>55,514</b>	<b>53,917</b>	<b>56,352</b>	<b>54,038</b>
<b>Non-current assets</b>				
Property, infrastructure, plant and equipment	1,205,261	1,247,748	1,286,804	1,317,070
Other financial assets	2	2	2	2
Intangible assets	505	2,760	1,656	552
<b>Total non-current assets</b>	<b>1,205,768</b>	<b>1,250,510</b>	<b>1,288,462</b>	<b>1,317,624</b>
<b>Total assets</b>	<b>1,261,282</b>	<b>1,304,428</b>	<b>1,344,814</b>	<b>1,371,662</b>
<b>Liabilities</b>				
<b>Current liabilities</b>				
Trade and other payables	13,838	13,707	13,935	14,426
Provisions	16,427	16,346	16,843	15,156
Interest bearing loans and borrowings	2,035	1,864	9,854	1,380
Trust funds & deposits	2,665	2,731	2,800	2,870
<b>Total current liabilities</b>	<b>34,964</b>	<b>34,648</b>	<b>43,432</b>	<b>33,831</b>
<b>Non-current liabilities</b>				
Provisions	12,550	11,770	8,181	6,743
Interest bearing loans and borrowings	16,215	18,352	12,397	17,232
<b>Total non-current liabilities</b>	<b>28,765</b>	<b>30,122</b>	<b>20,578</b>	<b>23,975</b>
<b>Total liabilities</b>	<b>63,729</b>	<b>64,770</b>	<b>64,010</b>	<b>57,806</b>
<b>Net Assets</b>	<b>1,197,553</b>	<b>1,239,658</b>	<b>1,280,804</b>	<b>1,313,856</b>
<b>Equity</b>				
Accumulated surplus	664,997	682,931	699,062	706,335
Asset revaluation reserve	530,219	554,349	579,321	605,055
Other Reserves	2,336	2,378	2,421	2,466
<b>Total equity</b>	<b>1,197,553</b>	<b>1,239,658</b>	<b>1,280,804</b>	<b>1,313,856</b>

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

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

## Statement of Changes in Equity

For the four years ending 30 June 2020

	Total \$'000	Accumulate d Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2016/17</b>				
Balance at beginning of the financial year	1,165,618	656,394	506,770	2,454
Surplus for the year	8,485	8,485	0	0
Net asset revaluation increment	23,450	0	23,450	0
Transfer to reserves	0	(41)	0	41
Transfer from reserves	0	159	0	(159)
<b>Balance at end of the financial year</b>	<b>1,197,553</b>	<b>664,997</b>	<b>530,219</b>	<b>2,336</b>
<b>2017/18</b>				
Balance at beginning of the financial year	1,197,553	664,997	530,219	2,336
Surplus for the year	17,975	17,975	0	0
Net asset revaluation increment	24,130	0	24,130	0
Transfer to reserves	0	(42)	0	42
Transfer from reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,239,656</b>	<b>682,930</b>	<b>554,349</b>	<b>2,378</b>
<b>2018/19</b>				
Balance at beginning of the financial year	1,239,658	682,931	554,349	2,378
Surplus for the year	16,173	16,173	0	0
Net asset revaluation increment	24,972	0	24,972	0
Transfer to reserves	0	(43)	0	43
Transfer from reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,280,802</b>	<b>699,061</b>	<b>579,321</b>	<b>2,421</b>
<b>2019/20</b>				
Balance at beginning of the financial year	1,280,804	699,062	579,321	2,421
Surplus for the year	7,318	7,318	0	0
Net asset revaluation increment	25,734	0	25,734	0
Transfer to reserves	0	(45)	0	45
Transfer from reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,313,856</b>	<b>706,335</b>	<b>605,055</b>	<b>2,466</b>

