LATROBE CITY COUNCIL

AGENDA FOR THE COUNCIL MEETING

TO BE HELD IN KERNOT HALL, MORWELL AND VIA AUDIO-VISUAL LINK AT 6:00 PM ON 23 MARCH 2026 CM633

Please note:

Opinions expressed or statements made by participants are the opinions or statements of those individuals and do not imply any form of endorsement by Council.

By attending a Council Meeting via audio-visual link those present will be recorded or their image captured. When participating in the meeting, consent is automatically given for those participating to be recorded and have images captured.

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1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

2. MOMENT OF REFLECTION

(no requirement for people to stand)

Before we proceed with the agenda, I invite everyone to observe a minute of silence to reflect on our responsibility to the community we serve. Let us take this time to consider the impact of our decisions and to maintain a spirit of collaboration and respect. Please take this time in your own way.

3. APOLOGIES AND LEAVE OF ABSENCE

4. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirms the minutes of the Council Meeting held on 23 February 2026.

5. DECLARATION OF INTERESTS

6. ACKNOWLEDGEMENTS

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

7. PUBLIC PARTICIPATION TIME

Public Questions on Notice

In accordance with the Governance Rules, members of the public can lodge a question on notice by no later than midday one business day before the Council meeting in order for the question to be answered at the meeting.

Public Speakers

An opportunity for members of the public to speak to an item on the agenda will be made available by necessary means. To participate, members of the public must have registered before 12noon on the day of the Council meeting.

NOTICES OF MOTION

8. NOTICES OF MOTION

Nil

STRATEGIC ITEMS FOR DECISION

9. STRATEGIC ITEMS FOR DECISION

Item Number 9.1 23 March 2026 Investment and Growth

ADVOCACY AGENDA 2026/27 - TIERED PRIORITIES

PURPOSE

To seek Council's endorsement of the proposed tiered list of advocacy priorities for 2026/27.

EXECUTIVE SUMMARY

- Council endorsed an interim list of advocacy priorities in December 2025 to meet the Federal Budget submission deadline and to support a delegation to Canberra.
- Since December, officers have worked with internal project leads to refine advocacy proposals and apply Council's Prioritisation Criteria Toolkit (**Attachment 1**), as endorsed under Council's Advocacy Framework. This process enables initiatives to be clearly categorised into defined advocacy tiers, ensuring effort and resources are strategically aligned.
- Under the endorsed Advocacy Framework, initiatives are grouped into three tiers. Tier 1 (High Priority) initiatives receive a Dedicated Advocacy Plan, which may include targeted political engagement, communications strategies and coordinated campaign activity. Tier 2 (Medium Priority) initiatives are integrated into Council's general advocacy efforts and referenced consistently through budget submissions, delegations and engagement with government. Tier 3 (Lower Priority) initiatives are not proactively campaigned on or included in the 2026/27 Advocacy Agenda but are maintained within relevant advocacy materials and raised where appropriate in specific meetings or briefings.
- A smaller number of economic and safety related priorities are recommended to receive focused advocacy effort, with infrastructure projects progressed opportunistically or referenced where relevant.
- Councillor feedback was sought at an earlier Council Briefing session that has strengthen the final advocacy agenda ahead of the State Election and inform development of supporting communications and engagement material.
- The next steps are, subject to Council endorsement, prepare and design Council's 2026/27 Advocacy Agenda and develop tailored advocacy material for the investment and safety priorities.

OFFICER'S RECOMMENDATION

That Council endorses the following advocacy priorities:

1. **Economic Support Package;**
2. **Advanced Air Mobility;**
3. **Infrastructure Activation Fund;**
4. **Community Safety – Place-Based Activation;**
5. **Removal of Redundant Coal Overlays**
6. **Inter-Township Trail Network (ITTN);**
7. **Moe Revitalisation Project – Stage 3;**
8. **Traralgon Activity Centre Master Plan;**
9. **Traralgon Bypass; and**
10. **Traralgon Flood Recovery – Glenview Park Multi-Use Pavilion.**

BACKGROUND

In November 2025, Council endorsed the Advocacy Framework and associated tools, including the Prioritisation Criteria Toolkit (**Attachment 1**), Advocacy Triage Flowchart (**Attachment 2**), Advocacy Submission Flowchart, Political Cycles timelines for all levels of government, and the Advocacy Implementation Guide (**Attachment 3**).

The Advocacy Implementation Guide establishes a structured three-tier approach to advocacy. Tier 1 (Investment & Safety) initiatives are supported by a Dedicated Advocacy Plan, which may include targeted political engagement, coordinated communications activity and structured campaign efforts. Tier 2 (Infrastructure) initiatives are incorporated into Council's general advocacy program and consistently referenced through budget submissions, delegations and government engagement. Tier 3 (Tactical) initiatives are not subject to proactive campaigning or included in the Advocacy Agenda but are maintained within relevant advocacy materials and raised where appropriate in specific meetings or briefings.

An interim list of advocacy priorities was endorsed by Council on 15 December 2025 to enable timely engagement with the Federal Budget process and planning for the Canberra delegation.

Since that time, officers have undertaken further work to ensure advocacy proposals were sufficiently developed to allow a fair and consistent assessment using the Prioritisation Criteria Toolkit (**Attachment 1**), as set out in Council's Advocacy Framework. This work has occurred alongside early preparation for the 2026 Victorian State Election, scheduled for November 2026, with an election pre-budget anticipated prior to the caretaker period.

Between November 2025 and February 2026, officers worked with senior staff to develop, refine and formally submit advocacy proposals. Thirteen projects were assessed, alongside a small number of additional advocacy matters arising from Council and Executive feedback.

Each project was considered using Council's Prioritisation Criteria Toolkit (**Attachment 1**) and Advocacy Triage Flowchart (**Attachment 2**). This process informed officers' recommendations on the appropriate level and intensity of advocacy for each project.

ANALYSIS

The assessment process demonstrated a marked improvement in proposal quality compared with earlier drafts, particularly in relation to:

- Clearer and more specific advocacy asks;
- Stronger alignment with State and Federal policy priorities; and
- Improved articulation of strategic value and outcomes.

Some proposals continue to require further development, including improved cost certainty and supporting evidence. These gaps do not prevent advocacy but influence the recommended tier and intensity of advocacy effort.

Importantly, the proposed ordering of prioritises does not represent a ranking of community importance. Rather, it reflects each project's readiness, political alignment and likelihood of success within the current advocacy environment. the Advocacy Projects Assessment and Recommendations Overview (**Attachment 4**), details the rationale behind the tiering for each project and outlines the corresponding advocacy ask.

Recommended Advocacy Tiers

Tier 1 – Projects

Projects recommended to receive focused advocacy effort, including tailored messaging, targeted engagement and identification of funding pathways:

1. Economic Support Package
2. Infrastructure Activation Fund
3. Advanced Air Mobility – LATP
4. Community Safety – Place-Based CBD Activation

Tier 2 – Infrastructure Projects

Projects to be progressed through Council's general advocacy agenda and aligned funding opportunities:

1. Inter-Township Trail Network
2. Moe Revitalisation Project – Stage 3
3. Traralgon Activity Centre Master Plan
4. Traralgon Flood Recovery – Glenview Park
5. Traralgon Bypass (maintained as a watching brief)
6. Removal of redundant coal overlays*

*In response to Executive Team feedback, the removal of redundant coal overlays will also be integrated into the Economic Support Package advocacy due to their alignment and interrelated nature.

Tier 3 – Tactical / Supported Advocacy

Abandonment of the Emergency Services and Volunteers Fund (ESVF) will be referenced in matters where relevant in briefings and discussions but not subject to proactive campaigning or inclusion in Council's 2026/27 Advocacy Agenda.

Further detail on advocacy approaches for each tier is provided in the Advocacy Implementation Guide (**Attachment 3**).

Issues and Considerations

Advocacy readiness is not static. In particular:

- A business case for a CBD outreach model (Community Connectors) is currently in development and may further strengthen the Community Safety advocacy position later in the year.
- Several Infrastructure projects may be elevated as additional evidence, designs or costings are finalised.

Councillor feedback on the scope, framing and focus of advocacy asks will materially strengthen the final advocacy agenda ahead of the State Election.

Options and Impacts

There are no immediate financial implications arising from this report. Advocacy activity will be delivered within existing resources.

Officers emphasise that advocacy success will depend on specificity of asks, clarity of outcomes, value for money and alignment with Council Plan. Council feedback on these elements will materially strengthen the final advocacy agenda ahead of the State Election.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Incomplete or inconsistent priority projects may lead to misalignment with internal policy or reporting obligations.	**Medium** *Possible x Moderate*	Adhere to Advocacy Framework quality standards and seek Councillor advice prior to endorsement.
SERVICE DELIVERY Limited project readiness or unclear responsibilities may delay advocacy impact or delivery of outcomes.	**Medium** *Possible x Moderate*	Obtain early agreement on highest priorities and develop advocacy messaging materials shortly after agreement.

RISK	RISK RATING	TREATMENT
FINANCIAL Prioritising projects with under-developed costings may expose Council to future funding shortfalls or unbudgeted co-contributions.	**Medium** *Possible x Moderate*	Require clear budget estimates and funding models before prioritisation; flag early with delivery teams.
STRATEGIC Missed or inconsistent advocacy messages may reduce credibility and chances of success with government stakeholders and partners.	**High** *Possible x Major*	Maintain clear messaging, disciplined prioritisation of priorities and consistent advocacy communication.

CONSULTATION

Internal consultation was undertaken with Council officers, including the Senior Leadership Team, Coordinators Network and Executive Team, to identify and refine advocacy proposals ahead of this Council Meeting.

COMMUNICATION

Subject to Council endorsement, officers will:

- Finalise the 2026/27 Advocacy Agenda;
- Prepare tailored advocacy and briefing material for Investment & Safety priorities;
- Share draft materials with Councillors for feedback prior to external release; and
- Progressively engage with State offices and Ministers ahead of the election period.

Once finalised, the Advocacy Agenda will be published on Council's advocacy webpage and used to support meetings, submissions and election engagement.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the Gender Equality Act 2020 is required for elements of the advocacy agenda that may result in programs, services or infrastructure with a direct community impact. Where applicable, this will be undertaken by the relevant service area or funding partner at the project or delivery stage.

Social

The advocacy agenda seeks to strengthen community safety, inclusion and social connection across Latrobe City. Projects within the agenda aim to improve access to community infrastructure, activate public spaces, and support safer, more liveable town centres. Broader social impacts will be considered and assessed as individual projects progress to delivery.

Cultural

The advocacy agenda supports recognition and inclusion of cultural heritage and contemporary cultural expression across Latrobe City. As individual projects progress, opportunities to acknowledge Traditional Owners, consider cultural heritage values and incorporate culturally inclusive design principles will be identified and addressed where relevant.

Health

Several advocacy priorities are expected to contribute positively to community health and wellbeing, including improved access to safe public spaces, active transport, infrastructure and community facilities. Health impacts, including potential benefits to physical and mental wellbeing, will be further assessed at the project or program level where required.

Environmental

Environmental considerations will be addressed as projects progress through planning, design and approval stages. Where applicable, projects will be subject to environmental assessments and will seek to align with sustainability, climate resilience and emissions-reduction objectives.

Economic

The advocacy agenda is designed to support economic resilience, job creation and long-term transition outcomes for Latrobe City. Priority projects focus on enabling private investment, improving productivity, strengthening local economies and supporting business confidence. Detailed economic impacts will be assessed as individual projects progress and funding opportunities are identified.

Financial

There are no direct financial implications arising from the adoption of the advocacy agenda. Any future funding commitments, co-contributions or delivery obligations will be subject to separate Council consideration through the appropriate budget and governance processes.

Attachments

1. Prioritisation Criteria Toolkit
2. Advocacy Triage Flowchart
3. Advocacy Implemention Guide
4. Advocacy Projects Assessment and Recommendations Overview

9.1

Advocacy Agenda 2026/27 - Tiered Priorities

1 Prioritisation Criteria Toolkit 17

2 Advocacy Triage Flowchart 18

3 Advocacy Implemention Guide 19

4 Advocacy Projects Assessment and Recommendations Overview..... 21

Prioritisation Criteria

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Project Name	Pillar	Criteria	Score	Notes
	A Community and Stakeholder Support	Council support	3	
	B Community and Stakeholder Support	Strong community interest/support	1	
	C Community and Stakeholder Support	Supportive stakeholders (e.g. industry, NGOs)	1	
	D Community and Stakeholder Support	Project is defensible in public	1	
	E Community and Stakeholder Support	Clearly understood community benefit	2	
	F Political Alignment and Advocacy Readiness	Electoral (voters) appeal for government	3	
	G Political Alignment and Advocacy Readiness	Aligned with current government priorities	1	
	H Political Alignment and Advocacy Readiness	Clearly defined ask	1	
	I Political Alignment and Advocacy Readiness	Not controversial or controversy is manageabl	1	
	J Political Alignment and Advocacy Readiness	Fits within existing advocacy capacity/priority lis	1	
	K Feasibility and Deliverability	Technically and logistically feasible	1	
	L Feasibility and Deliverability	Realistic in cost (not a $20b+ ask)	1	
	M Feasibility and Deliverability	Timely can start within a political term or be deli	1	
	N Feasibility and Deliverability	Funding sources are identified or likely	1	
	O Feasibility and Deliverability	Council has capacity or resourcing to deliver	2	
	P Strategic Value	Strong costings or business case	2	
	Q Strategic Value	Strategic rather than purely opportunistic/reacti	1	
	R Strategic Value	Builds on previous wins	1	
	S Strategic Value	Aligns to broader Council strategies or policies	1	
	T Strategic Value	Enables future leverage	1	
	U Communications / Campaign Potential	Message is simple and compelling	2	
	V Communications / Campaign Potential	Strong public-facing benefit	2	
	W Communications / Campaign Potential	Potential to attract media attention	2	
	X Communications / Campaign Potential	Strong spokespeople or case studies available	3	
	Y Communications / Campaign Potential	Campaign capacity exists (internally or with part	1	

1	Enter 1 for Green
2	Enter 2 for Orange
3	Enter 3 for Red

Pillar	Greens	Yellows	Reds	Total	Tier 1	Tier	Tier 3
Community and Stakeholder Support	3	1	1	5			
Political Alignment and Advocacy Readiness	4	0	1	5			
Feasibility and Deliverability	4	1	0	5			
Strategic Value	4	1	0	5			
Communications / Campaign Potential	1	3	1	5			

Tier 1	**All categories have at least two green and no more than one red**
Tier 2	**Some orange in most categories no more than two red per pillar**
Tier 3	**Three or more reds across the majority pillars.**

Advocacy Triage Flowchart

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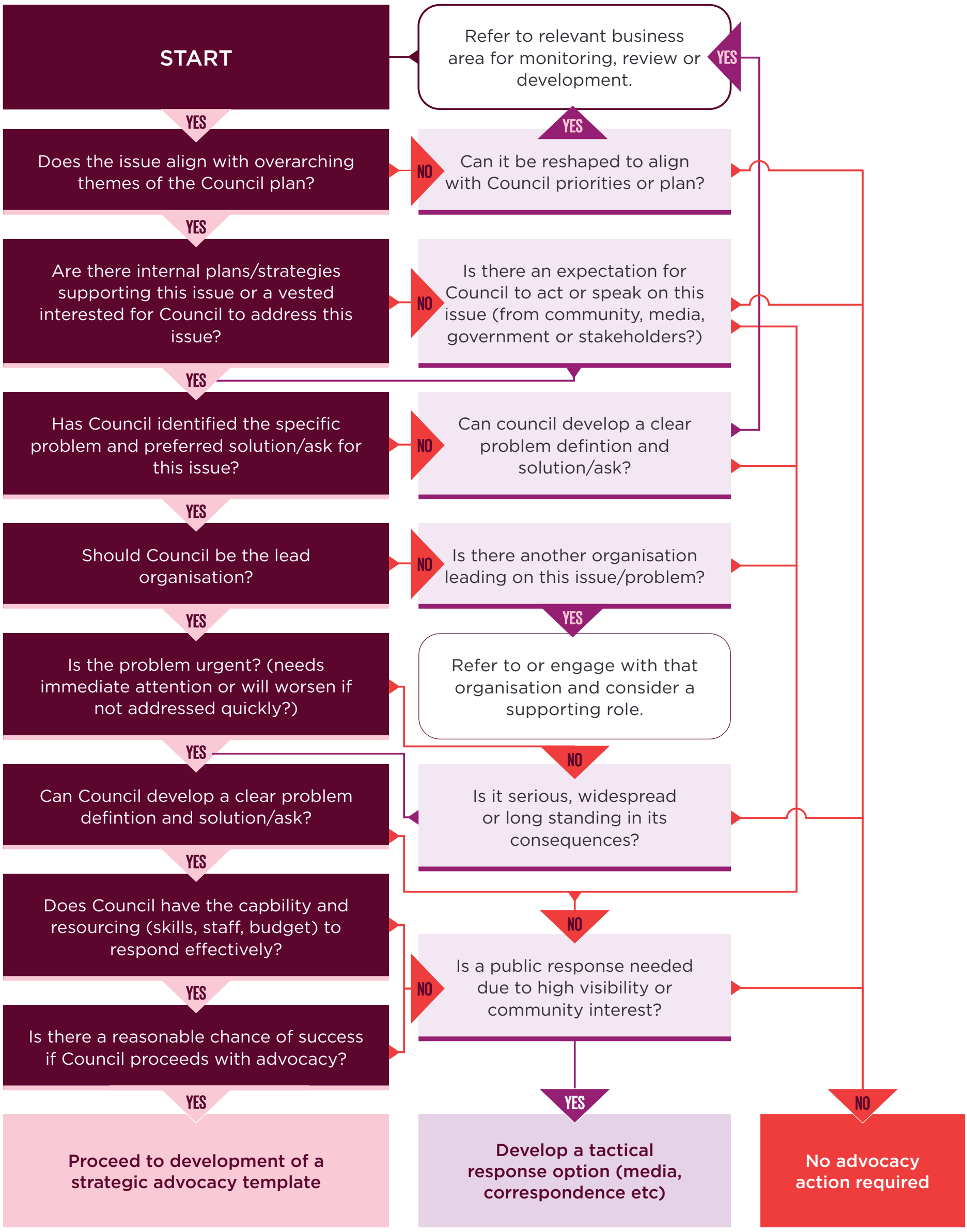

Advocacy Implementation Plan Guide

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Implementation Plan Guide

Tier 1:

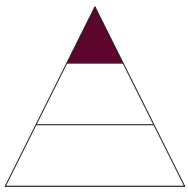
High-priority: Receives a **Dedicated Advocacy Plan** that may include a communications plan, engagement strategy, and identifying funding opportunities.

Tier 2:

Medium-priority: Integrated into Council's **general advocacy** plan and ongoing communication efforts.

Tier 3:

Low-priority: Not proactively campaigned on but referenced where relevant in briefings and meetings with MPs, Ministers and other key stakeholders.



Tier 1: Dedicated Advocacy Plan

Potential activities within the Dedicated Advocacy Plan might include a mix of the following campaign initiatives:

Community engagement

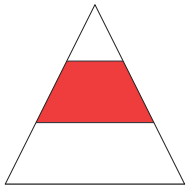
- Gather strong data to strengthen your campaign.
- Seek statements of support for public use in the campaign from schools, hospitals, community organisations, local businesses and other key stakeholders.
- Partner with key community stakeholders and respected local figures.
- Seek community endorsement by engaging with residents, businesses and local groups.
- Host local events and forums, or consider a petition to build community support.