## Statement of Cash Flows

For the four years ending 30 June 2020

	2016/17 \$'000	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>				
Rates and charges	74,435	76,562	79,289	82,104
Grants - operating	22,657	22,751	23,005	23,262
Grants - capital	7,032	13,772	12,937	5,202
Statutory Fees & Fines	1,929	1,970	2,027	2,085
User Charges	13,555	13,848	14,245	14,652
Interest	1,412	1,454	1,518	1,586
Contributions - monetary	41	42	43	44
Other Receipts	2,046	1,988	2,045	2,104
Employee costs	(52,639)	(55,041)	(56,604)	(57,960)
Materials and services	(41,424)	(37,723)	(37,690)	(39,693)
Trust Funds and Deposits	65	67	68	70
Other Payments	(3,126)	(3,206)	(3,277)	(3,350)
<b>Net cash from operating activities</b>	<b>25,983</b>	<b>36,485</b>	<b>37,608</b>	<b>30,106</b>
<b>Cash flows from investing activities</b>				
Proceeds from property, plant and equipment	747	600	600	600
Proceeds from sale of investments	0	0	0	0
Payments for property, plant and equipment	(31,851)	(40,490)	(37,121)	(28,263)
<b>Net cash used in investing activities</b>	<b>(31,104)</b>	<b>(39,890)</b>	<b>(36,521)</b>	<b>(27,663)</b>
<b>Cash flows from financing activities</b>				
Finance costs	(918)	(878)	(939)	(904)
Proceeds from borrowings	2,100	4,000	3,900	3,000
Repayment of borrowings	(1,883)	(2,035)	(1,864)	(6,640)
<b>Net cash provided by (used in) financing activities</b>	<b>(701)</b>	<b>1,087</b>	<b>1,097</b>	<b>(4,544)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	<b>(5,822)</b>	<b>(2,319)</b>	<b>2,184</b>	<b>(2,101)</b>
Cash & cash equivalents at beginning of year	20,469	14,648	12,329	14,513
<b>Cash &amp; cash equivalents at end of year</b>	<b>14,648</b>	<b>12,329</b>	<b>14,513</b>	<b>12,412</b>

The Standard Cash Flow Statement shows the expected movement in cash over the next four years.

- The net cash flows from operating activities shows the expected cash available after providing services to the community. Surplus funds have been allocated to fund ongoing capital requirements.
- The decrease in the 'cash held' forecast in 2016/17 is principally a result of grant funding received in one financial year to be spent in the following year, together with capital projects commenced in one year and completed the next.

## Statement of Capital Works

For the four years ending 30 June 2020

	2016/17 \$'000	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000
<b>Property</b>				
Land	0	0	0	0
Buildings	7,559	16,150	17,767	3,621
Heritage Buildings	0	0	0	0
<b>Total Property</b>	<b>7,559</b>	<b>16,150</b>	<b>17,767</b>	<b>3,621</b>
<b>Plant and Equipment</b>				
Plant, Machinery & Equipment	1,672	2,120	2,120	2,120
Fixtures, Fittings & Furniture	10	10	10	10
Computers & Telecommunications	624	658	683	600
Artworks	15	15	15	15
<b>Total Plant and Equipment</b>	<b>2,321</b>	<b>2,803</b>	<b>2,828</b>	<b>2,745</b>
<b>Infrastructure</b>				
Roads	14,743	11,991	11,097	11,423
Footpaths & Cycleways	1,461	4,192	2,412	1,432
Bridges & Culverts	391	404	415	421
Off Street Carparks	105	150	160	165
Drainage	1,389	1,750	2,237	8,256
Recreational, Leisure & Community Facilities	1,237	0	0	0
Parks, Open Space & Streetscapes	494	250	175	180
Waste Management	2,150	2,800	30	20
Other Infrastructure	0	0	0	0
<b>Total Infrastructure</b>	<b>21,971</b>	<b>21,537</b>	<b>16,526</b>	<b>21,897</b>
<b>Total capital works expenditure</b>	<b>31,851</b>	<b>40,490</b>	<b>37,121</b>	<b>28,263</b>
<b>Represented by:</b>				
New asset expenditure	5,294	17,565	16,115	7,715
Asset renewal expenditure	19,620	18,111	18,444	18,536
Asset expansion expenditure	1,222	262	262	262
Asset upgrade expenditure	5,715	4,552	2,300	1,750
<b>Total capital works expenditure</b>	<b>31,851</b>	<b>40,490</b>	<b>37,121</b>	<b>28,263</b>

## Statement of Human Resources

For the four years ending 30 June 2020

	2016/17 \$'000	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000
<b>Staff expenditure</b>				
Employee costs - operating	52,159	53,868	55,754	57,705
Employee costs - capital	1,500	1,545	1,591	1,639
<b>Total staff expenditure</b>	<b>53,659</b>	<b>55,413</b>	<b>57,345</b>	<b>59,344</b>
	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b>Staff numbers</b>				
Employees	576.3	576.3	576.3	576.3
<b>Total staff numbers</b>	<b>576.3</b>	<b>576.3</b>	<b>576.3</b>	<b>576.3</b>

## Other Information

For the four years ended 30 June 2020

### 1. Summary of planned capital works expenditure

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>2016/17</b>										
<b>Property</b>										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	7,559	3,718	2,378	1,464	0	7,559	457	0	5,002	2,100
Building Improvements	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
<b>Total Property</b>	<b>7,559</b>	<b>3,718</b>	<b>2,378</b>	<b>1,464</b>	<b>0</b>	<b>7,559</b>	<b>457</b>	<b>0</b>	<b>5,002</b>	<b>2,100</b>
<b>Plant and Equipment</b>										
Plant, Machinery & Equipment	1,672	0	1,672	0	0	1,672	0	0	1,672	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	624	0	624	0	0	624	0	0	624	0
Artworks	15	15	0	0	0	15	0	0	15	0
<b>Total Plant and Equipment</b>	<b>2,321</b>	<b>15</b>	<b>2,306</b>	<b>0</b>	<b>0</b>	<b>2,321</b>	<b>0</b>	<b>0</b>	<b>2,321</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	14,743	0	10,949	3,794	0	14,743	6,098	0	8,645	0
Footpaths & Cycleways	1,461	294	905	0	262	1,461	0	0	1,461	0
Bridges & Culverts	391	0	391	0	0	391	0	0	391	0
Off Street Carparks	105	0	105	0	0	105	0	0	105	0
Drainage	1,389	0	221	209	960	1,389	0	0	1,389	0
Recreational, Leisure & Community Facilities	1,237	1,237	0	0	0	1,237	490	0	747	0
Parks, Open Space & Streetscapes	494	0	245	249	0	494	0	0	494	0
Waste Management	2,150	30	2,120	0	0	2,150	0	0	2,150	0
<b>Total Infrastructure</b>	<b>21,971</b>	<b>1,561</b>	<b>14,936</b>	<b>4,252</b>	<b>1,222</b>	<b>21,971</b>	<b>6,588</b>	<b>0</b>	<b>15,382</b>	<b>0</b>
<b>Total capital works expenditure</b>	<b>31,851</b>	<b>5,294</b>	<b>19,620</b>	<b>5,716</b>	<b>1,222</b>	<b>31,851</b>	<b>7,045</b>	<b>0</b>	<b>22,705</b>	<b>2,100</b>