Media engagement

- Develop media releases and media kits: Engage with local and state media with clear policy asks and demonstrate community impact.
- Engage with local radio and talkback: Arrange interviews with local radio stations to engage constituents, build awareness and engage with decision-makers.
- Op-eds from the Mayor or CEO: Seek publication in local and state newspapers to position the Council's perspective on key issues.

Political engagement

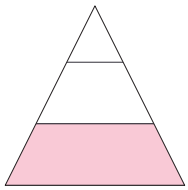
- Draft policy briefs and position papers to communicate evidence-based documents outlining Council's ask, rationale and cost-benefit.
- Delegations to Parliament to meet with MPs and Ministers.
- Write letters to local MPs and seek opportunities to engage at their EO or at Parliament.
- Respond to Government submissions and inquiries.
- Include in Council budget submissions.



Tier 2: General Advocacy

Ensure that the issue is integrated into the Council Advocacy Plan and that it is consistently referenced in day-to-day advocacy opportunities for Council. Potential activities for Tier 2 issues may include:

- Written budget submissions in line with Council and state government funding cycles.
- Referenced in any Council delegations with MPs and relevant Ministers at Parliament.
- Submissions made to relevant Parliamentary Inquiries.
- Council has an agreed public media position on the issue, but is not necessarily running an active campaign.
- Council may write advocacy letters to MPs and relevant Ministers.
- Relevant Council subject matter experts should monitor for funding opportunities.



Tier 3: Not Proactively Campaigned

Council should ensure that although the issue is not rated as a main priority and will not be actively campaigned on; there are still opportunities to maintain a profile in general Council advocacy activities, such as:

- Ensure the issue is consistently featured in Council advocacy documents.
- List the issue in briefing papers for MPs and key stakeholders.
- Council has an agreed public position on the issue.
- Any updates to the status of the issue are communicated both within Council and in any Council advocacy documents.

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2026/27 Advocacy Projects Assessment and Recommendations

Tier 1 – Investment & Safety Priorities

Division	Project	Advocacy Ask	Govt	Rationale
Investment & Growth	**Economic Support Package**	Establish a place-based **Latrobe Regional Economic Support Package**, including industry activation incentives (tax offsets, accelerated depreciation, **removal of redundant coal overlays**, local procurement and employment settings).	Federal & State	Highest strategic leverage for jobs, investment and economic transition. Strong alignment with *Future Made in Australia*, Net Zero Economy Authority and national productivity agendas.
	Advanced Air Mobility – LATP	• **Co-invest with Council to the value of $10 million** to deliver a full research, training and testing Advanced Air Mobility facility at the Latrobe Aerospace Technology Precinct (LATP). • Request the **Commonwealth (CASA)** work with Latrobe City Council and the airport to **secure appropriate airspace / corridor classification and approvals** to enable expanded testing and progression toward flight certification.	Federal (CASA) + State (co-invest)	Nationally distinctive future-industry project aligned with clean aviation, defence and advanced manufacturing priorities. Regulatory enablement (airspace approvals) is a critical constraint to scaling, sovereign capability development and investment attraction.
	Infrastructure Activation Fund	Establish a **$100 million Infrastructure Activation Fund** to deliver trunk infrastructure upfront and unlock industrial and residential land for investment and housing supply.	Federal & State	Practical, investment-ready reform that unlocks land, stimulates construction and accelerates private investment with strong value-for-money.
Community Liveability	**Community Safety – Place-Based Activation**	**Immediate advocacy asks:** • Increase police resourcing and visible policing presence in CBDs and public open spaces. • Deploy Protective Services Officers (PSOs) at Morwell and Moe train stations.	State	Very high community concern and visibility. Focused on restoring safety, confidence and activation in CBD public spaces, as a place-based project to improve liveability and support a new, positive town centre identity. Further initiatives are being developed through a formal business case and may be elevated at the end-of-financial-year review.

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Tier 2 – Infrastructure Priorities

Division	Project	Advocacy Ask	Govt	Rationale
Investment & Growth	**Removal of Redundant Coal Overlays**	Remove or amend **redundant coal-related planning overlays** across Latrobe City where coal extraction is no longer feasible or intended, to enable orderly development of strategic land for housing, industry and employment.	State	Coal overlays continue to constrain development across large areas of Latrobe City despite confirmed mine closure timelines and no future extraction intent. Removing redundant overlays will unlock land, improve investment certainty and support housing supply and economic transition outcomes.
Infrastructure and Sustainability	**Inter-Township Trail Network (ITTN)**	Invest **$43 million** for staged delivery of an inter-connected walking and cycling trail network, including **$3 million for detailed design** and **$40 million for construction**.	Federal & State	Strong community, health and tourism benefits with high public appeal. Supports liveability, active transport and visitor economy outcomes across Latrobe City.
	Moe Revitalisation Project – Stage 3	Invest **$7.5 million** to complete detailed design and construction of Moore Street shared-use zone, commuter parking, lighting and streetscape upgrades.	State & Federal	Shovel-ready, low-risk completion of a successful revitalisation program delivering clear local economic, safety and amenity benefits.
	Traralgon Activity Centre Master Plan	Invest **$1.8 million** to develop detailed designs and an integrated master plan to guide growth, infrastructure sequencing and investment in the Traralgon Activity Centre.	State	Important enabling work to support future growth and efficient infrastructure delivery, but indirect outcomes make it less compelling as a standalone headline advocacy priority.
	Traralgon Bypass	Progress renewed planning and approvals to move the Traralgon Bypass toward future delivery.	State & Federal	Long-standing strategic freight priority with regional benefits. Maintain as a watching brief given timing risks associated with mine rehabilitation.
	Traralgon Flood Recovery – Glenview Park Multi-Use Pavilion	Invest **$4.75 million** to construct a multi-use pavilion at Glenview Park to provide permanent facilities for clubs displaced by the 2021 Traralgon flood.	State & Federal	Shovel-ready flood recovery project addressing unresolved displacement of community and sporting groups. Complements existing State investment and delivers immediate recovery and wellbeing outcomes.

Tier 3 Tactical Response

- Discontinue Emergency Services and Volunteers Levy – Tactical or enabling policy issues to be pursued where relevant, not as standalone priority.

GOVERNMENT & INDUSTRY MEMBERSHIPS

PURPOSE

To seek Council endorsement of the revised recommendations on government and industry memberships to continue or cease.

EXECUTIVE SUMMARY

- Council participates in paid advocacy memberships to strengthen its influence, align regional priorities, and improve access to State and Federal decision-makers.
- All advocacy memberships are reviewed annually in accordance with Council's Advocacy Framework and Prioritisation Criteria Toolkit.
- In February 2026, officers briefed Councillors on proposed advocacy memberships for continuation or cessation. Feedback centred on alignment with Council priorities, advocacy effectiveness and value for money, informing a subsequent review and revised list of recommended memberships to continue (see Memberships Analysis - **Attachment 1**).
- Both reviews assessed Council's participation in ten advocacy groups at a combined annual cost of $161,289 excluding travel, accommodation and officer time.
- The assessments found that:
    a. Several groups were not actively advocating for Council's endorsed advocacy priorities;
    b. No group was directly advocating for Council's community safety, economic support or job creation priorities; and
    c. Of Council's endorsed Federal Budget priorities, only the Traralgon Bypass was referenced by advocacy groups (One Gippsland and SEATS).
- Assessment of memberships advocacy capability and organisational effectiveness identified significant variation in influence, maturity and value across memberships.
- Following the assessment and feedback Officers recommend discontinuing membership of the following organisations, where alignment with Council's current advocacy priorities and return on investment is limited:
    1. Australian Japan Business Council;
    2. Regional Capitals Australia;
    3. South East Melbourne Manufacturers Alliance (SEMMA); and
    4. Timber Towns Victoria.

- Officers further recommend retaining membership for a further 12 months of the following organisations, recognising the value these memberships provide to Councillors, the recent appointment of Councillors to membership groups, and the limited engagement opportunities to date:
    1. Municipal Association Victoria (MAV);
    2. National Timber Council Australia;
    3. One Gippsland;
    4. Rail Freight Alliance;
    5. Regional Cities Victoria (RCV); and
    6. South East Australian Transport Strategy (SEATS).
- These memberships will be subject to a further review in 2026/27, informed by clearer advocacy objectives, improved engagement, demonstrated outcomes and Councillor feedback.
- This revised approach will deliver estimated savings of approximately $15,565 per annum in membership fees, with additional savings from less travel and on-cost expenses, while maintaining Councillor access to desired advocacy networks.
- The review supports a more targeted, disciplined advocacy approach focused on memberships that demonstrate clear alignment, influence and outcomes.

OFFICER'S RECOMMENDATION

The Council resolves to:

1. renew the following memberships:
   a. Municipal Association Victoria (MAV);
   b. National Timber Council Australia;
   c. One Gippsland;
   d. Rail Freight Alliance;
   e. Regional Cities Victoria (RCV);
   f. South East Australian Transport Strategy (SEATS);

2. cease the following memberships upon the conclusion of their current terms:
   a. Australian Japan Business Council;
   b. Regional Capitals Australia;
   c. South East Melbourne Manufacturers Alliance (SEMMA); and
   d. Timber Towns Victoria.

BACKGROUND

Council participates in fee-based advocacy memberships to advance regional, sector-wide and place-based priorities through collective influence. When effective, these groups provide access to decision-makers and amplify Council's advocacy beyond what can be achieved individually.

Since June 2023, Council has considered our continued involvement in these memberships on six occasions prior to this report. This is the first comprehensive review undertaken following the endorsement of the Advocacy Framework, enabling a more strategic, whole-of-Council assessment.

In February 2026, officers gave a report to Councillors explaining which advocacy memberships they recommend keeping or stopping this calendar year. The comments and opinions from the Councillors helped the officers review and improve their list of membership to continue participation.

For the purpose of both reviews, officers undertook a critical assessment of Council's participation in the following ten advocacy groups:

1. Australian Japan Business Council;
2. Municipal Association of Victoria (MAV);
3. National Timber Council Australia;
4. One Gippsland;
5. Rail Freight Alliance;
6. Regional Capitals Australia;
7. Regional Cities Victoria (RCV);
8. South East Australian Transport Strategy (SEATS);
9. South East Melbourne Manufacturers Alliance (SEMMA); and
10. Timber Towns Victoria.

The total annual membership fees for these advocacy groups amount to $161,289. Additionally, the estimated travel and accommodation expenses for attendance at meetings and events in 2025 were approximately $6,200.

Beyond the membership fees, participation in these groups involves supplementary expenses such as travel, accommodation, and meals for officers and Councillors attending meetings and events. Variability in expenses year on year arises due to factors such as differing meeting schedules, online versus in-person formats, fluctuating attendance, meeting locations, cancellations, shared travel arrangements, and the use of both corporate and private vehicles.

It is important to note that officers observed actual travel costs incurred in 2025 were generally lower than previous years. Costs associated with Councillor and officer time have not been included in this analysis.

Over the last 24 months, officers have proactively sought updated information from each group and feedback from Councillors who represent Council on most of these bodies. While some organisations demonstrated influence and professionalism, many of the groups were unable to provide evidence that their advocacy activities were relevant to Council's priorities or did not respond to engagement efforts by officers. A summary of these findings can be found in **Attachment 1**, Memberships Analysis.

In accordance with the Advocacy Framework, all advocacy memberships should be reviewed annually using the Prioritisation Criteria Toolkit (**Attachment 2**) to assess and inform decisions on renewal, modification or cessation.

This review is timely given the upcoming Victorian State Government Election (2026) and Australian Government Election (2028), where focused and consistent advocacy will be critical to securing commitments and funding.

ANALYSIS

Alignment with Council Advocacy Priorities

The initial assessment examined whether each group was actively advocating for projects, policies or funding aligned with Council's endorsed priorities. Several organisations did not demonstrate current alignment, including:

1. Australian Japan Business Council;
2. National Timber Council Australia;
3. Rail Freight Alliance;
4. Regional Capitals Australia;
5. SEMMA; and
6. Timber Towns Victoria.

Council's recently endorsed priorities for the Federal Budget, include:

1. Economic Support Package;
2. Advanced Air Mobility;
3. Infrastructure Activation Fund;
4. Inter-Township Trail Network;
5. Moe Revitalisation Project – Stage 3;
6. Traralgon Bypass; and
7. Traralgon Flood Recovery Project – Glenview Park Multi-Use Pavilion.

No advocacy group was directly advancing Council's community safety, economic support or job creation priorities, and community safety was absent across all advocacy agendas.

Of Council's Federal Budget priorities, only the Traralgon Bypass was referenced, through One Gippsland and SEATS.

Advocacy Capability and Effectiveness

A secondary assessment evaluated organisational maturity, advocacy quality, activity, access to decision-makers, and communication effectiveness. This revealed significant variation, with several groups demonstrating limited advocacy activity, unclear priorities, or minimal influence.

Councillor feedback provided valuable practical insight and informed the revised recommendations.

Recommended Discontinued Memberships

Australian Japan Business Council – Discontinue due to lack of a defined advocacy pathway aligned with Council priorities.

Regional Capitals Australia – Discontinue due to duplication with RCV, limited Council influence, and financial sustainability considerations. Additionally, feedback from Councillors indicated the group is shifting its focus towards regional passenger airports.

SEMMA – Discontinue due to metropolitan focus and availability of alternative advocacy pathways, including regular engagement with RCV, Regional Development Victoria and Latrobe Industry Alliance.

Timber Towns Victoria – Discontinue due to limited alignment with current Council advocacy priorities. Notwithstanding this, officers acknowledge that the quality of work produced by Timber Towns Victoria is of a high standard.

Recommended Memberships

Municipal Association of Victoria (MAV) demonstrates strong advocacy capability and provides substantial organisational value beyond advocacy, including insurance services, governance and legislative support, sector development, and policy leadership. Given MAV's role as the peak body for local government and its membership of the Australian Local Government Association, officers consider continued membership essential and recommend its continuation.

Engagement with the **National Timber Council Australia** has been limited, and officers have previously been unable to obtain sufficient information regarding advocacy activity. Councillors have requested additional time to better understand the value of this membership. Officers therefore recommend retaining membership for a further 12 months, with a view to reassessing alignment, engagement and outcomes in the next annual review.

One Gippsland provides a coordinated regional advocacy platform and facilitates collective engagement with State and Federal Ministers that may not meet with individual councils. While officers note concerns regarding the breadth of One Gippsland's advocacy platform and the potential dilution of highly localised priorities, the strategic value of a unified Gippsland voice outweighs these risks. Continued membership is therefore proposed, with officers noting the importance of Council taking an active role in shaping the advocacy agenda to ensure focus on shared regional challenges such as unemployment, housing and community.

Rail Freight Alliance (RFA)

The Rail Freight Alliance has demonstrated sound governance and willingness to work with Councillors; however, a clearly defined, government-ready advocacy ask for Latrobe City has not yet been established. In response to Councillor feedback, officers recommend retaining membership for a further 12 months to allow time to refine an advocacy position and assess whether continued participation delivers measurable value.

Regional Cities Victoria (RCV) demonstrates strong organisational capability, produces high-quality advocacy material, and maintains effective engagement with decision-makers at both state and federal levels. Its advocacy agenda aligns with Council's infrastructure and housing priorities. While the cost of membership warrants ongoing monitoring, officers propose continued membership based on the breadth, quality and relevance of advocacy outcomes.

While **South East Australian Transport Strategy (SEATS)** has not yet demonstrated strong alignment with Council's priority advocacy projects, Councillors have identified value in continued participation, particularly for transport-related relationship building. Recognising recent changes in Councillor representation of SEATS and limited engagement opportunities to date, officers recommend retaining membership for a further 12 months, with a clear expectation that advocacy focus and outcomes be reassessed as part of the 2026/27 review.

The full Memberships Analysis is provided at **Attachment 1**.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
STRATEGIC Participation in underperforming of strategically misaligned groups weakens Council's advocacy credibility.	**Medium** *Possible x Minor*	Regularly review and prioritise retainment of high-impact memberships.
STRATEGIC Failure to transparently demonstrate value from retained advocacy memberships may result in reputational damage if the community perceives public funds are being invested without measurable outcomes.	**Medium** *Possible x Minor*	Apply a transparent, evidence-based review process and communicate outcomes of the 2026/27 review.

RISK	RISK RATING	TREATMENT
STRATEGIC Retaining memberships with unclear advocacy outcomes for a further 12-month period may delay the realisation of efficiency gains and dilute advocacy focus if clear expectations are not established.	**Medium** *Possible x Minor*	Establish clear advocacy objectives for retained memberships and undertake a formal review in 12 months.
FINANCIAL Poor value-for-money memberships strain financial sustainability.	**Medium** *Possible x Minor*	Apply outcome-based funding criteria and reallocate resources. Limit retention to 12 months, cap expenditure, and reassess prior to renewal.

CONSULTATION

Officers solicited feedback from Councillors in December 2025 through meetings and email correspondence, with additional input collected during February Council Briefing session. Officers engaged directly with advocacy groups on several occasions between September and December 2025, July 2025, July 2024, and June 2023 to inform the assessment and recommendations.

COMMUNICATION

Officers will formally notify all affected advocacy groups and update internal stakeholders following the outcome of the report presented to Council for consideration.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

No direct social impacts. The proposal improves Council's advocacy effectiveness, indirectly supporting long-term community outcomes through better-aligned government investment.

Cultural

No direct cultural impacts. No changes to cultural programs, services or partnerships are proposed.

Health

No direct health impacts. The proposal does not affect health services, access or outcomes.

Environmental

No direct environmental impacts. Advocacy priorities remain unchanged.

Economic

No direct economic impacts. Advocacy priorities remain unchanged.

Financial

Indirect positive impact. A more focused advocacy approach strengthens Council's ability to secure investment and funding aligned with Council's priorities.

Subject to Council endorsement of officer's recommended memberships, this would save approximately $15,565 per annum, along with additional savings in associated travel and accommodation costs, supporting the Council's financial sustainability.

Attachments

1. Membership Anaylsis (Published Separately)

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

2. Prioritisation Criteria Toolkit

9.2

Government & Industry Memberships

2 Prioritisation Criteria Toolkit 32

Prioritisation Criteria

LATROBE CITY COUNCIL

Project Name	Pillar	Criteria	Score	Notes
	A Community and Stakeholder Support	Council support	3	
	B Community and Stakeholder Support	Strong community interest/support	1	
	C Community and Stakeholder Support	Supportive stakeholders (e.g. industry, NGOs)	1	
	D Community and Stakeholder Support	Project is defensible in public	1	
	E Community and Stakeholder Support	Clearly understood community benefit	2	
	F Political Alignment and Advocacy Readiness	Electoral (voters) appeal for government	3	
	G Political Alignment and Advocacy Readiness	Aligned with current government priorities	1	
	H Political Alignment and Advocacy Readiness	Clearly defined ask	1	
	I Political Alignment and Advocacy Readiness	Not controversial or controversy is manageabl	1	
	J Political Alignment and Advocacy Readiness	Fits within existing advocacy capacity/priority lis	1	
	K Feasibility and Deliverability	Technically and logistically feasible	1	
	L Feasibility and Deliverability	Realistic in cost (not a $20b+ ask)	1	
	M Feasibility and Deliverability	Timely can start within a political term or be deli	1	
	N Feasibility and Deliverability	Funding sources are identified or likely	1	
	O Feasibility and Deliverability	Council has capacity or resourcing to deliver	2	
	P Strategic Value	Strong costings or business case	2	
	Q Strategic Value	Strategic rather than purely opportunistic/reacti	1	
	R Strategic Value	Builds on previous wins	1	
	S Strategic Value	Aligns to broader Council strategies or policies	1	
	T Strategic Value	Enables future leverage	1	
	U Communications / Campaign Potential	Message is simple and compelling	2	
	V Communications / Campaign Potential	Strong public-facing benefit	2	
	W Communications / Campaign Potential	Potential to attract media attention	2	
	X Communications / Campaign Potential	Strong spokespeople or case studies available	3	
	Y Communications / Campaign Potential	Campaign capacity exists (internally or with part	1	

1	Enter 1 for Green
2	Enter 2 for Orange
3	Enter 3 for Red

Pillar	Greens	Yellows	Reds	Total	Tier 1	Tier	Tier 3
Community and Stakeholder Support	3	1	1	5			
Political Alignment and Advocacy Readiness	4	0	1	5			
Feasibility and Deliverability	4	1	0	5			
Strategic Value	4	1	0	5			
Communications / Campaign Potential	1	3	1	5			

Tier 1	**All categories have at least two green and no more than one red**
Tier 2	**Some orange in most categories no more than two red per pillar**
Tier 3	**Three or more reds across the majority pillars.**

LATROBE CITY SUBMISSION TO YALLOURN ENERGY INDUSTRY JOBS PLAN

PURPOSE

To seek Council endorsement of the Energy Industry Jobs Plan (EIJP) submission to the Net Zero Economy Authority (NZEA).