## 1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>2017/18</b>										
<b>Property</b>										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	16,150	14,300	985	865	0	16,150	9,850	0	2,300	4,000
Building Improvements	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
<b>Total Property</b>	<b>16,150</b>	<b>14,300</b>	<b>985</b>	<b>865</b>	<b>0</b>	<b>16,150</b>	<b>9,850</b>	<b>0</b>	<b>2,300</b>	<b>4,000</b>
<b>Plant and Equipment</b>										
Plant, Machinery & Equipment	2,120	0	2,120	0	0	2,120	0	0	2,120	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	658	0	658	0	0	658	0	0	658	0
Artworks	15	15	0	0	0	15	0	0	15	0
<b>Total Plant and Equipment</b>	<b>2,803</b>	<b>15</b>	<b>2,788</b>	<b>0</b>	<b>0</b>	<b>2,803</b>	<b>0</b>	<b>0</b>	<b>2,803</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	11,991	0	9,929	2,062	0	11,991	1,192	0	10,799	0
Footpaths & Cycleways	4,192	3,000	930	0	262	4,192	2,800	0	1,392	0
Bridges & Culverts	404	0	404	0	0	404	0	0	404	0
Off Street Carparks	150	0	150	0	0	150	0	0	150	0
Drainage	1,750	0	200	1,550	0	1,750	0	0	1,750	0
Recreational, Leisure & Community Facilities	0	0	0	0	0	0	0	0	0	0
Parks, Open Space & Streetscapes	250	0	175	75	0	250	0	0	250	0
Waste Management	2,800	250	2,550	0	0	2,800	0	0	2,800	0
<b>Total Infrastructure</b>	<b>21,537</b>	<b>3,250</b>	<b>14,338</b>	<b>3,687</b>	<b>262</b>	<b>21,537</b>	<b>3,992</b>	<b>0</b>	<b>17,545</b>	<b>0</b>
<b>Total capital works expenditure</b>	<b>40,490</b>	<b>17,565</b>	<b>18,111</b>	<b>4,552</b>	<b>262</b>	<b>40,490</b>	<b>13,842</b>	<b>0</b>	<b>22,648</b>	<b>4,000</b>



## 1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>2018/19</b>										
<b>Property</b>										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	17,767	14,900	2,367	500	0	17,767	11,000	0	2,867	3,900
Building Improvements	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
<b>Total Property</b>	<b>17,767</b>	<b>14,900</b>	<b>2,367</b>	<b>500</b>	<b>0</b>	<b>17,767</b>	<b>11,000</b>	<b>0</b>	<b>2,867</b>	<b>3,900</b>
<b>Plant and Equipment</b>										
Plant, Machinery & Equipment	2,120	0	2,120	0	0	2,120	0	0	2,120	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	683	0	683	0	0	683	0	0	683	0
Artworks	15	15	0	0	0	15	0	0	15	0
<b>Total Plant and Equipment</b>	<b>2,828</b>	<b>15</b>	<b>2,813</b>	<b>0</b>	<b>0</b>	<b>2,828</b>	<b>0</b>	<b>0</b>	<b>2,828</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	11,097	0	10,247	850	0	11,097	1,192	0	9,905	
Footpaths & Cycleways	2,412	1,200	950	0	262	2,412	765	0	1,647	0
Bridges & Culverts	415	0	415	0	0	415	0	0	415	0
Off Street Carparks	160	0	160	0	0	160	0	0	160	0
Drainage	2,237	0	1,287	950	0	2,237	0	0	2,237	0
Recreational, Leisure & Community Facilities	0	0	0	0	0	0	0	0	0	0
Parks, Open Space & Streetscapes	175	0	175	0	0	175	0	0	175	0
Waste Management	30	0	30	0	0	30	0	0	30	0
<b>Total Infrastructure</b>	<b>16,526</b>	<b>1,200</b>	<b>13,264</b>	<b>1,800</b>	<b>262</b>	<b>16,526</b>	<b>1,957</b>	<b>0</b>	<b>14,569</b>	<b>0</b>
<b>Total capital works expenditure</b>	<b>37,121</b>	<b>16,115</b>	<b>18,444</b>	<b>2,300</b>	<b>262</b>	<b>37,121</b>	<b>12,957</b>	<b>0</b>	<b>20,264</b>	<b>3,900</b>

## 1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>2019/20</b>										
<b>Property</b>										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	3,621	1,500	2,121	0	0	3,621	0	0	2,121	1,500
Building Improvements	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
<b>Total Property</b>	<b>3,621</b>	<b>1,500</b>	<b>2,121</b>	<b>0</b>	<b>0</b>	<b>3,621</b>	<b>0</b>	<b>0</b>	<b>2,121</b>	<b>1,500</b>
<b>Plant and Equipment</b>										
Plant, Machinery & Equipment	2,120	0	2,120	0	0	2,120	0	0	2,120	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	600	0	600	0	0	600	0	0	600	0
Artworks	15	15	0	0	0	15	0	0	15	0
<b>Total Plant and Equipment</b>	<b>2,745</b>	<b>15</b>	<b>2,730</b>	<b>0</b>	<b>0</b>	<b>2,745</b>	<b>0</b>	<b>0</b>	<b>2,745</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	11,423	0	10,573	850	0	11,423	1,192	0	10,231	0
Footpaths & Cycleways	1,432	200	970	0	262	1,432	0	0	1,432	0
Bridges & Culverts	421	0	421	0	0	421	0	0	421	0
Off Street Carparks	165	0	165	0	0	165	0	0	165	0
Drainage	8,256	6,000	1,356	900	0	8,256	0	4,000	2,756	1,500
Recreational, Leisure & Community Facilities	0	0	0	0	0	0	0	0	0	0
Parks, Open Space & Streetscapes	180	0	180	0	0	180	0	0	180	0
Waste Management	20	0	20	0	0	20	0	0	20	0
<b>Total Infrastructure</b>	<b>21,897</b>	<b>6,200</b>	<b>13,685</b>	<b>1,750</b>	<b>262</b>	<b>21,897</b>	<b>1,192</b>	<b>4,000</b>	<b>15,205</b>	<b>1,500</b>
<b>Total capital works expenditure</b>	<b>28,263</b>	<b>7,715</b>	<b>18,536</b>	<b>1,750</b>	<b>262</b>	<b>28,263</b>	<b>1,192</b>	<b>4,000</b>	<b>20,071</b>	<b>3,000</b>