EXECUTIVE SUMMARY

- The Net Zero Economy Authority (NZEA) prepared the Energy Industry Jobs Plan (EIJP) for the Yallourn W Power Station Consultation Paper (**Attachment 1**) to assess the need for an EIJP before its scheduled closure in July 2028, under Part 5 of the *Net Zero Economy Authority Act 2024*, effective 11 December 2024.
- The EIJP establishes a legislated framework to ensure workers impacted by power station closures can access enforceable transition supports from employers, including career advice, training, paid time off and redeployment assistance.
- Officers sought Councillor feedback on the draft submission via email between 9–18 February. One response was received, resulting in an amendment to strengthen Council's submission (**Attachment 2**), by further outlining the cumulative impacts of successive power station closures and the anticipated socioeconomic impacts of Yallourn's closure.
- Submissions were originally due on 6 February 2026. However, NZEA advised that a three-week extension was available to Council.
- Given the limited consultation timeframe, the submission was lodged Tuesday 24 February 2026 to meet the new deadline, with endorsement being sought at this Council Meeting.
- The submission supports the establishment of an EIJP for Yallourn W as a necessary, proportionate and complementary mechanism to existing transition programs, reflecting Council's longstanding advocacy on energy transition, workforce impacts and regional economic resilience.

OFFICER'S RECOMMENDATION

That Council endorses the submission to the Net Zero Economic Authority's Yallourn Energy Industry Jobs Plan consultation.

BACKGROUND

Legislative and Policy Context

The Net Zero Economy Authority (NZEA) was established under the *Net Zero Economy Authority Act 2024* (Act), which commenced on 11 December 2024. Part 5 of the Act enables the establishment of an Energy Industry Jobs Plan (EIJP) to support workers impacted by the closure of eligible coal-fired power stations.

NZEA is currently seeking feedback on the potential establishment of an EIJP prior to the scheduled closure of Yallourn W Power Station in July 2028. Feedback sought also includes considerations of how such a framework should operate (refer to **Attachment 1** – Consultation Paper). Council's submission (**Attachment 2**) addresses the six scope points outlined in NZEA's EIJP consultation process.

If established, the EIJP would provide a legislated framework to assess whether existing workforce supports are sufficient and, where necessary, require additional employer obligations. This may include enforceable arrangements relating to redeployment, career support, training and income continuity.

The process involves a formal "Community of Interest" assessment, with NZEA consulting workers, employers, unions, governments and the broader community before determining whether to seek a formal determination through the Fair Work Commission.

Regional Context and Rationale for Submission

Yallourn W Power Station is scheduled to close in July 2028 and is expected to directly impact approximately 1,000 on-site workers, in addition to contractors and supply chain businesses.

Latrobe City has experienced previous power station closures, most notably Hazelwood in 2017. Those closures had significant economic and social impacts across the region, including reduced employment, lower business activity and decreased regional output.

Given this history, Council has consistently advocated for structured and coordinated arrangements to support workers and host communities when major energy assets close.

Officers identified the EIJP consultation as a critical opportunity to reinforce Council's long-standing position that workforce supports must be coordinated, enforceable and aligned with broader regional economic development measures. Voluntary or employer-led programs alone may not be sufficient in regions facing repeated large-scale industry change.

A temporary resourcing gap late last year delayed early submission drafting. An extension was subsequently sought from NZEA to enable appropriate internal review, which was granted.

ANALYSIS

Strategic Context

Latrobe City is Australia's most structurally affected regional economy, having powered Victoria for generations and now experiencing the cumulative impacts of energy transition. The closure of Yallourn W represents a further major economic and workforce disruption for the municipality.

While EnergyAustralia has committed $10 million to a workforce transition program, Council's submission outlines that employer-led initiatives alone are insufficient to address:

- Flow-on impacts to dependent supply-chain businesses;
- Uneven access to retraining and redeployment supports;
- Risks of skills loss and long-term unemployment; and
- Broader economic and fiscal impacts on the host community, including loss of municipal rates revenue.

Council's Position

The submission (**Attachment 2**) strongly supports the establishment of an EIJP for Yallourn W, noting that it would:

- Ensure consistent minimum standards of support across employers;
- Mandate paid time and flexibility for workers to access transition supports;
- Enable coordinated regional redeployment and job matching;
- Incentivise local employers to hire impacted workers; and
- Reduce the risk of long-term unemployment and workforce dislocation.

The submission also supports the proposed EIJP geographic assessment area, including Latrobe Valley, Wellington and Baw Baw, while emphasising that Latrobe City will bear the most direct and significant impacts and should be prioritised for transition-related investment.

Alignment with Council Advocacy

Council's submission aligns closely with its endorsed industry and economic advocacy priorities, including:

- A Latrobe Economic Support Package to attract and mobilise new industry investment;
- An Infrastructure Activation Fund to unlock industrial precincts; and
- Expansion of the Latrobe Aerospace Technology Precinct and advanced air mobility ecosystem.

The EIJP is positioned as a complementary workforce mechanism that strengthens the effectiveness of broader economic diversification efforts rather than operating in isolation.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to formally endorse the lodged submission could result in misalignment with Council's advocacy framework and governance expectations.	**Medium** *Possible x Minor*	Seek Council endorsement.
FINANCIAL Insufficient worker transition support may exacerbate unemployment, skills loss and economic instability in Latrobe City.	**High** *Likely x Moderate*	Continue coordinated advocacy for EIJP and complementary investment measures.
STRATEGIC Failure to clearly articulate Council's position on EIJP may weaken Council's credibility in future state and federal transition discussions.	**High** *Possible x Major*	Publicly confirm Council's position through endorsement.

CONSULTATION

Internal consultation occurred between Advocacy, Economic Development and executives to ensure alignment with Council's advocacy priorities and previous positions. Officers also circulated the draft submission to Councillors via email seeking feedback from 9-18 February and a briefing report on the 2 March 2026.

COMMUNICATION

Following Council endorsement, officers will continue to engage with the NZEA and relevant stakeholders and will report outcomes of the EIJP determination process to Council as they become available.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve direct delivery of a Council program, service or policy with a significant and direct impact on the community.

Notwithstanding this, the EIJP framework has the potential to support positive gender equity outcomes over time by facilitating workforce transition into a broader range of industries, including sectors with stronger gender participation and workforce diversity.

Social

The submission supports the establishment of a structured, enforceable workforce transition framework ahead of the Yallourn W Power Station closure, which would deliver positive social outcomes for workers, families and the broader Latrobe City community.

Key social impacts include:

- Improved employment security and reduced risk of long-term unemployment for impacted workers;
- Greater certainty for households planning future work and retraining pathways;
- Reduced community stress associated with large-scale job losses; and
- Stronger community confidence that the energy transition is being managed in a fair and coordinated manner.

Consideration of social consequences negative and position of planned policies, programs or projects

Cultural

The EIJP consultation recognises that Yallourn Power Station is located on the lands of the Braiakaulung people of the Gunaikurnai nation.

Council's submission supports transition approaches that respect First Nations connection to Country and acknowledges the importance of culturally informed engagement and economic participation as part of regional transition processes.

Health

Positive health impacts are anticipated through:

- Reduced financial and employment uncertainty for affected workers;
- Improved mental health outcomes associated with clearer transition planning;
- Access to career, financial and retraining supports that reduce stress and anxiety; and

- Lower risk of prolonged unemployment, which is strongly linked to poorer physical and mental health outcomes.

There are no identified adverse health impacts associated with Council's submission.

Environmental

The submission does not introduce any direct environmental impacts.

However, the EIJP operates within the broader context of Australia's transition to a net zero economy. By supporting orderly workforce transition, the EIJP contributes indirectly to environmental outcomes by enabling decarbonisation without disproportionate social or economic harm to host communities.

Economic

The submission supports economic resilience in Latrobe City by advocating for measures that:

- Retain skilled workers within the regional labour market;
- Reduce skills leakage following the Yallourn W closure;
- Support local businesses to access experienced workers through redeployment incentives; and
- Complement broader economic diversification and investment attraction initiatives.

Without effective transition mechanisms, the closure of Yallourn W poses a risk of compounding economic disadvantage following previous power station closures.

Financial

There are no direct financial implications for Council arising from lodging or endorsing the submission.

However, the closure of Yallourn W will have indirect financial impacts on Council through:

- Loss of municipal rates revenue associated with major industrial assets; and
- Increased demand for community support and economic transition services.

The EIJP is supported as a mechanism that may mitigate longer-term financial pressures by supporting employment continuity and economic stability within the municipality.

Attachments

1. Consultation Paper Yallourn Energy Industry Jobs Plan
2. LCC Submission to Yallourn Energy Indusrty Jobs Plan consultation

9.3

Latrobe City Submission to Yallourn Energy Industry Jobs Plan

1 Consultation Paper Yallourn Energy Industry Jobs Plan 41

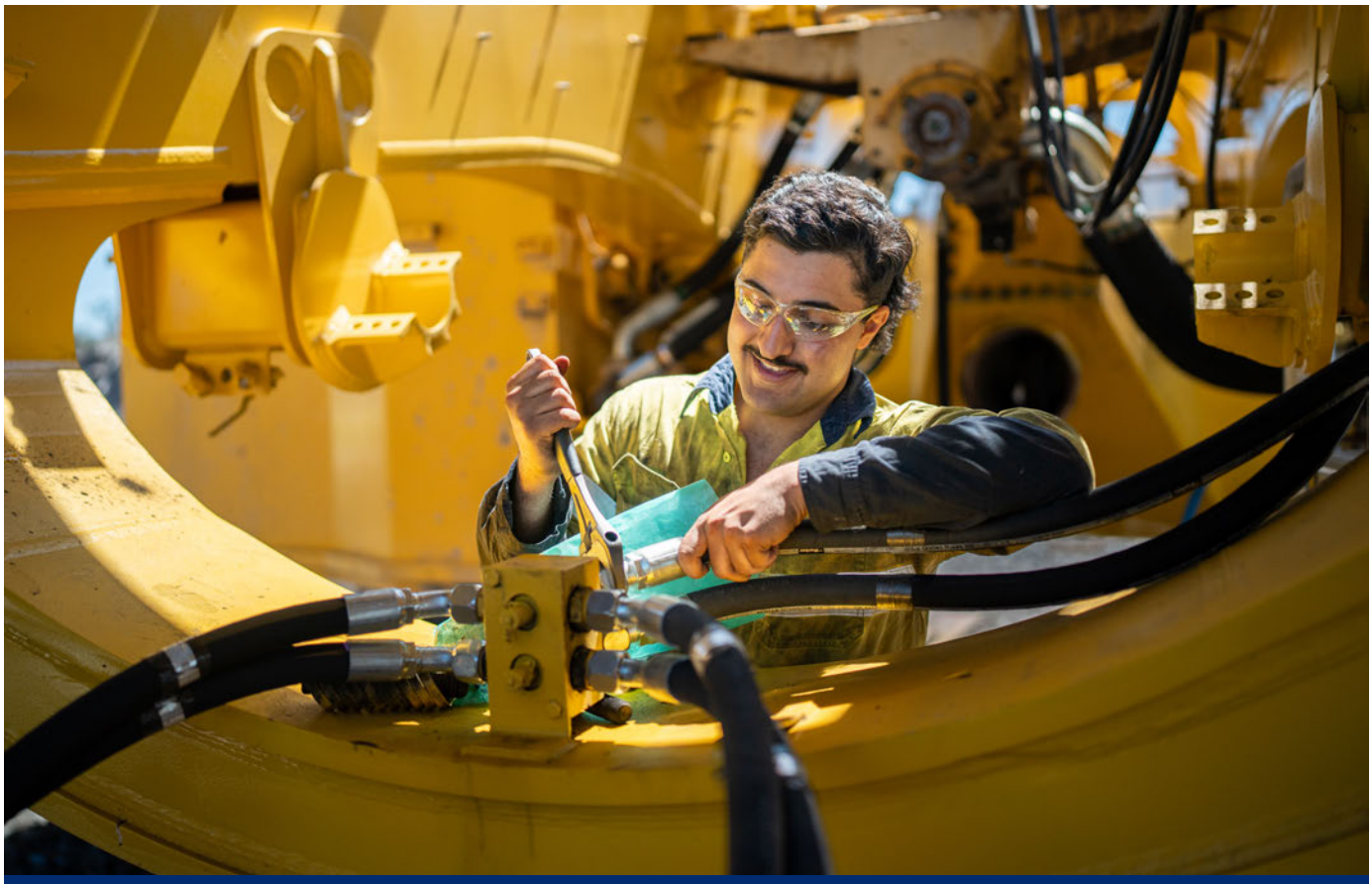
2 LCC Submission to Yallourn Energy Indusrty Jobs Plan consultation 54

Australian Government

Net Zero Economy Authority

Energy Industry Jobs Plan consultation process - Yallourn Power Station

Consultation paper



The purpose of this submissions process

The Net Zero Economy Authority has commenced a consultation process to determine if the Energy Industry Jobs Plan (EIJP) should be put in place ahead of the closure of Yallourn Power Station in July 2028.

Individuals and organisations can provide feedback through the public submissions process to help the Authority determine if the EIJP is needed and which employers it should apply to.

We will also be consulting directly with unions, employers, employer organisations, other local businesses and members of the Latrobe community over the coming months.

Beyond the scope of this paper

This consultation paper is seeking input on the Energy Industry Jobs Plan in the context of Yallourn Power Station. The following is outside of the scope of this paper:

- the overall design and remit of the Energy Industry Jobs Plan
- the other functions and broader remit of the Net Zero Economy Authority (including job creation and investment attraction in priority regions such as the Latrobe and Gippsland)
- other power station closures
- other government policies

Further information

For general enquiries on the consultation process, please contact EIJP@pmc.gov.au. We will respond within three business days.

Further information about the EIJP and the Authority is available on our website.

The Energy Industry Jobs Plan - Overview

Many of Australia's coal and gas-fired power stations are scheduled to close

Almost all of Australia's coal-fired power stations and some gas-fired power stations have announced closure dates.

To ensure workers are supported when these stations close, the Australian Government has legislated the EIJP.

The EIJP is established by the *Net Zero Economy Authority Act 2024* (the Act) and is administered by the Net Zero Economy Authority (the Authority).

The EIJP is a regulatory framework that ensures impacted workers can access supports from their employer, where needed, to prepare for and transition into their next job.

The EIJP process involves the Authority undertaking a formal consultation process to assess whether workers impacted by closing power stations need additional support from their current employer to prepare for and find new jobs (referred to in the Act as a 'Community of Interest' process).

If the Authority considers additional supports are needed, the Authority's CEO will apply to the Fair Work Commission for a determination. The Fair Work Commission will then undertake its own independent assessment and determine if the EIJP is needed for the closure and which employers should be included.

Employers included in a determination from the Fair Work Commission will be required to provide their employees with supports in the lead up to the station closure, including: access to career and financial advice, relevant training, and paid time off or flexible working arrangements to access these supports.

In addition to supports provided by employers, where an EIJP is in place the Authority has funding for redeployment supports to help connect workers with opportunities in the region. This includes on-ground coordination services, a dedicated jobs board, and a grants program to incentivise businesses to take on impacted workers when a station closes.

The Energy Industry Jobs Plan is part of the Authority's broader focus on supporting workers, communities and regions in the net zero transition. More information on the Authority's work, including our focus on communities, regions, workers and investment, is available on our website.

Which employers are included?

The EIJP can apply to the owner and/or operator of the closing power station and substantially impacted supply chain businesses.

Supply chain businesses included under the EIJP are called 'dependent employers'. These businesses need to meet certain criteria under the Act to be included under the framework:

- The employer must be a constitutional corporation (i.e. sole traders and partnerships are not captured).
- The employer must have a commercial relationship with the closing power station (or, in some cases, a coal mine that supplies the power station).
- The employer will, or will be likely to, cease a substantial part of their business in the region as a direct result of the closure.

The Act does not provide a threshold for the level of business operations considered a 'substantial part'. This is assessed on a case-by-case basis and will consider the relevant context of the employer and their employees.

Even where a supply chain business meets these criteria, it still has to be reasonable to include the employer. Whether it is 'reasonable' to include a business requires consideration of several factors, such as the number of impacted workers, opportunities for workers to be redeployed internally within the business, and local labour market conditions.

The EIJP is complemented by broader regional transition supports

The EIJP is focused on workers at the power station, any supplying coal mines and substantially impacted supply chain businesses. However, there are other government programs that are able to provide broader worker, supply chain and community supports:

- **Regional Workforce Transition Plans** – these are being delivered by the federal Department of Employment and Workplace Relations in conjunction with the Authority and the Victorian Government. These plans will provide support to workers who aren't captured under the EIJP as well as their families and communities.
- **Transitioning Workforce Fund** – this fund will be delivered by the Department of Employment and Workplace Relations with the aim of delivering flexible, community-designed projects in impacted regions.

This work is currently being progressed by the Department of Employment and Workplace Relations in consultation with local communities.

The EIJP is also one part of the Authority's broader focus to support regions, communities and workers in the net zero transition. This includes working with the Victorian and local governments, business, unions and other local stakeholders to support job creation and investment in the Latrobe and Gippsland region.

Figure 1: the EIJP step-by-step process

1. The closure of a coal-fired or gas-fired power station is announced.

WE ARE HERE

2. The Authority looks at what support is already available for workers, goes through a consultation process, and decides if the Energy Industry Jobs Plan is needed.
   - 2a If the Authority decides it is needed, it applies to the Fair Work Commission (FWC) to formalise this **(move to step 3)**.
   - 2b If the Authority decides existing arrangements will adequately support workers to get a new job and it is not needed, **the process ends here.**

3. The FWC determines if the Energy Industry Jobs Plan should be implemented.
   - 3a If the FWC agrees it should be implemented, the process continues **(move to step 4)**.
   - 3b If the FWC determines it is not needed, **the process ends here.**

4. Once the Energy Industry Jobs Plan is established, the closing power station (and any dependent businesses that have been included) will have legal obligations to provide supports to their employees to help them prepare for new employment.

5. The closing power station, dependent businesses and relevant unions can work together to agree on supports for the workers.

6. The Authority helps connect workers with opportunities at other employers in the region based on their skills, interests and qualifications.

7. The Energy Industry Jobs Plan ends 6 months after the power station closes.

8. If workers are offered a new job, they transfer at a time agreed between their current employer and their new employer.

Net Zero Economy Authority | Yallourn Community of Interest (COI) process

The EIJP consultation process for Yallourn

Yallourn power station is scheduled to close on 1 July 2028

Yallourn Power Station is located on the lands of the Braiakaulung people of the Gunaikurnai nation in the Latrobe Valley of Victoria. The power station is a 1480 MW electricity generator powered by brown coal, supplied by the nearby Yallourn Coal Mine. Both facilities are owned by EnergyAustralia, with operation of the coal mine contracted to RTL.

Yallourn Power Station is scheduled to close in mid-2028.

Workers impacted by the Yallourn closure

EnergyAustralia has told the Authority the closure is expected to impact around 500 people employed on site as well as workers at businesses within the broader supply chain.

EnergyAustralia has commercial arrangements with other businesses to provide a range of goods and services to both the power station and coal mine. The Authority will be assessing the likely impact of the closure on these businesses and their workforce to determine if workers need additional supports to prepare for and transition into their next job.

Some employees can already access support

EnergyAustralia has developed a workforce transition program for their employees at Yallourn. This involves helping employees develop personalised plans for finding a new job, or retirement, and contributing to the education and training required to carry these plans out. The company has committed $10 million to this initiative.

Information about any support initiatives provided by supply chain businesses to their employees will be gathered as part of the consultation process.

Existing transition programs like EnergyAustralia's program at Yallourn are considered in the Authority's assessment of whether the EIJP is needed to support employees of businesses impacted by a closure.

The Authority's consultation process

The Authority is conducting a consultation and assessment process to determine if the EIJP is needed for the Yallourn closure, and which employers should be included and required to provide supports for their employees.

Under the Act, the Authority is required to consult with the closing employer, dependent employers in Yallourn's supply chain, unions, employer organisations, community, and other local businesses that may be able to take on workers under the EIJP.

These consultations focus on gathering information to inform the Authority's assessment of whether the EIJP is needed, including identifying:

- the relevant closing employer and any dependent employers that might be included
- the number of workers employed at these businesses ('transition employees')
- the number of those workers imapacted by the closure who may need to find other employment ('participating employees')
- details on the kind of jobs workers perform
- existing transition supports workers can already access; and
- opportunities for workers to be redeployed internally within their current employer.

The Authority is also seeking expressions of interest from 'receiving employers' that may wish to voluntarily participate in the EIJP by offering jobs to affected workers when Yallourn closes.

Additional transition supports

If an EIJP is established for Yallourn, these employers may be able to access grants payments to incentivise businesses to take on affected workers. Two types of grant payments may be offered:

- a direct hiring incentive payment to a receiving employer to take on a participating employee under the EIJP
- financial support for businesses to offer early retirement packages to their existing employees to create vacancies for participating workers under the EIJP.

The Authority is currently developing grant opportunity guidelines that set out parameters for the grants program, including the application process, obligations and eligibility requirements.

Proposed geographic area for the EIJP assessment at Yallourn

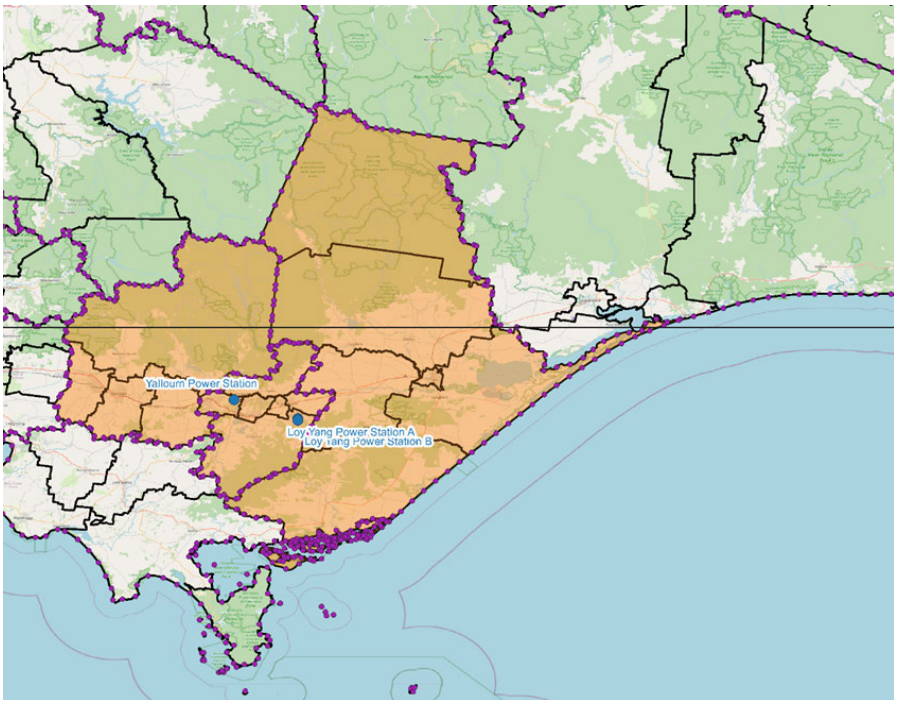
To guide where the EIJP will operate in the context of Yallourn, the Authority determines a geographic boundary around the closing power station referred to as the 'geographic area'.

The geographic area is designed to capture the closing site, as well as the locations where any dependent employers might operate and the areas from which workers commute to the power station. The geographic area is also used to inform the Authority's labour market analysis and consider the capacity of other employers in the region to offer employment to transition employees ('receiving employers'), noting not all potential receiving employers have to be based within the geographic area.

The Authority determined the proposed geographic area, found in Figure 2, by analysing available data on place of employment, employment by industry, and usual place of residence. We have identified the following Statistical Areas Level 3 (which are defined by the Australian Bureau of Statistics) to define the geographic area:

- Latrobe Valley
- Wellington
- Baw Baw

Figure 2: Proposed geographic area for the EIJP at Yallourn



Discussion questions

Who do we want to hear from?

We want to hear from anyone who has views on the closure and the support required by impacted workers to help them prepare for and transition into new employment. This could include:

- Workers
  - EnergyAustralia employees at Yallourn power station or coal mine.
  - Contractors at Yallourn power station or coal mine.
  - Other workers employed by businesses that provide EnergyAustralia with goods or services at the power station or the mine.
- Employers
  - The owner and operator of the closing power station – EnergyAustralia.
  - Suppliers and contractors of EnergyAustralia at Yallourn.
  - Businesses that may be interested in taking on workers coming out of the closure.
- Unions
- Employer organisations
- State or local government
- First Nations organisations
- Community groups and members of the broader community

What are we seeking submissions on?

1. **Impacts of the closure:**
   a. How do you think the Yallourn closure will impact you and/or your business and/or your community?
   b. Which businesses in the region will be directly impacted by Yallourn closing?
2. **Existing support for workers:** Do you think workers currently have enough support to prepare for and transition into new jobs? Why or why not?
3. **Additional support required:** If you think more support is required, what would you like to see?
4. **Views on the EIJP:** Do you think establishing the EIJP for Yallourn would improve the transition process for workers? Why or why not?
5. **Opportunities for impacted employees:**
   a. In your view, which businesses might be best placed to hire transitioning workers from the Yallourn power Station and coal mine?

   For businesses in the region:

   b. Would you be interested in hiring workers that need to find work following the Yallourn closure?
   c. What kinds of skills and qualifications would you be interested in hiring for?
   d. Approximately how many roles would you be looking to fill over the next two to three years?
6. **Proposed geographic area:** Does the proposed geographic area accurately capture the expected labour market impacts of the closure of Yallourn, including impacts to business operations and opportunities to employ workers impacted by the closure?

How will this information be used in decision making?

We will consider views expressed in submissions when determining if the EIJP is needed to support workers impacted by the closure of Yallourn and which employers the framework should apply to. Additional information on workforce characteristics, transition supports and redeployment opportunities will also be collected from impacted businesses and other relevant sources. Our CEO will consider the information and come to a decision on whether to make an application to the Fair Work Commission and which employers to include.

How to make a submission

You can make a submission through the Authority's online consultation hub.

You have two options:

1. Upload a written statement as a submission.

2. Fill out a survey as a submission.

While you could do both, we would recommend choosing one or the other to avoid answering the same questions twice.

Alternatively, you can email your submission to the Authority at EIJP@pmc.gov.au or send via post to PO Box 6500 Canberra ACT 2600. If you require support to provide a submission, please contact the team at EIJP@pmc.gov.au.

Due date for submissions

We will be accepting submissions from 9 December 2025 to 6 February 2026. The online portal will close on 6 February 2026 at 5pm AEDT.

We may choose to accept late submissions. If you require an extension to provide your response, please contact the team at EIJP@pmc.gov.au.

How will we handle publishing submissions?

You can choose whether or not to have your name on your submission, and you can choose whether or not to publish it on our website.

You will be asked if you would like to submission to be public, public but name withheld, or private.

- For public submissions, your name and submission will be published on our website.
- For public but name withheld, your submission will be published on the website but your name will not.
- For private submissions, neither your name nor your submission will be published on the website.

Unless you choose to make your submission public, we will not publish your name on our website. We will not publish your email address, phone number or other personal information on our website. More information on the Authority's approach to privacy can be found in the privacy collection notice at the end of the consultation paper.

We may choose not to publish submissions on our website or to withhold certain content in submissions from publication (for example, by removing defamatory material or de-identifying personal or sensitive information).

Submissions that contain personal information may be accessed by people overseas, who would not be bound by the Australian Privacy Principles.

How will we handle confidential information?

You may include confidential information in a submission or an attachment to a submission if the submission or the attachment is marked 'confidential'. You may provide information anonymously or using a pseudonym, but we may be unable to verify or clarify certain details, which may impact how we consider your submission in our analysis.

Only relevant staff at the Authority will review confidential submissions. In some instances, we might think it would be helpful to publish a de-identified summary of a confidential submission. However, we would only do this with your permission.

In some limited circumstances, we may provide the Fair Work Commission with information contained in a confidential submission. We may voluntarily provide the Commission with information, but only with your consent. The Fair Work Commission has powers to require us to provide the Commission with information. We may seek orders from the FWC prohibiting or restricting publication of confidential information, if we consider it appropriate.

Any submission to the Authority on the Energy Industry Jobs Plan may be subject to a request under the *Freedom of Information Act 1982* (Cth) (FOI Act).

Privacy Collection Notice

This notice explains how the Net Zero Economy Authority (the Authority) collects, uses and discloses personal information during Energy Industry Jobs Plan (EIJP) community of interest (COI) consultation processes under section 55 of the Net Zero Economy Authority Act 2024 (Cth) (the Act).

We collect personal information as part of COI consultation processes under section 55 of the Act. This process involves identifying employers and employees impacted by the closure of a power station, and potential employment opportunities to inform planning for energy industry transitions. Most information is high-level or de-identified, but some may identify individuals.

Your personal information is protected by law, including under the Privacy Act 1988 (Cth) (the Privacy Act) and the Australian Privacy Principles.

EIJP Community of Interest Process

Participation in a COI consultation process is voluntary; however, if you choose to participate, the Authority may collect your personal information to inform our analysis and refer to non-confidential submissions where you have provided permission to do so.

We use technology from Converlens Pty Ltd (Converlens) to provide this consultation service and website. Our contractual arrangements require Converlens to comply with the Privacy Act and store data securely in Australia.

For more information, please refer to our Privacy Policy or Converlens' Privacy Policy.

Why we collect your personal information?

The COI consultation process is an opportunity for stakeholders to have their say and assist the Authority to consider the impact, or likely impact of a gas-fired or coal-fired power station closure.

We will collect your personal information to understand your views, or the views of the organisation you represent (if any), and inform the assessment process to determine if an EIJP is needed for a power station closure. This includes:

- Meeting our consultation requirements under section 55 of the Act and
- Determining whether it is reasonable to apply for a COI determination under section 56 of the Act

How we collect information

We will collect your personal information:

- when you make a submission to the COI process
- directly from you through an email, telephone call or online submission
- indirectly if another person includes your information in a submission, with your consent.

What we collect

Through the consultation paper process, we will collect a range of personal information (some of which could be sensitive information), including your:

- name
- contact information
- organisation you represent and your role
- your personal views about, or information that relates to, a particular power station closure being assessed under the EIJP.

We do not require any other personal information. If we need further personal information to clarify or verify your submission, we will seek this from you and provide a reason for requesting the information.

Unsolicited information

While we seek your opinions to inform the consultation process, we do not need **your sensitive information or personal information about anyone else**. Sensitive information includes (but is not limited to) personal information that includes information or an opinion about an individual's trade union membership or associations.

If you need to provide information about any other person, you must obtain their consent to include their information in your submission and provide them with a copy of this notice.

We will deal with any unsolicited personal or sensitive information in accordance with our Privacy Policy.

How we use information

Written feedback will be collated and considered alongside other information collected in the COI process to determine if an application under section 56 of the Act should be made to the Fair Work Commission.

Who we disclose personal information to

Where information is provided in confidence, this will not be shared by the Authority without your permission.

Publication on our website

We may publish non-confidential submissions on our website. Submissions may be accessed by overseas recipients who are not bound by the Australian Privacy Principles.

Other government entities

We may disclose to government entities where submissions are not provided in confidence. Your personal information may be shared with relevant Australian federal and state government departments and agencies involved in the EIJP, to allow them to consider your comments and feedback.

Fair Work Commission

We may disclose your information to the Fair Work Commission where necessary to perform our statutory functions such as those under section 56 of the Act.

Processing submissions

The Authority may choose not to publish submissions on our website at our discretion, or to withhold certain content in submissions from publication (for example, by removing defamatory material from the published version of submissions, or where appropriate, de-identifying personal or sensitive information).

If a submission is published on the Authority website, the information in it, including the name of the person lodging the submission, can be searched for on the internet, including from overseas. Any submission may be subject to a request under the *Freedom of Information Act 1982* (Cth).

You may provide information anonymously or by using a pseudonym. However, if you choose to do this, we may not be able to verify or clarify the information you provide which may impact how we consider your submission as part of the consultation.

Confidential submissions

We will not publish confidential submissions. To claim confidentiality on behalf of a person or an organisation, the first page of a submission should clearly state that the content should be treated as confidential (for example, an individual's name, so that it is not published on the internet).

At the request of stakeholders, the Authority may redact extracts of information considered to be confidential, but allowing the rest of the submission to be published on the website.

Alternatively, confidential information can be placed in an attachment to a submission, with a request to keep the attachment confidential. Confidential submissions will only be considered by staff at the Authority and will not be released publicly. In some instances, the Authority may consider it helpful to publish de-identified summaries of confidential submissions. De-identified summaries of these submissions will not be made public without permission of the submitter.

Storage of personal information

We store and manage your personal information securely in accordance with the Privacy Act and other requirements including Commonwealth information security requirements.

Access to your personal information is restricted to authorised personnel who need it to perform their duties related to the EIJP. We retain personal information only for as long as necessary to meet legal, operational, and record keeping obligations, including compliance and audit requirements.

Your rights

You have the right to:

- access your personal information
- request corrections to inaccurate information
- withdraw your consent for certain uses of your information and
- request the deletion of your information (subject to legal requirements).

More information

Please read our Privacy Policy on our website for more information on how we handle your personal information, including how you can:

- access any personal information that we hold,
- seek correction of personal information that we hold, and
- complain about a breach of the Australian Privacy Principles and the Privacy Act.

If you have any concerns or questions, you can contact us at NZEA-Privacy@pmc.gov.au.

Australian Government
Net Zero
Economy
Authority

LATROBE CITY COUNCIL

Latrobe City Councils Submission to:

Energy Industry Jobs Plan for Yallourn W Power Station

February 2026

1. Introduction

Latrobe City Council welcomes the opportunity to provide a submission to the Net Zero Economy Authority's consultation on whether an Energy Industry Jobs Plan (EIJP) should be established ahead of the scheduled closure of Yallourn W Power Station in July 2028.

Latrobe City is Australia's most structurally affected regional economy, having powered Victoria for generations and now facing the cumulative impacts of coal-fired power station closures. Council strongly supports the establishment of an EIJP for Yallourn W as a necessary, timely and proportionate mechanism to support workers, families, businesses and the broader community through this transition.

2. Impacts of the Yallourn W Closure

The closure of Yallourn W Power Station in mid-2028 will have a significant and lasting economic, fiscal and social impacts on the Latrobe City and surrounding Gippsland region. The consultation paper indicates the closure is expected to impact a significant amount of on-site workers, in addition to workers across the supply chain and dependent industries.

Beyond direct employment, the closure will affect:

- Local contractors and specialist supply-chain businesses;
- Household incomes and local spending;
- Small and medium enterprises reliant on industrial expenditure;
- Community confidence and economic stability; and
- Demand for retraining, redeployment and support services.

Importantly, Yallourn W's closure is not an isolated event. It represents a further stage in the structural contraction of Latrobe City's traditional energy industry, following the closure of Hazelwood Power Station in 2017 and broader workforce reductions across the sector. While new investment opportunities are emerging, replacement industry has not matched the scale or timing of successive large-scale employer exits.

The cumulative effect of repeated closures increases the risk of skills loss, reduced private-sector confidence, and long-term economic scarring if transition arrangements are not structured and coordinated. From a socioeconomic perspective, Latrobe City already experiences higher-than-state-average levels of disadvantage and income vulnerability. A reduction in high-wage industrial employment risks exacerbating existing hardship, weakening household resilience and increasing demand for community services.

The closure will also materially affect Council's financial sustainability. Yallourn W and associated industrial activity contribute significantly to Council's municipal rate base. A reduction in industrial rate revenue constrains Council's capacity to maintain infrastructure, deliver essential services and support community wellbeing at a time when demand is likely to increase. This creates a structural challenge: community need rises while local revenue capacity contracts. While Council is actively pursuing industry diversification and investment attraction, transition of this magnitude cannot be managed by local government alone.

Given the cumulative impact of successive coal-fired power station closures, a formal Energy Industry Jobs Plan is a necessary and proportionate response to support workforce transition and protect the economic and social stability of host communities such as Latrobe City.

3. Existing Support for Workers

Council acknowledges Energy Australia's existing workforce transition program and its commitment of $10 million to support affected workers.

While this initiative is positive and important, Council does not consider employer-led programs alone to be sufficient to address the scale, complexity and regional flow-on impacts of the Yallourn W closure.

Existing supports vary across employers and the supply chain, creating uneven access to retraining, career planning and redeployment opportunities. Without a formal EIJP in place, there is a risk that some workers, particularly those in dependent businesses, may fall through gaps in support.

4. Additional Support Required

Latrobe City Council considers that additional, mandated supports are required to ensure a fair and orderly transition. An EIJP would:

- Ensure consistent minimum standards of support across employers;
- Provide workers with paid time off and flexibility arrangements to access support;
- Enable coordinated redeployment across the regional labour market;
- Incentivise businesses to hire impacted workers; and
- Reduce the risk of long-term unemployment and skills loss from the City

Council strongly supports the EIJP framework's combination of employer obligations and Authority-led redeployment supports, including coordination services, grants and incentives for receiving employers.

In Council's view, the EIJP should align to realistic regional employment pathways in sectors with demonstrated or emerging demand. These include energy and renewables, construction and infrastructure, advanced manufacturing, aviation and aerospace industries, transport and logistics, public services, health and community services, and environmental rehabilitation.

5. Views on the Energy Industry Jobs Plan

Council strongly supports the establishment of an Energy Industry Jobs Plan for Yallourn W.