**Summary of planned human resources expenditure**

	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000
<b>Office of the Chief Executive</b>				
- Permanent full time	561	580	600	621
- Permanent part time	0	0	0	0
<b>Total Office of the Chief Executive</b>	<b>561</b>	<b>580</b>	<b>600</b>	<b>621</b>
<b>City Development</b>				
- Permanent full time	6,539	6,754	6,990	7,235
- Permanent part time	1,395	1,440	1,491	1,543
<b>Total City Development</b>	<b>7,934</b>	<b>8,194</b>	<b>8,481</b>	<b>8,777</b>
<b>Corporate Services</b>				
- Permanent full time	6,069	6,268	6,488	6,715
- Permanent part time	700	723	749	775
<b>Total Corporate Services</b>	<b>6,770</b>	<b>6,992</b>	<b>7,236</b>	<b>7,490</b>
<b>Infrastructure &amp; Recreation</b>				
- Permanent full time	10,886	11,243	11,637	12,044
- Permanent part time	2,078	2,146	2,221	2,299
<b>Total Infrastructure &amp; Recreation</b>	<b>12,964</b>	<b>13,389</b>	<b>13,858</b>	<b>14,343</b>
<b>Community Services</b>				
- Permanent full time	7,796	8,051	8,333	8,625
- Permanent part time	11,231	11,599	12,006	12,426
<b>Total Community Services</b>	<b>19,027</b>	<b>19,651</b>	<b>20,339</b>	<b>21,050</b>
<b>Capital Works</b>				
- Permanent full time	1,500	1,545	1,591	1,639
- Permanent part time	0	0	0	0
<b>Total Capital Works</b>	<b>1,500</b>	<b>1,545</b>	<b>1,591</b>	<b>1,639</b>
Total casuals and other	4,903	5,063	5,241	5,424
<b>Total staff expenditure</b>	<b>53,659</b>	<b>55,413</b>	<b>57,345</b>	<b>59,344</b>
	FTE	FTE	FTE	FTE
<b>Office of the Chief Executive</b>				
- Permanent full time	4.0	4.0	4.0	4.0
- Permanent part time	-	-	-	-
<b>Total Office of the Chief Executive</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>City Development</b>				
- Permanent full time	66.0	66.0	66.0	66.0
- Permanent part time	18.0	18.0	18.0	18.0
<b>Total City Development</b>	<b>84.0</b>	<b>84.0</b>	<b>84.0</b>	<b>84.0</b>
<b>Corporate Services</b>				
- Permanent full time	60.6	60.6	60.6	60.6
- Permanent part time	6.9	6.9	6.9	6.9
<b>Total Corporate Services</b>	<b>67.5</b>	<b>67.5</b>	<b>67.5</b>	<b>67.5</b>
<b>Infrastructure &amp; Recreation</b>				
- Permanent full time	122.2	122.2	122.2	122.2
- Permanent part time	28.7	28.7	28.7	28.7
<b>Total Infrastructure &amp; Recreation</b>	<b>150.8</b>	<b>150.8</b>	<b>150.8</b>	<b>150.8</b>
<b>Community Services</b>				
- Permanent full time	79.7	79.7	79.7	79.7
- Permanent part time	153.5	153.5	153.5	153.5
<b>Total Community Services</b>	<b>233.2</b>	<b>233.2</b>	<b>233.2</b>	<b>233.2</b>
<b>Capital Works</b>				
- Permanent full time	15.0	15.0	15.0	15.0
- Permanent part time	-	-	-	-
<b>Total Capital Works</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>
Total casuals and other	21.8	21.8	21.8	21.8
<b>Total staff FTE</b>	<b>576.3</b>	<b>576.3</b>	<b>576.3</b>	<b>576.3</b>

## 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	Budget 2016/17	Strategic Resource Plan Projections			Trend +/-
			2017/18	2018/19	2019/20	
<b>Operating Position</b>						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	2.0%	1.9%	1.1%	0.3%	-
<b>Liquidity</b>						
Working Capital	Current assets / current liabilities	158.8%	155.6%	129.7%	159.7%	o
Unrestricted Cash	Unrestricted cash / current liabilities	27.6%	20.8%	21.4%	20.9%	+
<b>Obligations</b>						
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	24.5%	26.3%	28.0%	22.7%	o
Loans & Borrowings	Interest and principal repayments / rate revenue	3.8%	3.8%	3.5%	9.2%	+
Indebtedness	Non-current liabilities / own source revenue	30.8%	31.3%	20.7%	23.4%	-
Asset renewal	Asset renewal expenditure / depreciation	83.1%	73.8%	72.5%	70.9%	-
<b>Stability</b>						
Rates concentration	Rate revenue / adjusted underlying revenue	62.0%	63.9%	64.3%	64.6%	+
Rates effort	Rate revenue / property values (CIV)	0.7%	0.7%	0.7%	0.7%	-
<b>Efficiency</b>						
Expenditure level	Total expenditure / no. of assessments	\$3,139	\$3,146	\$3,254	\$3,369	+
Revenue level	Residential rate revenue / No. of residential assessments	\$1,582	\$1,622	\$1,662	\$1,704	-
Workforce turnover	No. of resignations & terminations / average no. of staff	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



## 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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# 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 the Ordinary Meeting of Council closes this meeting to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

**19.1 CONFIDENTIAL ITEMS HELD OVER**

**Agenda item 19.1 *Confidential items Held Over* 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)**

**19.2 BAD DEBTS REPORT - FEBRUARY 2016**

**Agenda item 19.2 *Bad Debts Report - February 2016* is designated as confidential as it relates to personal hardship of any resident or ratepayer (s89 2b)**

**19.3 PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES**

**Agenda item 19.3 *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)**