An EIJP would materially improve transition outcomes by providing certainty, accountability and coordination at a scale that matches the significance of the closure. Importantly, it sends a clear signal that workers and host communities are not expected to bear the burden of the energy transition alone, and that employers, industry and all levels of government have shared responsibility for supporting affected workers and regions.

The EIJP aligns closely with Council's established Industry and Economic advocacy priorities to drive economic resilience, job creation and long-term transition in Latrobe, including:

- **Establishing a Latrobe Economic Support Package**, comprising a suite of industry-attracting and mobilisation incentives such as temporary tax offsets, accelerated depreciation and targeted investment levers to support business and worker transition and growth.
- **Establishing an Infrastructure Activation Fund**, as a critical component of the Economic Support Package, to deliver essential enabling infrastructure required to unlock industrial precincts for immediate occupation and commencement of business activity.
- **Expanding the Latrobe Aerospace Technology Precinct**, including the development of a fit-for-purpose advanced air mobility research and development facility to house start-ups, manufacturers and researchers, and the extension of the airport taxiway to unlock zoned commercial land for aviation manufacturing and related industries.

Council considers the EIJP an important complementary mechanism that supports workforce transition while broader economic diversification and investment initiatives are progressed in parallel. While broader job creation is outside the scope of this consultation, Council notes that the effectiveness of the EIJP will be strengthened where the Authority actively identifies and communicates locally relevant employment pathways within Latrobe City, enabling training, redeployment and employer engagement activities to be better aligned to the region's transition priorities.

Council considers the EIJP an important complementary mechanism that supports workforce transition while broader economic diversification and investment initiatives are progressed in parallel.

6. Opportunities for Impacted Employees

The Latrobe City and wider Gippsland region have emerging employment opportunities across energy, construction, manufacturing, infrastructure, health, education and public services. However, realising these opportunities requires structured pathways that align skills, timing and employer demand.

Council supports the EIJP's role in:

- Matching workers' existing skills to new roles;
- Supporting retraining aligned to regional growth industries;
- Incentivising local employers to hire transitioning workers; and
- Retaining skilled workers within the region.

7. Proposed Geographic Area

Council supports the proposed geographic area for the EIJP assessment, including the Latrobe City, Wellington and Baw Baw Statistical Areas Level 3.

This area appropriately reflects:

- Worker commuting patterns;
- Supply chain distribution; and
- The functional regional labour market.

Council notes that while the proposed geographic area appropriately captures the broader regional labour market, Latrobe City is the municipality most directly and significantly impacted by the closure of Yallourn Power Station. As such, Council considers that future industry and economic investments associated with the transition should be prioritised toward Latrobe City to support workforce retention, economic resilience and community stability.

Council further notes the importance of maintaining flexibility within the EIJP framework to recognise employment opportunities beyond the proposed geographic boundary, where this enables affected workers to remain living in Latrobe City and commute to new workplaces where appropriate.

8. Conclusion

Latrobe City Council strongly supports the establishment of an Energy Industry Jobs Plan for Yallourn W Power Station.

The EIJP represents a practical, fair and necessary response to a major structural change facing one of Australia's most impacted regions. It complements existing employer initiatives while ensuring consistent, enforceable and coordinated support for workers and communities.

Council looks forward to continuing to work with the Net Zero Economy Authority, the Australian Government, the Victorian Government, employers, unions and the community to ensure the Yallourn W transition delivers secure jobs, economic resilience and a positive future for the Latrobe City.

Council remains committed to working with government, industry, and the community to ensure the renewable-energy transition supports environmental recovery, economic diversification, and long-term resilience for Latrobe City.

Please contact Latrobe City Council's Acting Senior Strategy & Advocacy Advisor Kate Cumming, at Advocacy@latrobe.vic.gov.au or 0409 327 314, should you wish to discuss any of the content outlined in this submission in further detail.

Steven Piasente
Chief Executive Officer

DRAFT LOCAL LAW 3 - PUBLIC EXHIBITION

PURPOSE

To present Local Law 3 - Asset Protection During Building Works (LL3) and to seek Council's endorsement to undertake public consultation in accordance with the requirements of the *Local Government Act 2020* and Council's Community Engagement Policy.

EXECUTIVE SUMMARY

- Local Laws are reviewed and renewed every ten years, therefore a new LL3 is required to be adopted in order to continue asset protection during building works.
- Council has required asset protection during building works under LL3 since 2014.
- A revision of LL3 has been undertaken consistent with the provisions of the *Local Government Act 2020* and by following the Guidelines for Local Laws Manual, published by the Department of Planning and Community Development, February 2010.
- Council is experiencing an increasing number of community concerns about safety and amenity adjacent to building sites and in particular relating to the state of nature strips and the presence of mud/dirt on footpaths and roads.
- The revised LL3 replaces the requirement to establish and use a temporary vehicle crossing with a requirement to establish and use a permanent vehicle crossing and an on-site hard stand.
- The revised LL3 and associated Community Impact statement are provided as **Attachments 1** and **2**.
- The aspects of the LL3 that have been amended include:
    - Removal of provisions that duplicate Legislation and/or Regulations that are controlled by other authorities.
    - Alteration of lead and response times for permit applications, site inspection and reinstatement to reflect realistic and orderly response times in line with higher levels of building activity.
    - Replacing the use of temporary vehicle crossings with permanent vehicle crossings and a back of footpath temporary hard stand prior to the commencement of building works.
    - Clarification that the person/entity undertaking the building works is to be the holder of the Asset Protection Permit.

- If endorsed by Council to proceed to public consultation, the draft LL3 will be out for public consultation over a period of 4 weeks closing 21 April 2026.
- Following public consultation, a report will be presented to a future Councillor Briefing to provide the feedback received.

OFFICER'S RECOMMENDATION

That Council:

1. **endorses the draft Local Law 3 - Asset Protection During Building Works, Attachment 1 to be released for community feedback;**
2. **gives notice that the draft Local Law 3 - Asset Protection During Building Works will be made available for feedback period at Council Headquarters, Service Centres and on Council's website; and**
3. **invites written submissions from the public to be received by no later than 5pm 21 April 2026.**

BACKGROUND

Local Laws are reviewed and renewed every ten years, therefore a new LL3 is required to be reviewed and adopted. Council has required asset protection during building works since 2014 under LL3.

Councils may make local laws that deal with the day-to-day issues that cannot be practically dealt with by state legislation.

Such issues maybe specific to the needs of a Council community. Local laws regulate how shared spaces are used, for example parks, roads, footpaths, and reserves. This helps prevent conflict between users and keeps shared spaces safe, accessible and enjoyable for everybody.

The purpose of the revised LL3 is to:

- safeguard public infrastructure assets from damage caused by building and construction activity in the municipality.
- provide for the safety and health of the public by controlling activities associated with building and construction work in the municipality.
- ensure that persons responsible for damaging public assets are also responsible for their repair or reinstatement; and
- provide for the administration of Council powers and functions.

ANALYSIS

Local laws are essential because they allow councils to respond to the everyday matters that are unique to their communities. State legislation cannot realistically address the diverse conditions and challenges faced by every local government area.

These laws guide how public spaces such as parks, roads, footpaths, and reserves are used and managed. By setting clear expectations, they reduce potential disputes, promote safety, and ensure shared areas remain accessible and pleasant for all users

Local laws also give Council the ability to act early, addressing minor issues before they develop into more serious problems. Clearly defined rules support fair and consistent enforcement, rather than decisions being made on a case-by-case basis. This approach helps the community understand their responsibilities and obligations.

The review of LL3 provides an opportunity for Councillors, community and building industry members to share their views on provisions that may need to be introduced, removed, or revised. This process helps ensure the local laws remain relevant and effective in meeting community needs.

LL3 review identified opportunities for improvement and needed changes to ensure compliance with the Guidelines for Local Laws Manual (Department of Planning and Community Development, February 2010), including the requirement to prepare a Community Impact Statement (**Attachment 2**).

Below highlights the following provisions changed in the proposed LL3:

Proposed Change (LL3)	Benefits
Removal or amendment of provisions relating to legislation and regulations administered by other authorities.	• Reduces duplication and regulatory overlap. • Clarifies Council's jurisdiction and responsibilities. • Simplifies the Local Law.
Changes to nominated lead and response times for permit applications and site re-establishment.	• Provides clearer and more structured timeframes. • Improves administrative certainty. • Encourages earlier planning and compliance by applicants.
Replacement of 3-day notification and permit issue timeframe with requirement for payment at least 10 days prior to commencement.	• Ensures fees are received prior to works commencing. • Reduces risk of unpaid permits. • Provides Council with adequate processing time.
Replacement of requirement to remove structures/facilities within 7 days of completion with requirement to arrange inspection within 7 days and complete repairs within 20 days.	• Strengthens asset protection oversight. • Ensures Council inspection prior to site finalisation. • Provides clear timeframe for rectification works.
Removal of allowance for temporary vehicle crossings and requirement for permanent vehicle crossing prior to commencement.	• Protects Council assets and infrastructure. • Reduces damage to kerb and channel and footpaths. • Improves safety and site management.
Requirement to establish a vehicle hardstand within the building site.	• Minimises mud and debris on roads • Protects back of footpath • Improves public safety and amenity
Clarification of who must obtain an Asset Protection Permit and extension of compliance obligations to Owner, Owner's Representative and Builder.	• Strengthens accountability. • Reduces compliance gaps. • Improves enforceability. • Encourages shared responsibility.

Requiring vehicle crossings to be in place before the commencement of building works will allow discussion between council officers and homeowners/building practitioners to resolve issues. Homeowners will be able to either change the layout or siting of their house/shed or understand the compromises to vehicle crossing layout and/or additional costs that will result from their decided house/shed siting and orientation.

Examples of a clashes between vehicle crossings and infrastructure are presented below.

Clash with street-light and junction pit.

Clash with side entry pit.

Examples of building works that impact the amenity of neighbourhoods during construction that would be improved if permanent vehicle crossings and onsite hardstands are in place before construction.

Lack of onsite hard stand contributing to damage of footpath.

Carriage of mud onto neighbourhood footpaths and roads.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to Make a Local Law required by the obligations under the *Local Government Act 2020.*	**Low** *Unlikely x Minor*	Closely follow the requirements as per *Local Government Act 2020* and the Guidelines for Local Laws Manual, published by the Department of Planning and Community Development, February 2010.
SERVICE DELIVERY Concerns of Builders and Contractors with respect to time of Vehicle Crossing construction.	**Medium** *Likely x Minor*	Provide the opportunity for 1:1 consultation during the public consultation period.
FINANCIAL Property owner cost associated with re-submitting planning and building permits.	**Low** *Unlikely x Minor*	Mandating Vehicle Crossings are constructed prior to build commencing.
STRATEGIC Failure to Make a revised Local Law 3 to provide the powers to undertake Asset Protection at Building Sites.	**Low** *Unlikely x Minor*	Adoption and enforcement of Local Law 3 – Asset Protection During Building Works (2026).

CONSULTATION

Pending Council endorsement at the March Council Meeting**,** the Draft LL3 will be on public exhibition for a minimum of 28 days via Council's "Have Your Say" webpage.

Building practitioners that have applied for an Asset Protection Permit over the last two years will be receive the draft LL3 and the Community Impact Statement by email distribution with the option to either:

- lodge their feedback via the "Have Your Say" webpage; and/or
- a face to face timeslot to discuss issues and present any feedback.

COMMUNICATION

Once endorsed by Council for consultation, the public will be informed and encouraged to participate in the review process. Copies of the Draft LL3 will be available for viewing on Council's website and hard copies within Council's Service Centres.

Table 1 details the proposed timeline for the review and consultation process subject to adjustment according to any changes resulting from public submissions or further requests for information.

Table 1: Proposed Review and consultation timetable

Process	Time
Review (Internal) of LL3 2014 (Current Version)	Completed
Consultation with Internal stakeholders (i.e. City Assets, Local Laws, Legal etc.) Develop an initial Draft Local Law 3- Asset Protection During Building Works	Completed
Report to Council (Briefing)	Completed
Report to Ordinary Council Meeting for endorsement to undertake public consultation	23 March 2026
Exhibit the Draft Local Law 3- Asset Protection During Building Works at: • Council's Service Centre's • Council's Social Media outlets Advertise its availability for comment and review in the: • Latrobe Valley Express	4 weeks April 2026
Briefing report to Councilors on the public submissions received on the revised Local Law 3- Asset Protection During Building Works	1 June 2026
Final Report and revised draft of the Asset Plan to Council seeking adoption of the Local Law 3- Asset Protection During Building Works	22 June 2026

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

As owner of public infrastructure assets and caretaker of the local environment, Council has a duty to ensure building works are monitored and regulated such that public infrastructure assets are kept in a fit state and local environmental values and public safety are not adversely impacted.

Cultural

N/A

Health

N/A

Environmental

Dust generated by dirt on local roads.

Sediment entering the stormwater system.

Economic

Currently the report template does not explicitly call for economic analysis as distinct from financial analysis. This section has been added in recognition of council's role as provider of enabling infrastructure supporting private and public investment and our more limited role in the social safety net system.

Financial

Cost to Council:

- Costs associated with undertaking community engagement will be accommodated in existing budgets.

Cost to Community:

- When there are no clashes with infrastructure there are no additional cost to community.
- There is a cost to homeowners if they have to remove or replace inappropriate vehicle crossings.
- When there is a clash with infrastructure assets the homeowner may incur costs to relocate/modify infrastructure assets.
    - Conversion to grated pit - estimated $5,000
    - Relocation of street light - estimated $5,750 - 10,500

- Relocation of street trees - estimated $850
- Relocation of NBN pits - estimated $9,000 - $20,000

Attachments

1. Draft Local Law 3 - Asset Protection During Building Works
2. Draft Local Law 3 - Community Impact Statement

9.4

Draft Local Law 3 - Public Exhibition

1 Draft Local Law 3 - Asset Protection During Building Works 68

2 Draft Local Law 3 - Community Impact Statement 81

LATROBE CITY COUNCIL

Local Law 3- Asset Protection During Building Works

Approval date: 00/00/0000

Review date: 00/00/0000

Document control

Responsible GM	Jody Riordan	
Division	Infrastructure and Sustainability	
Last updated (who and when)	Josh Wilson	2026

Document history		
Authority	**Date**	**Description of change**
Council	2006	Local Law 3
Council	2014	Local Law 3
Council	2026	Local Law 3
References	<Refer to section 2 “Authorising Provisions” of this policy>	
Next review date	2035	
Published on website	Yes	
Document reference no.		

DRAFT

Regional City Planning and Assets
Approved: 00/00/0000 | Review: 00/00/0000

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DRAFT

Part 1 Preliminaries

1. Title

This Local Law is known as the Asset Protection During Building Works, Local Law 3, 2026.

2. Objectives

This Local Law has the following objectives:

1. safeguard public infrastructure assets from damage caused by building and construction activity in the municipality.
2. provide for the safety and health of the public by controlling activities associated with building and construction work in the municipality.
3. ensure that persons responsible for damaging public assets are also responsible for their repair or reinstatement; and
4. provide for the administration of Council powers and functions.

3. Authorising Provisions

This Local Law is made under section 111 of the *Local Government Act 2020*.

4. Operation Date of this Local Law

This Local Law comes into operation on [DATE].

5. Date this Local Law ceases Operation

This Local Law ceases to operate on [DATE] in accordance with section 84 of the Local Government Act 2020, unless revoked sooner

6. Application of this Local Law

This Local Law applies throughout Council's municipal district. Where another statutory body (such as Roads, Water or Park authorities or Government Departments) has sole jurisdiction over or ownership of a public infrastructure asset, this Local Law will not apply except where relevant powers have been assigned or allocated to Council via a formal agreement or is specified under relevant legislation, guidelines or practice notes.

7. Definitions

Some of the terms used in this Local Law are defined, the defined terms included in this Local Law and/or in permit conditions are:

Applicant means a person who applies for a Permit under this Local Law.

Asset Protection Permit means a written permit issued by Council under this Local Law or another local law made by Council.

Authorised Officer means a person appointed under section 224 of the Local Government Act 1989.

Builder means a person who:

a) carries out Building Works;

b) manages or arranges the carrying out of Building Works; or

c) intends to carry out, or to manage or arrange the carrying out of building work.

Building Site means the property on which the Building Works are being undertaken and adjacent Council managed land that may be impacted by the Building Works.

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Building Works means work for or in connection with the preparation, construction, renovation, alteration, demolition, relocation or removal of a building, building site or related infrastructure, inclusive of works associated with, frontage fences, significant landscaping and swimming pool works, including any the delivery of goods and or services associated with these works.

Building Works Refuse means any waste or surplus substance generated by, used in or in connection with building works.

Building Works Refuse Facility means the receptacle capable of containing building works refuse, debris and other waste and restricting it from leaving the building site.

Council means Latrobe City Council.

Damage means any action that reduces the value, effectiveness or amenity of Council's Public Infrastructure Assets and/or the environment.

Municipal District means the municipal district of Council.

Owner in relation to any land, means the person who is registered on the certificate of title as the owner of the land or the person who is or is entitled to exercise any rights of ownership of the land .

Owner's Authorised Representative means a person authorised in writing by an owner of a building or land to make an application, on the Owner's behalf.

Penalty Units have the meaning attributed to them under section 110 of the Sentencing Act 1991.

Permit means an Asset Protection Permit.

Pollution means any form of noise, dust, fumes, liquid, sediment, waste, litter, chemical or other material or phenomena that arises from building work and which threatens local amenity or the environment, or which is prohibited by a local law or by any legislation.

Public Infrastructure Asset means any Council owned, managed or controlled land, built environment (whether temporary or permanent) or vegetation (whether natural or planted) including but not limited to:

a) roads;

b) footpaths;

c) nature strips;

d) kerb and channel;

e) drainage pits and pipes;

f) street furniture;

g) signage;

h) street trees; and

i) service pits.

Security Bond means a sum of money paid or payable or a guarantee made to Council in respect of potential loss to Council as specified in any condition attached to a Permit.

Site-Fencing is an interim structure erected on the land containing any building works and restricting access to ensure public safety.

Site-Hardstand means a Council approved structure either temporary or permanent to prevent the carriage of mud/dirt onto the footpath and adjacent road. The hardstand must have an all-weather surface that extends onto the property from the approved Vehicle Crossing such that a vehicle can be parked within the property and has a minimum width equal to the width of the Vehicle Crossing.

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Workers Facilities includes but not limited to a toilet / bathroom fixture consisting of a bowl, usually with a hinged seat and lid, and a device for flushing with water, used for defecation and urination.

Vehicle Crossing means a Council approved structure that extends from the boundary of land to a road and is designed to provide permanent legal all-weather access for vehicles entering and leaving the land.

Vehicle has the same meaning as of a motor vehicle as specified in the Road Safety Act 1986.

Part 2 Asset Protection Permits

8. Asset Protection Permits

8.1 An Owner, Owner's Representative or Builder must not commence, continue or carry out, or allow or authorise anyone to commence, continue or carry out, any Building Works (including delivery of goods and or services) on land unless:

a) a Permit in relation to those works has been issued by Council; or

b) written notification by Council has been received advising an exemption for the requirement to obtain a Permit has been granted.

Initial Offence:
Infringement Penalty – 5 Penalty Units
Subsequent Offence/s:
Infringement Penalty – 10 Penalty Units

8.2 A person who makes an application for a permit must:

a) Be the person/entity undertaking the Building Works

b) lodge with Council an Asset Protection Permit application in a form approved by Council, including all information required by Council to enable consideration of the application;

c) pay the application fee: and

d) pay the applicable security bond

8.3 Council or an Authorised Officer may require a person to provide additional information before further considering an application for a permit.

8.4 The application under subclause 8.2 must include a written description and photographs of any prior damage to any Public Infrastructure Asset. If an application does not include this information, it is presumed that there was no pre-existing damage prior to Building Works taking place.

8.5 Upon receipt of the Asset Protection Permit application Council or an Authorised Officer may:

a) grant the permit;

b) refuse to grant the permit;

c) grant the permit with conditions; or

d) grant an exemption from the requirement to obtain an Asset Protection Permit.

8.6 When a Notice to Comply or an Infringement Notice has been issued with respect to clause 8.1 all works must cease until an Asset Protection Permit has been issued or Council has advised in writing that an exemption from the requirement to obtain a Permit has been granted. Failure to cease works constitutes a separate offence for each day the works continue.

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Initial Offence:
Infringement Penalty – 2 Penalty Units
Subsequent Offence/s:
Infringement Penalty – 5 Penalty Units

9. Asset Protection Permit Form and Conditions

9.1 A Permit will be in the form approved by Council from time to time and may include any condition which Council considers to be reasonable and appropriate, including but not limited to:

a) any conditions set within a Permit application form approved by Council;

b) requiring protection works to be done;

c) that a security bond, release, indemnity and/or guarantee (in a form specified by Council) be lodged with or given to Council to secure the proper performance of the permit;

d) a requirement that notice be given to Council as to when the activities authorised by the permit will be carried out or will occur;

e) a time limit on the permit or on the activities authorised by it;

f) a provision for the extension of the Permit;

g) the payment of a Security Bond;

h) a standard to be applied to the activities authorised by the Permit, or to which the activities authorised by the Permit must be carried out;

i) requiring that any Public Infrastructure Asset damage be cleaned, repaired, replaced or reinstated within a specified time and to the satisfaction of Council;

j) requiring a Vehicle Crossing to be installed to the Council's specification before commencement of any Building Work;

k) requiring a Site Hard-Stand to be installed to the Council's specification before commencement of any Building Works;

l) comply with regulations with respect to Site Fencing for the duration of the Building Works;

m) comply with regulations with respect to Workers Facilities for the duration of the Building Works;

n) requiring that Building Works Refuse is managed by a means that prevents its escape from the property. This may be achieved by the use of a Building Works Refuse Facility positioned within the bounds of the property or another method approved in writing by Council.

o) that the Permit is conditional upon the rectification, remedying or restoration of any situation or circumstance; and

p) where the Permit applicant is not the owner of the land, that the consent of the Owner be obtained.

9.2 The Owner, Owner's Representative or Builder must comply with any conditions on a Permit.

Initial Offence:
Infringement Penalty – 2 Penalty Units
Subsequent Offence/s:
Infringement Penalty – 5 Penalty Units

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9.3 Unless otherwise stated in the permit, a Permit authorises the person or persons named on the permit to carry out the activity authorised by the Permit (including the engaging of contractors or the appointment of agents) and is not transferable.

9.4 The holding of a Permit or compliance with a condition included in a Permit does not relieve an Owner, Owner's Representative or Builder from:

a) compliance with any other legislation with respect to the subject matter of the Permit; or

b) liability for any damage sustained by any person as a result of an activity undertaken by or on behalf of the permit holder pursuant to the Permit, including but not limited to liability for damage to Public Infrastructure Assets.

9.5 A person must not make a false representation (whether oral or in writing) or intentionally omit relevant information in an application for a Permit or Permit exemption.

Initial Offence:
Infringement Penalty – 2 Penalty Units
Subsequent Offence/s:
Infringement Penalty – 5 Penalty Units

9.6 A person must not give information that the person knows is false or believes to be false to an Authorised Officer who is performing a function under this Local Law.

Initial Offence:
Infringement Penalty – 2 Penalty Units
Subsequent Offence/s:
Infringement Penalty – 5 Penalty Units

9.7 A Permit:

a) becomes valid from the issuing of the Permit and payment in full of all fees and bonds required under the Permit; and

b) except where stated otherwise in the Permit, remains valid for a period of two (2) years or until building works are complete in relation to this Local Law to the satisfaction of Council or an Authorised Officer, whichever comes first.

9.8 Where Building Works are to extend beyond the permit validity period, a permit extension must be applied for, which may incur additional fees.

10. Fees, Charges and Security Bonds

10.1 Council may from time to time, by resolution, determine the fees and charges to apply under this Local Law.

10.2 The Council or an Authorised Officer may waive payment of any fee or bond for a Permit.

10.3 In deciding to grant a Permit, Council or an Authorised Officer may require the applicant to lodge with Council a Security Bond in such amount and in such circumstances as Council or an Authorised Officer deems reasonable in the circumstances.

10.4 Any permit fees or security bond must be paid no later than 10 business days before Building Works commence.

10.5 Where a Permit holder breaches or fails to comply with this Local Law, Council may apply so much of the Security Bond as is necessary to remedy that breach and repair any damage caused by that breach.

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10.6 In the event that the costs incurred by Council under clause 10.5 to remedy the breach and/or repair damage caused by that breach are greater than the amount of the Security Bond, the holder of the Permit must pay to Council the amount of the shortfall, being the difference between the cost of remedying the breach and/or repair any damage caused by the breach and the amount of the Security Bond.

10.7 If there is any remaining Security Bond amount which would be released pursuant to clause 10.5, and Council cannot locate the person entitled to the money, the money must be dealt with in accordance with the Unclaimed Money Act 2008.

11. Asset Permit Correction, Amendment or Cancellation

11.1 Council may correct a Permit if the Permit contains:

a) a clerical mistake or an error arising from any accident, slip or omission; or

b) a material miscalculation of figures or a material mistake in the description of any person, premises, thing or property referred to in the Permit.

11.2 Council may cancel, suspend or amend any Permit at any time if:

a) it is requested to do so by the Permit holder; or

b) it considers that there has been:

h) a false representation or intentional omission of relevant information in relation to the application for the Permit;

ii) any material mistake in relation to the grant of the Permit;

iii) any material change of circumstances which has occurred since the grant of the Permit; or

iv) any default in the payment of a fee, security bond, guarantee or other payment, or in the provision of a release, indemnity or other thing, required by a Permit.

11.3 Council may cancel or suspend a Permit at any time if Council:

a) is satisfied that there has been a substantial failure to comply with a Permit condition or a notice to comply relating to the premises, item or activity to which the permit relates; or

b) determines that the Permit may result in a hazard, danger or inconvenience to any other person, premises, thing, or property.

11.4 Where the permit holder requests the cancellation of a Permit under subclause 11.2(a), Council will, where applicable:

a) inspect the building site;

b) investigate any damaged Public Infrastructure Asset or pollution

c) ensure any damaged Public Infrastructure Asset or pollution has been cleaned, repaired, restored, reinstated or otherwise remedied as outlined elsewhere in this Local Law;

d) cancel the Permit;

e) refund any uncommitted fees; and/or

f) refund any uncommitted Security Bond to the Permit holder.

11.5 Permit amendments and cancellations are not valid until confirmed in writing.

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12. Inspections and Damage to Assets

12.1 Within seven (7) days of completion of the Building Work, the holder of the Permit must arrange with Council for an inspection of the building site.

12.2 Upon completion of an inspection under clause 12.1 Council or an Authorised Officer may:

a) issue a Notice to Comply to any one or more of the following, as considered appropriate:

i) the holder of the Permit; and

ii) any of the Owner, the Owner's Representative or the Builder where that person is not also the Permit holder.

For the avoidance of doubt, a Notice to Comply may be issued to a person irrespective of whether the person holds more than one of the roles listed in this clause.

The Notice to Comply may specify the damage to be repaired, the standards or specifications required by Council or an Authorised Officer, and require that all identified damage must be repaired within twenty (20) working days or by such other period as fixed by Council or an Authorised Officer; and/or

b) retain all or part of the security bond to offset the costs for Council to repair any damage, or any costs associated with carrying out immediate works to minimise risk or hazards caused by the damage; and/or

c) refund to the person who lodged the security bond, upon satisfaction that no damage has been caused, or that any damage caused has been repaired to Council's satisfaction.

12.3 If the costs incurred by Council under clause 12.2(b) to repair damage and/or minimise risks or hazards are:

a) greater than the amount of the Security Bond, the holder of the Permit must pay to Council the amount of the shortfall, being the difference between the cost of the repair work and the amount of the Security Bond. Where the holder of the Permit is not the Owner, the Owner will be liable, jointly and severally with the Permit holder, to pay the amount to Council;

b) lesser than the amount of the Security Bond, Council must refund the remaining part of the Security Bond to the person who paid it to Council.

13. Notice to Comply

13.1 If Council or an Authorised Officer believes on reasonable grounds that a person has contravened or failed to comply with this Local Law, Council or the Authorised Officer may issue a Notice to Comply to the person which:

a) requires the person to stop contravening or failing to comply with this Local Law;

b) contains a direction stating what action is required to stop contravening or failing to comply with the Local Law;

c) contains a direction stating what action is required to achieve compliance with this Local Law;

d) contains a direction to remedy any consequences arising from the conduct contravening or failing to comply with the Local Law; or

e) any combination of the above.

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13.2 A Notice to Comply must be in writing and set out the following details:

a) the name of the person or if not known, the statement “the owner” or “the occupier”;

b) the date on which it is issued;

c) the clause of the Local Law that has been contravened or with which the person has not complied;

d) the location of the nominated contravention or failure to comply;

e) the action/s the person is required to undertake; and

f) the time within which the specified action/s must be taken.

13.3 The time nominated in a Notice to Comply issued under this Local Law must be reasonable in the circumstances. What will be reasonable will vary depending on the matters to be remedied, but should take into account if applicable:

a) the amount of work involved;

b) the degree of difficulty to carry out the work;

c) the availability of necessary materials or other necessary items;

d) the time to obtain any necessary permits or permissions;

e) climatic conditions;

f) the degree of risk or potential risk; or

g) any other relevant factor.

Should the person who has been issued with the Notice to Comply believe the time nominated is not reasonable, they may submit a request to extend the time, detailing the reasons why. This does not remove any requirement to immediately make safe and prevent any further damage or pollution.

13.4 A person who is issued with a Notice to Comply must comply with the Notice to Comply.

Initial Offence:
Infringement Penalty – 2 Penalty Units
Subsequent Offence/s:
Infringement Penalty – 5 Penalty Units

13.5 If a person does not comply with a Notice to Comply issued under this Local Law, Council, an Authorised Officer, Council employee or any other person authorised in writing by Council may enter onto any private land or public land on which there is a failure to comply and do all such acts, matters or things that are required to comply with the Notice to Comply.

13.6 Council must take reasonable steps to notify the Owner or occupier prior to entering private land under clause 13.5 unless Council considers that circumstances make notification impracticable.

13.7 All costs and expenses incurred by Council in carrying out any acts, matters or things under clause 13.5 must be paid to Council by the person who was issued with the Notice to Comply. Where the person issued with the Notice to Comply is not the Owner, the Owner will be liable, jointly and severally with that person, to pay the amount to Council.

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14. Power of Council to Act in Urgent Circumstances

14.1 Where an urgent circumstance is determined, Council may take action to remedy that circumstance without serving a Notice to Comply.

14.2 Council may determine an urgent circumstance where:

a) a risk or threat exists to:

i) the life or health of a person or animal;

ii) public health and safety;

iii) the environment; or

iv) private land or property of a third party who is not the Owner or Permit holder;

v) public land or infrastructure; and

b) the circumstance arises out of the Building Works or a failure to comply with a provision of this Local Law; and

c) Council considers the circumstance to be sufficiently urgent taking into account the time necessary to serve, or the potential difficulty in serving, a Notice to Comply.

14.3 The action taken by Council under clause 14.1 must not extend beyond what is necessary to remedy the urgent circumstance.

14.4 All reasonable costs and expenses incurred by Council in remedying an urgent circumstance under clause 14.1 are to be paid by the person who would have been issued with the Notice to Comply. If that person is not the Owner, the Owner will be liable, jointly and severally with that person, to pay the costs and expenses to Council.

15. Infringement Notices

15.1 Where an authorised officer reasonably believes that a person has contravened or failed to comply with this Local Law the authorised officer may issue an infringement notice.

This may include but not limited to any of the Owner, the Owner's Representative or the Builder where that person is not also the Permit holder.

For the avoidance of doubt, an Infringement Notice may be issued to a person irrespective of whether the person holds more than one of the roles listed in this clause.

15.2 An offence referred to in this clause is an infringement offence within the meaning of the *Infringements Act 2006*.

15.3 Where an infringement notice is issued under this Local Law in respect of an offence for which a specific penalty has not been indicated the penalty payable will be:

a) two (2) penalty units for the initial offence; and

b) five (5) penalty units for subsequent offences against the same provision of this Local Law.

Part 3 Offences

16. Offences

16.1 Where any provision in this Local Law requires that something must be done, any person who fails to do that act will be guilty of an offence.

16.2 Where any provision in this Local Law requires that something may not be done, any person who does that act is guilty of an offence.

16.3 Where any provision in this Local Law requires that a person obtain a Permit from Council before engaging in any activity, that person is guilty of an offence if that person engages in that activity without a current Permit issued unless the Council, at its discretion, has notified in writing that a Permit is not required.

16.4 Where any Permit issued under this Local Law contains conditions, any person who contravenes or fails to comply with a condition of a Permit is guilty of an offence.

16.5 Where any offence arises under this Local Law in respect of which a specific penalty has not been indicated, the penalty for that offence is:

a) two (2) penalty units for the first offence; and

b) five (5) penalty units for subsequent offences against the same provision of this Local Law.

Part 4 General

17. General Provisions

17.1 Compliance with this Local Law does not remove the obligation to comply with any Act, regulation, planning permit or other approval.

17.2 Where more than one person is responsible for complying with a requirement under this Local Law, those persons are jointly and severally liable for that compliance and for any costs, penalties, fees or enforcement actions arising from a breach.

17.3 If there is an inconsistency between this Local Law and a Council permit or requirement, this Local Law prevails to the extent of the inconsistency.

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LATROBE CITY COUNCIL

Local Law 3 Community Impact Statement

February 2026

Council provides the following information in respect of the proposed Local Law.

1. Introduction

As owner of public infrastructure assets and caretaker of the local environment, Council has a duty to ensure building works are monitored and regulated such that public infrastructure assets are kept in a fit state and local environmental values and public safety are not adversely impacted.

This Local Law gives Council additional powers to protect public safety, environmental values and valuable community infrastructure. This protection extends to both their physical integrity and their legitimate use so they can continue to provide the service to community for which they were designed. This Local Law allows Council to maintain a physical environment which aims to minimise hazards to health and safety of persons attending, adjacent to, opposite or passing building sites.

Part A – General Comments

2. Background

Latrobe City Council has had in place Local Law 3 Asset and Environment Protection During Building Works which defines provisions to ensure the natural and built environment is protected during construction works, and well as ensuring that the public is protected through adequate safety measures.

The Latrobe City Council Plan 2025 - 2029 states the following vision:-

> *In 2035, Latrobe City is a vibrant, thriving, healthy, connected and welcoming regional community where everyone feels safe and involved.*
>
> *Our local businesses prosper, create diverse job opportunities, foster a highly skilled workforce and draw significant investment. Latrobe City is a hub of growth, learning, opportunity, and innovation.*
>
> *We have stunning natural surroundings and outstanding creative, educational, recreational and cultural opportunities that underpin exceptional wellbeing and renowned visitor experiences.*

Local Law no 3, 2026 supports this Vision by contributing towards residents having assets which are in useable condition, residents are protected from construction activities and that the amenity of both the built and natural environment is maintained and can enjoyed by all.

Local Law no 3, 2014 Asset and Environment Protection During Building Works was adopted in 2014 and its operation ceased on the tenth anniversary of its making. This review process renames, revises and reinstates Local Law no 3 Asset Protection During Building Works.

3. Objectives

The Objectives of the Local Law are set out in detail in Asset Protection During Building Works Local Law 3, 2026 with the summary of these being:

1. safeguard public infrastructure assets from damage caused by building and construction activity in the municipality.
2. provide for the safety and health of the public by controlling activities associated with building and construction work in the municipality.
3. ensure that persons responsible for damaging public assets are also responsible for their repair or reinstatement; and
4. provide for the administration of Council powers and functions.

Part B – Comments on proposed Local Law

Measures of success of proposed Local Law	The measures of success of this Local Law are: • Existing condition of public infrastructure is not adversely affected by adjacent building works • The environment is not damaged by building works • The public safety is maintained during building works • Vehicle crossovers are installed prior to construction to ensure the amenity of the area is maintained.
Existing legislation which might be used instead	A review of existing legislation has been conducted as part of the review of this Local Law, and as a result modifications have been made. Specifically: In the previous Local Law 3 it was specified that a protective fence was to be installed on the property boundary to protect the public as well as infrastructure. This requirement has been removed as the Occupational Health and Safety Act 2004 and the Occupational Health and Safety Act 2004 Guidelines specify that a fence be installed. The Building Act 1993 also specifies that the Building Inspector must ensure adequate protection to adjacent properties. In lieu of this requirement the permitting process will specify that the fencing being supplied be specified as well as how this fencing protects the public infrastructure. A condition will only be included in the permit for fencing if the proposed fencing does not adequately protect the public and public infrastructure. • The requirement for a toilet on site has been removed as this is included in the Occupational Health and Safety Act 2004 and the Occupational Health and Safety Act 2004 Guidelines. • The measures for the protection of the environment have been removed from the Local Law as the Environment Protection Act 2017 and the Environment Protection Act 2017 subordinate regulations and policies covers the protection of the environment (pollution) and anything in the Local Law would be a duplication. • Environment Protection Act 2017 and Environment Protection Act 2017 subordinate regulations and policies specify that waste facilities be provided on building sites, and therefore this need not be duplicated. The Permit application will request details on the location of the waste facilities to ensure that they are not located on public land.

State legislation more appropriate	There is no State legislation which fully covers the requirement for vehicle crossings or the protection of public assets managed by a council. These requirements are formalised through Local Law and is supported by both the Road Management Act 2004 and the Local Government Act 1989 (2020).
Overlap of existing legislation	Any overlap of existing legislation has been removed as detailed above.
Overlap of planning scheme	The planning scheme has no overlap with this Local Law.
Risk assessment	This Local Law is as a response to risk assessment to ensure that public assets and the community remain safe and protected during building works. Each permit application will include detailed measures provided to ensure that all risks are minimised during works.
Legislative approach adopted	This Local Law focusses on achieving the desired outcomes; and only using enforcement action if required to ensure that the outcomes are achieved. Any enforcement actions taken do not alleviate the requirements to achieve the required outcomes.
Restriction of competition	There is no restriction of competition as the requirements are the same for all, and there is no requirement to use specific products, suppliers or contractors. It is up to each builder to achieve the outcomes required in the manner that they manage.
Penalties	The penalties in the revised Local Law do not vary from the existing Local Law.

Permits	**1) Asset Protection Permit** Asset Protection Permit/s will be a stand-alone permit as outlined in Local Law no3, 2026. The permit has also been reduced from enforcing activities as specified in other legislation to now asking for how the measures being provided achieve the desired results of protecting the public and public infrastructure. **2) Road Occupancy Permit** Previous practice has been to roll road occupancy permission for Building Works Refuge Facilities (Skip Bins) being placed on the nature strip (road verge) into the Asset Protection Permit. In line with Local Law no3, 2026 objective to provide for the safety and health of the public by controlling activities associated with building and construction work in the municipality. Council will encourage Builders to place Building Works Refuge Facilities within the bounds of Building Sites and not on the nature strip. Retaining a separate Road Occupancy Permit for this purpose will ensure that the placement of Building Works Refuge Facilities (Skip Bins) on nature strips will be considered in separately. **3) Vehicle Crossing Permit** Local Law no 3 ,2026 requires a Vehicle Crossing to be installed to the Council's specification before commencement of any Building Work. Where Building Works are planned and there is no approved vehicle crossing, a Vehicle Crossing Permit will be required. This does not create a new requirement it brings and existing requirement forward in time.
Fees	Permit fees are specified in the Budget adopted by Council annually. The Asset Protection Security Deposit will be assessed on an individual basis and will depend on the assets which are potentially at risk. Reference resources will be made available to officers for decision making with respect to the application of fees and bonds.
Performance standards or prescriptions	This Local Law is aimed at the safety of the public and public infrastructure. The specific outcomes are difficult to document as they are to a degree subjective. What can be documented however, is the number of permits issued and the number of permits that require some enforcement actions to ensure compliance. This will not measure the nominated outcomes specified in the Local Law; but will be a strong indicator the culture towards protection of the people involved building, whether by professional or owner/builders.

City Assets
Approved: 01/02/2026

Comparisons with Neighbouring and like councils	Comparisons have been conducted with the Local Laws of: • Cardinia Shire Council • Manningham Council • Baw Baw Shire Council The Guidelines for Local Laws (February 2010) published by Department of Planning and Community Development has also been used in the development of this Local Law.
Charter of Human Rights	The Charter of Human Rights and Responsibilities Act 2006 Division 4 – Obligations on public authorities outlines the specific requirements of a council. This Local Law does not contravene any of these requirements.
Consultation meetings	Council will consult with the community prior to this Local Law no2, 2026 being adopted through the Have Your Say page on Council's website, as well as targeted meetings as requested by members of the public. Both forums will outline the process for public comment on these provisions.
Submissions	All submissions received during the consultation process will be reviewed and compared against the desired outcomes. These submissions will be outlined in the final report submitted to Council for the adoption of this Local Law.

Part C – Comments on specific parts or Provisions of the Proposed Local Law

As this is a revision of a pre-existing Local Law the on the specific provisions that have changes in substance have been dealt with in this section of the Community Impact Statement.

These are:

A) Removal/changes of provisions that relate to Legislation and/or Legislation and Regulations that are regulated by other authorities.

B) Changes to nominated lead and response times for permit applications and site reestablishment.

C) Changes to provisions which no longer allow for the use of Temporary Vehicle Crossings and requiring that a permanent Vehicle Crossing is in place before the commencement of Building Works.

D) Provisions which require the establishment of a vehicle hardstand within the building site.

E) Changes to provisions that articulate who should hold an Asset Protection Permit and to extend responsibility for compliance beyond the Permit Holder to include any of the Owner, the Owner's Representative or the Builder.

City Assets
Approved: 01/02/2026

A) Removal/changes of provisions that relate to Legislation and/or Legislation and Regulations that are regulated by other authorities.

1	**Clause(s), section or part of Local Law**	***3. Authorising Provisions:*** • *Inclusion of Local Government Act 2020* ***6. Asset Protection Permit Form and Conditions:*** • *Fencing – Worksafe requirements* • *Worker Facilities (Toilet) Worksafe requirements* • *Building Works Refuse Facility (Rubbish facilities) - referred to provisions of Local Law #2 and the EPA requirements*
2	**Description or heading(s)**	***3. Authorising Provisions:*** *Local Law #3 2014 – 2. Authorising Provisions* *Local Law #3 2026 – 3. Authorising Provisions* ***9. Asset Protection Permit Form and Conditions:*** *Local Law #3 2014 – Clause 10. Asset Permit Conditions* *Local Law #3 2026 – Clause 9. Asset Protection Permit Form and Conditions*
3	**The problem the provision is intended to address**	The changes are to provide an up to date inclusion of relevant Legislation and to remove provisions where the previous the Local Law overlapped with existing provisions of legislation and regulations.
4	**Description of the problem**	Requirements duplicated across in different levels of legislation and law.
5	**Council objective**	Included in Background above
6	**Where is Council's objective set out?**	Council Plan 2025 – 2029
7	**How does proposed Local Law provision help achieve objectives?**	The changes achieve simplification of regulation through the removal of duplication.

B) Changes to nominated lead and response times for permit applications.

1	**Clause(s), section or part of Local Law**	***10.Fees, Charges and Security Bonds:*** 14.4 Any permit fees or security bond must be paid no later than 10 business days before Building Works commence. (Increased from (3) days) ***12. Inspections and Damage to Assets*** 12.1 Within seven (7) days of completion of the Building Work, the holder of the Permit must arrange with Council for an inspection of the building site. (No Change) 12.2 ii) The Notice to Comply may specify the damage to be repaired, the standards or specifications required by Council or an Authorised Officer, and require that all identified damage must be repaired within twenty (20) working days or by such other period as fixed by Council or an Authorised Officer (Previously not specified)
2	**Description or heading(s)**	***Fees, Charges and Security Bonds:*** *Local Law #3 2014 – Clause 9.1* *Local Law #3 2026 – Clause 14.4* ***Inspections and Damage to Assets:*** *Local Law #3 2014 – Clause 10.4* *Local Law #3 2026 – Clause 12.1 & 12.2*
3	**The problem the provision is intended to address**	Low lead times to undertake pre-inspections and to complete the administrative work to issue a permit.
4	**Description of the problem**	The lead times as per Local Law # 3 2014 has through experience been found to be difficult to achieve during extended periods of high building activity. Building projects have well planned lead times so these increases in lead time should not impact those undertaking building works.
5	**Council objective**	Included in Background above
6	**Where is Council's objective set out?**	Council Plan 2025 - 2029
7	**How does proposed Local Law provision help achieve objectives?**	More predictable service delivery.

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C) Changes to provisions to no longer allow Temporary Vehicle Crossings but to require a permanent Vehicle Crossing prior to the commencement of Building Works.

1	**Clause(s), section or part of Local Law**	***7. Definitions*** **Vehicle Crossing** means a Council approved structure that extends from the boundary of land to a road and is designed to provide permanent legal all-weather access for vehicles entering and leaving the land. ***9. Asset Protection Permit Form and Conditions:*** j) requiring a Vehicle Crossing to be installed to the Council's specification before commencement of any Building Work.
2	**Description or heading(s)**	***Asset Protection Permit Form and Conditions:*** *Local Law #3 2014 – Clause 10.1 b* *Local Law #3 2026 – Clause 9.1 j*
3	**The problem the provision is intended to address**	Amenity and safety of pedestrians in the vicinity of building works. Protection of assets through provision and use of a properly constructed vehicle crossing. Location and configuration of the vehicle crossings confirmed prior to the commencement of building works to avoid impacts to infrastructure assets and to provide access to land that meets the criteria for the proper installation of vehicle crossings.
4	**Description of the problem**	Experience has highlighted that many issues flow from the use of temporary vehicle crossings. • Works commencing without a constructed vehicle crossing. • Temporary vehicle crossings are not robust enough during periods of wet weather and become rutted and boggy posing a hazard to pedestrians using footpaths. • Temporary vehicle crossings have been demonstrated to be poor at preventing the carriage of mud onto adjacent roads. • Temporary vehicle crossings have been demonstrated to be poor at preventing damage to footpath assets. • Not resolving the location, width and alignment of vehicle crossings prior to construction leading to conflict with assets (pits, light poles) and utilities.
5	**Council objective**	Included in Background above
6	**Where is Council's objective set out?**	Council Plan 2025 - 2029
7	**How does proposed Local Law provision help achieve objectives?**	Maintains streetscape amenity, increases pedestrian safety Ensures that the siting of Building Works are consistent with the requirements of the Vehicle Crossing Policy.

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D) Provisions which require the establishment of a vehicle hardstand within the building site.

1	**Clause(s), section or part of Local Law**	***3. Definitions*** **Site-Hardstand** means a Council approved structure either temporary or permanent to prevent the carriage of mud/dirt onto the footpath and adjacent road. The hardstand must have an all-weather surface that extends onto the property from the approved Vehicle Crossing such that a vehicle can be parked within the property and has a minimum width equal to the width of the Vehicle Crossing. ***9. Asset Protection Permit Form and Conditions:*** k) requiring a Site Hard Stand to be installed to the Council's specifications before commencement of any Building Works.
2	**Description or heading(s)**	***3. Definitions*** *Local Law #3 2014 – Nil* *Local Law #3 2026 – Clause 3* ***9. Asset Protection Permit Form and Conditions:*** *Local Law #3 2014 – Clause Nil* *Local Law #3 2025 – Clause 9.1 j*
3	**The problem the provision is intended to address**	Amenity and safety of pedestrians in the vicinity of building works. Protection of assets through provision and use of a properly constructed onsite hardstand for use for delivery vehicle and contractor vehicles. The carriage of mud onto adjacent r footpaths and roads.
4	**Description of the problem**	Experience has highlighted that many issues flow from the lack of hardstand within the building site during Building Works. • Damage to footpaths. • Mud being deposited on footpath posing risk to pedestrians. • Mud being deposited on roads. • Use of nature strip for parking vehicles, storing materials, and placing Building Works Refuse Facility (Skip Bins) due to poor access within the building site.
5	**Council objective**	Included in Background above
6	**Where is Council's objective set out?**	Council Plan 2025 - 2029
7	**How does proposed Local Law provision help achieve objectives?**	The combination of a permanent Vehicle Crossing and an onsite hardstand ensure that vehicles entering and leaving the Building Site are unlikely to traffic mud om footpaths and roads. The works to construct a Site Hard Stand are not dissimilar to that of a Temporary Vehicle Crossing which is no longer required.

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E) Changes to provisions that extend responsibility for compliance beyond the Permit Holder to include any of the Owner, the Owner's Representative or the Builder.

1	Clause(s), section or part of Local Law	**a) Asset Protection Permits** 8.2 A person who makes an application for a permit must: **a)** Be the person/entity that will be managing/undertaking the Building Works, which may be the Owner if they are undertaking the Building Works or the Builder authorised by the Owner undertaking the building works. **b) Asset Protection Permit Form and Conditions** 9.2 The Owner, Owner's Representative or Builder must comply with any conditions on a Permit. **c) Inspections and Damage to Assets** 12.2 Upon completion of an inspection under clause 12.1 Council or an Authorised Officer may: a. issue a Notice to Comply to any one or more of the following, as considered appropriate: i) the holder of the Permit; and ii) any of the Owner, the Owner's Representative or the Builder where that person is not also the Permit holder. For the avoidance of doubt, a Notice to Comply may be issued to a person irrespective of whether the person holds more than one of the roles listed in this clause. **d) Notice to Comply** 13.7 All costs and expenses incurred by Council in carrying out any acts, matters or things under clause 13.5 must be paid to Council by the person who was issued with the Notice to Comply. Where the person issued with the Notice to Comply is not the Owner, the Owner will be liable, jointly and severally with that person, to pay the amount to Council. **e) Power of Council to Act in Urgent Circumstances** 14.4 All reasonable costs and expenses incurred by Council in remedying an urgent circumstance under clause 14.1 are to be paid by the person who would have been issued with the Notice to Comply. If that person is not the Owner, the Owner will be liable, jointly and severally with that person, to pay the costs and expenses to Council.

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		f) Infringement Notices 15.1 Where an authorised officer reasonably believes that a person has contravened or failed to comply with this Local Law the authorised officer may issue an infringement notice. This may include but not limited to any of the Owner, the Owner's Representative or the Builder where that person is not also the Permit holder. For the avoidance of doubt, an Infringement Notice may be issued to a person irrespective of whether the person holds more than one of the roles listed in this clause. **g) General** 17.2 Where more than one person is responsible for complying with a requirement under this Local Law, those persons are jointly and severally liable for that compliance and for any costs, penalties, fees or enforcement actions arising from a breach.
2	**Description or heading(s)**	**a) Asset Protection Permits** *Local Law #3 2014 – Clause 9.1* *Local Law #3 2026 – Clause 8.2* **b) Asset Protection Permit Form and Conditions** *Local Law #3 2014 – Clause 10.1,10.5 & 10.6* *Local Law #3 2026 – Clause 9.2* **c) Inspections and Damage to Assets** *Local Law #3 2014 – Clause 17.1 & 17.2* *Local Law #3 2026 – Clause 12.2* **d) Notice to Comply** *Local Law #3 2014 – 17.1 & 17.2* *Local Law #3 2026 – Clause 13.7* **e) Power of Council to Act in Urgent Circumstances** *Local Law #3 2014 – N/A* *Local Law #3 2026 – Clause 14.4* **f) Infringement Notices** *Local Law #3 2014 – 19.1* *Local Law #3 2026 – Clause 15.1* **g) General** *Local Law #3 2014 – N/A* *Local Law #3 2026 – Clause 17.2*
3	**The problem the provision is intended to address**	Ambiguity in the how clauses apply to parties involved with the Building Works.

4	**Description of the problem**	Experience has highlighted that there is inconsistency with who applies for and holds Asset Protection Permits. Some Builders require the Owner to hold the Asset Protection Permit and lodged the bond, the Owner becomes financially responsible for the damage caused by the Builder. This creates difficulty for Council when recovering the costs of damage when they are not reinstated to Council standards.
5	**Council objective**	Included in Background above
6	**Where is Council's objective set out?**	Council Plan 2025 - 2029
7	**How does proposed Local Law provision help achieve objectives?**	By the person/entity undertaking the Building Works holding the Asset Protection Permit and lodging the bond there is direct incentive for public infrastructure assets to be kept in a fit state and local environmental values and public safety not to be adversely impacted

SOUTH EAST TRARALGON PRECINCT STRUCTURE PLAN - NEXT STEPS

PURPOSE

To provide Council with an update on the South East Traralgon Precinct and identify options and next steps.

EXECUTIVE SUMMARY

- The South East Traralgon (SET) Precinct has been identified for future residential growth since 2010, partly rezoned since 2012. Council resolved at the 20 June 2016 Council Meeting that $150,000 of the budget surplus be referred to commence work on the SET precinct.
- The draft South East Traralgon Precinct Structure Plan (PSP), Development Contributions Plan (DCP) and Native Vegetation Precinct Plan (NVPP) were completed in 2021. At the 8 November 2021 Council Meeting, Council endorsed that draft documents and resolved to request Authorisation from the Minister for Planning for Amendment C134.
- There have been ongoing delays in progressing the SET precinct for residential development.
- The main outstanding issue is obtaining a response from the Minister for Energy and Resources on Council's third-party peer review of geo-technical risk to support the progression of a Planning Scheme Amendment for the SET precinct.
- The Department of Energy, Environment and Climate Action (DEECA) have suspended all communication on the SET precinct until such time as they have a further update. However, Council officers still sought an update in February 2026 and DEECA advised there was no further update at this time.
- The Minister for Planning has advised that a Planning Scheme Amendment (PSA) request will not be considered until advice has been provided by the Minister for Energy and Resources.
- The Environment Protection Authority (EPA) separation distance guidelines were released in 2024. They have an impact on the SET precinct by increasing the separation distance from brown coal mining to sensitive land uses (i.e. residential) from 1km to 2km. The increase in the separation distance issue can be dealt with through the Planning Scheme Amendment process through explanation in Amendment documents and the PSP.

- There are five options for the SET precinct, being:
    1. Await a response from the Minister for Energy and Resources for 12 months and following a positive response proceed with a PSA, or in the case of no response or a negative response, proceed with Option 2;
    2. Prepare / update, exhibit and endorse a Development Plan (DP) and DCP for land already zoned (approximately 140ha);
    3. Apply for a Planning Scheme Amendment to remove the Development Plan Overlay from the SET precinct and allow the land to be developed for residential purposes with no coordinated plan;
    4. Apply for a Planning Scheme Amendment to backzone the land to Rural Living Zone or Farming Zone, as appropriate; or
    5. Await a response from the Minister for Energy and Resources and, depending on the response, prepare a Council report to determine next steps. Officers will prepare an update report in March 2027.
- Options 1, 2 and 5 are the only likely options to be pursued due to Option 3 requiring Ministerial Authorisation (which is unlikely to be provided) and Option 4 posing the highest risk and possible legal ramifications for Council.
- All options have their own risks, costs, resourcing impacts and impacts on landowners and on the balance of all these considerations, it is recommended that Option 5 be pursued.

OFFICER'S RECOMMENDATION

That Council:

1. **awaits a response from the Minister for Energy and Resources before determining next steps;**
2. **provides a progress report to Council by no later than 31 March 2027; and**
3. **notifies all landowners and interested parties of Council's decision.**

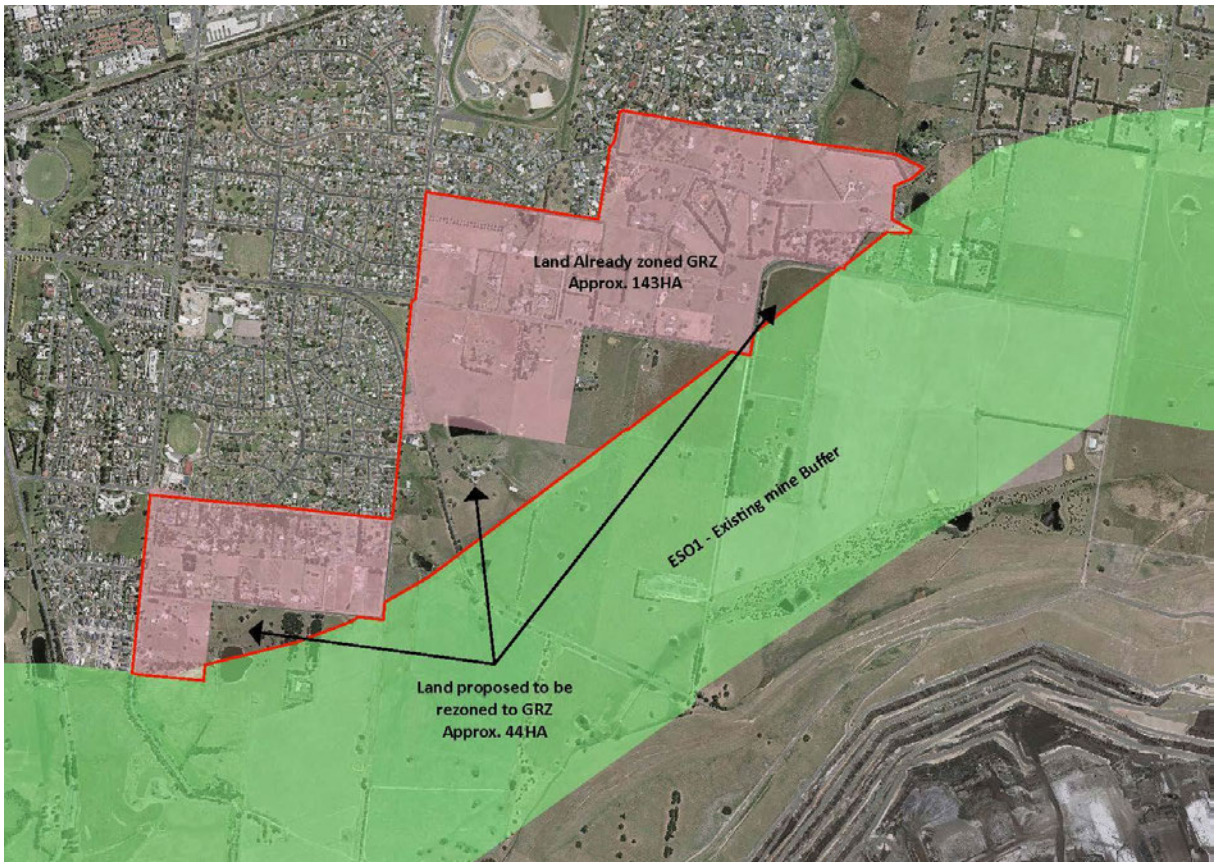
BACKGROUND

The SET precinct has been identified as a residential growth area since the introduction of the Traralgon Structure Plan into the Latrobe Planning Scheme through Amendment C62 in January 2010. The Environmental Significance Overlay, Schedule 1 (ESO1) implements a 1km buffer to the Loy Yang mine and forms the southern boundary of the precinct and Traralgon's urban growth boundary.

The majority of the precinct (approximately 143 hectares of 189 hectares) was subsequently rezoned by the Minister for Planning to the General Residential Zone (GRZ) in February 2012 through Amendment C58. Together with the rezoning, the amendment applied the Development Plan Overlay – Schedule 6 (DPO6) to the land, requiring an overarching plan for the precinct to be prepared and approved before any subdivision and development occurs.

As part of the C58 rezoning amendment, any landowners who objected to their land being rezoned were removed from the rezoning. As a result, some properties in the precinct remain in the Farming Zone (FZ) and Rural Living Zone (RLZ).

Figure 1 – SET Precinct



The SET precinct has a long history since its inclusion in the Traralgon Structure Plan in 2010.

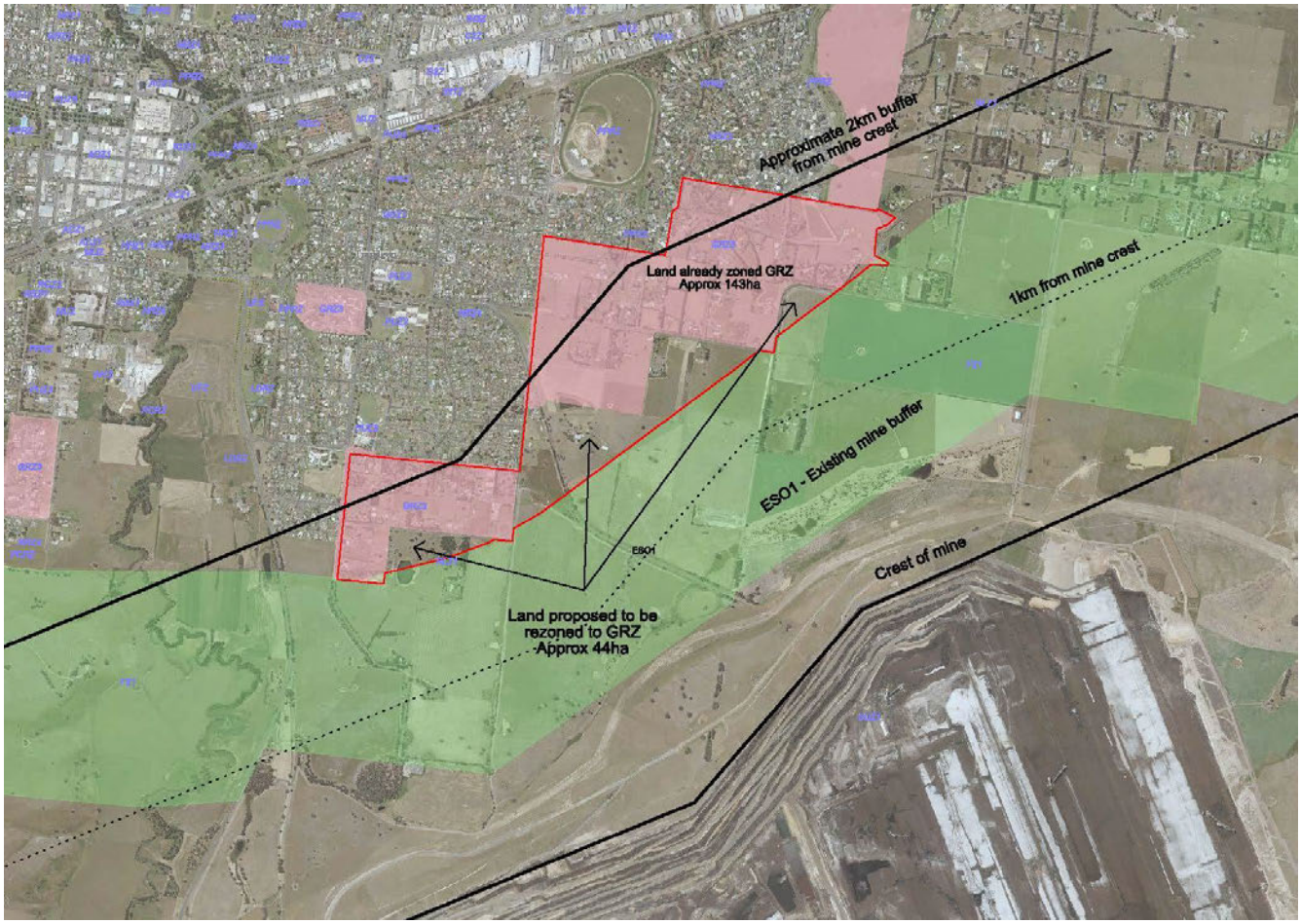
More recently, the delays in the progression of the SET precinct have been in response to:

- DEECA completion of a third-party peer review of Geo-technical risk; and

- Introduction of EPA Separation Distance Guidelines.

The EPA separation guideline increased the buffer requirement from the crest of the Loy Yang mine from 1km to 2km, Figure 2 below shows the impact on the SET precinct.

Figure 2 – 2km from the crest of the mine



DEECA Third Party Peer Review

- DEECA commenced the third-party peer review of Latrobe City Council's Geo-technical risk assessments in October 2023, with an initial meeting held with Council officers in November 2023.
- The purpose of the third-party peer review is for DEECA officers to determine whether there is enough information provided around geotechnical risk to provide consent for a Planning Scheme Amendment process. Council officers are not involved in the process, although are there to provide information if required.
- The review took DEECA over 12 months to complete and this included review of the report with AGL Loy Yang.
- Letters signed by the Mayor to the Minister for Energy and Resources requesting an update and decision to be made on the third-party peer review have been sent on 23 July 2024, 19 February 2025, 20 August 2025 with no response received.

- A meeting attended by the Mayor, Latrobe City Council CEO and Council officers and the Minister for Energy and Resources occurred to discuss coal related matters, including the SET precinct on 11 June 2024.
- In early 2025, DEECA officers advised that the third-party peer review and a brief were sent to the Minister for Energy and Resources for a decision.
- In May 2025, DEECA officers advised (by phone) that AGL Loy Yang had written to the Minister for Energy and Resources and asked for a delay in a decision until such time as the rehabilitation options are known for the mine.
- This correspondence put a decision on hold and required further work to be undertaken by DEECA officers on the peer review.
- On 19 September 2025, DEECA officers advised that all meetings and updates with Latrobe City Council will be placed on hold until such time they have reached a milestone and can provide further details.
- On 29 September 2025 the Mayor wrote to the Minister for Planning requesting that support for Authorisation of a Planning Scheme Amendment be provided.
- On 15 December the Minister for Planning responded, advising that Council should continue to work with DEECA and that they were unable to provide in-principle support at that time.

Advice from the Minister for Planning

- Council officers consider that Council has taken all reasonable and necessary steps to seek the views of the Minister for Energy and Resources, in accordance with Clause 14.03-1L of the Latrobe Planning Scheme.
- The Minister for Planning provided a response on 15 December 2025 which stated that a Planning Scheme Amendment request would not be supported until such time a response is received from the Minister for Energy and Resources which is supportive of the Amendment process commencing.

Environment Protection Authority (EPA) Separation Distance Guidelines

- The EPA released the final Separation Distance and Landfill Buffer Guidelines on 14 August 2024 following consultation in which Latrobe City Council made a submission raising concerns.
- The Guidelines increase the separation distance from brown coal mines for dust from 1km to 2km. This change impacts the majority of the SET precinct.
- The guidelines require a dust assessment be prepared for the establishment of new sensitive uses with 2km.
- Latrobe City Council officers appointed Air Environment to undertake the dust assessment. The completed dust assessment was referred to EPA for consideration of a reduction of the separation distance back to 1km.

- The EPA response was received on 7 May 2025, in summary, the EPA did not support a variation to the separation distance as, in their view, it is not justified. The EPA requested further monitoring to be undertaken.
- The monitoring would be required for 12 months and cost between $130,000 - $250,000.
- Latrobe City Council CEO and officers met with the EPA CEO on 2 October 2025 to discuss this issue. The EPA advised the following:
    - The explanatory report for a proposed Planning Scheme Amendment would need to be updated to address Council's position on the separation distance. EPA advised that they would support Council with this based on the principle of proportionality and evidence based decision making under the Environment Protection Act 2017 (Vic). The principle of proportionality requires that regulatory action and environmental investigations be reasonably matched to the nature, likelihood and consequence of the risk, so that measures taken are no more onerous than necessary to manage that risk.

Landowner Updates

There are 89 parcels of land within the SET precinct. Some parcels are under the same ownership, there are also interested parties (such as land brokers, real estate agents, etc.) which Council officers keep in contact with regarding the precinct. However, it is important to note that not all landowners wish to develop their land.

Since the commencement of the third party peer review, Council officers have:

- Responded to 70 telephone enquiries from landowners and / or developers;
- Responded to over 18 written planning advice requests about the potential for subdivision of the land;
- Attended up to ten landowner / developer meetings to provide an update on the progression of the SET PSP;
- Sent out four landowner newsletters to all landowners and people who wish to be contacted which provided an update on the progression of the SET PSP in the following months:
    - March 2024;
    - August 2024;
    - March 2025; and
    - October 2025.

The next update will be following the resolution of the 23 March 2026 Council Report to consider options and next steps.

AGL Loy Yang do not own land within the precinct, but are a significant landowner of land surrounding the precinct. Council officers have met with representatives of AGL on 2 October 2025 in which the SET precinct was discussed.

The views of Council officers and AGL regarding the findings of the Geotechnical Report remain at odds, and there appears to be no clear way to resolve the current impasse.

The most appropriate way to properly consider all concerns is to allow a Planning Scheme Amendment process to proceed. This process will be implemented in accordance with the approach proposed in Amendment C134. This process will allow submissions to be considered as part of a Planning Panel, including any submissions by AGL Loy Yang.

ANALYSIS

Council has the following options to consider for the SET precinct:

1. Await a response from the Minister for Energy and Resources for 12 months and following a positive response proceed with a PSA, or in the case of no response or a negative response, proceed with Option 2;
2. Prepare / update, exhibit and endorse a DP and DCP for land zoned (approximately 140ha);
3. Apply for a Planning Scheme Amendment to remove the Development Plan Overlay from the SET precinct and allow the land to be developed for residential purposes with no coordinated plan;
4. Progress with Planning Scheme Amendment to back zoning of the land.
5. Await a response from the Minister for Energy and Resources, and depending on the response, prepare a report to Council to determine next steps.

Officers consider it unlikely that Options 3 or 4 would progress.

The table below provides an overview of the options including pros and cons.

Table 1 – Options

Option No. / Title	Description	Pros	Cons
Option 1 - Await a response from the Minister for Energy and Resources for 12 months and following a positive response proceed with a PSA, or in the case of no response or a negative response, proceed with option 2.	The Planning Scheme Amendment proposes to implement the recommendations of the SET PSP, DCP and Native Vegetation Precinct Plan (NVPP). This includes rezoning the entire 189ha precinct to Urban Growth Zone Schedule 2 (UGZ2)	DEECA officers are more comfortable with a Planning Scheme Amendment process, allowing all issues to be considered. If a positive response is received, it is the best planning outcome for the precinct.	Uncertainty around timing of a response being provided. Landowners will have to continue to wait. Perception that Council officers are not being proactive to allow development. Additional $50,000 required in funding to

Option No. / Title	Description	Pros	Cons
	and subsequent changes to implement the recommendations of the PSP, NVPP and DCP to support development for housing and a Neighbourhood Activity Centre.	A Planning Scheme Amendment process allows all submissions to be considered at an independent planning panel, including the merits of the Amendment. This appears to be DEECA's preference moving forward as they will not provide outright support on land subsidence. Allows changes in planning policy to be considered through relevant planning tools. Follows the existing expectations of landowners and parties interested in the precinct. This option allows for the rezoning of land to facilitate the development of a Neighbourhood Activity Centre. Has the second least impact on resourcing.	make changes to the reports. However, this is a smaller amount than option 2.
Option 2 - Prepare / update, exhibit and endorse a DP and DCP for land zoned (approximately 140ha)	Currently 143ha of land within the SET precinct is zoned General Residential Zone (GRZ) and the Development Plan Overlay Schedule 6 (DPO6) is applied. This option would require the existing PSP work to be converted into	Planning permits can be applied for once the Development Plan has been approved for land that is zoned. Perception of Council actively progressing the precinct.	Not all of the precinct (approximately 40ha of land) will be able to develop due to the existing Farming and Rural Living zones. This can only be changed through a Planning Scheme Amendment. The Neighbourhood Activity Centre will not be able to develop

Option No. / Title	Description	Pros	Cons
	a Development Plan (DP) document. The (Development Contribution Plan (DCP) would also require slight updates.		due to the zone not being able to be changed under the DP to facilitate this development. Additional work required which is estimated to be in the region of a $100,000 and would need to be budgeted for . Other projects will need to be placed on hold to be able to facilitate this work. The approval of the Development Plan could be appealed at VCAT. There are risks and we may not win at VCAT. The Minister for Planning could 'call in' the decision of the DP and therefore, Council will not be able to make a decision. Potential to damage to relationships with DEECA, DTP and AGL.
Option 3 (unlikely to progress) – Planning Scheme Amendment to remove Development Plan Overlay and allow the land to be developed for residential purposes with no coordinated plan	The DPO6 applies to 143ha of land which is zoned residential. At this time, because no DP has been prepared or approved, Council cannot issue a planning permit for the subdivision or other development on the land. This is restricting the further development of the land (if a permit	Planning permits can be applied for once the DPO is removed. Perception of Council actively progressing the precinct.	Minister for Planning must authorise an Amendment to do this. This is very unlikely to occur. The approval of any planning permit could be appealed at VCAT. There are risks in defending this position and we may not win at VCAT. The Minister for Planning could 'call in'

Option No. / Title	Description	Pros	Cons
	is required). Council could prepare a Planning Scheme Amendment to remove the Development Plan Overlay from the land. This would then allow subdivision to occur.		the decision of the planning permit and therefore, Council will not be able to make a decision.
Option 4 (unlikely to progress) - Progress with Planning Scheme Amendment to back zoning of the land	An option could be to back zone the 143ha of land to Rural Living / Farming Zone (depending on the parcel of land). The land could be designated to future residential on the structure plan and Council would have to wait until such time that clear direction can be provided from DEECA on progressing this land for residential purposes.	Provides certainty around development opportunity (i.e. not available).	Landowners could consider legal rights around the change and payment of past rates. Reputational damage to Council as a result of being seen to “back-track” on the strategic direction for this precinct. Landowners may lodge submissions to a PSA seeking to back-zone land. The Minister for Planning must authorise an Amendment, and this is considered unlikely to occur.
Option 5 - Await a response from the Minister for Energy and Resources, and depending on the response, determine next steps. Officers will prepare an update report in 12 months	This option is similar to option 1, in which Council would wait for a response from the Minister for Energy and Resources, but no timeframe is included. Depending on the outcome of the response, prepare a Council Report to consider next steps. Officers will prepare a	If a positive response is received, a PSA can be pursued. A PSA provides the best planning outcome for the precinct. Allows changes in planning policy to be considered through relevant planning tools. Follows the existing expectations of	Uncertainty around timing of a response being provided. Landowners will have to continue to wait. Perception that Council officers are not being proactive to allow development. Additional $50,000 required in funding to make changes to the reports. However, this is a smaller amount

Option No. / Title	Description	Pros	Cons
	report in 12 months to provide Council with an update on progress.	landowners and parties interested in the precinct. This option allows for the rezoning of land to facilitate the development of a Neighbourhood Activity Centre. Has the least impact on resourcing. Option 2 is still available depending on the response.	than option 2.

Next Steps

On balance of all considerations, as part of the Council Report for consideration Council officers intend to recommend option 5 for the SET precinct.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Landowners might seek legal action if land is backzoned (option 4).	**Medium** *Unlikely x Moderate*	Council officers are not recommending option 4 be pursued.
COMPLIANCE No EPA consent for a reduction in the separation distance from 2km to 1km.	*Option 1 and 5* **Medium** *Possible x Minor*	The dust assessment completed does not indicate any impacts based on current monitoring station. Although further monitoring was recommended. The Planning Authority is required to consider all risks under the relevant Act, Ministerial Direction. If option 1 or 5 is pursued, details about the EPA response will be included in the Explanatory Report and an objection from the EPA can be received during the Amendment process (if required). Any objection that is not resolved can be considered at a Planning Panel.

RISK	RISK RATING	TREATMENT
COMPLIANCE No EPA consent for a reduction in the separation distance from 2km to 1km.	Option 2 **Medium** *Possible x Moderate*	The Development Plan can include some commentary around the dust assessment and separation distance. However, the process is not a clearly outlined as if it was through an Amendment. Each Planning Permit would have to consider the impact and there is more impost of the developer with this option.
COMPLIANCE Appeal or call in of decision on the DP if option 2 is pursued.	**High** *Likely x Moderate*	If option 2 is pursued, Council officers would recommend seeking legal advice to understand issues and likely outcomes of process before proceeding with the process.
SERVICE DELIVERY Not meeting demand for housing in accordance with housing targets.	**Low** *Unlikely x Minor*	Latrobe has housing capacity in the short and medium term to support both greenfield and infill growth. This is through existing and permitted developments, infill and future growth areas.

RISK	RISK RATING	TREATMENT
STRATEGIC Landowners frustrated with no development outcome being realised for their land.	Option 1 and 5 **High** *Likely x Moderate*	Council officers are in regular contact with landowners, prospective purchasers and other interested parties. Council officers will continue to keep landowners and interested parties informed on the progression of the Amendment. Council officers will provide an update on Councils resolution following the upcoming Council Meeting.
STRATEGIC Landowners frustrated with no development outcome being realised for their land.	Option 2 **Medium** *Possible x Minor*	Option 2 requires a significant amount of re-work to existing documents. This is likely to take 12 months. Legal appeals at VCAT and 'call in process' may also lead to delays.

CONSULTATION

No consultation is planned for SET until the outcome of the third-party peer review is known.

COMMUNICATION

Council officers are in regular contact with landowners and other interested parties about the SET PSP.

If DEECA approve the Planning Scheme Amendment process, further engagement will be undertaken with landowners, agencies, authorities and stakeholders as part of the Planning Scheme Amendment process.

An Amendment is subject to the prescribed process in accordance with the public notice and consultation requirements of section 19 of the *Planning and Environment Act 1987* (the Act).

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for the Amendment. This will include:

- Exhibition of the Amendment for a minimum of 1 calendar month;
- Documents available on Latrobe City Council's website;
- Have Your Say page created;
- Letters / emails notifying affected owners and occupiers, agencies, public authorities and Ministers believed to be materially affected by the Amendment or prescribed under the Act;
- Notices in the Latrobe Valley Express;
- Notice in the Government Gazette; and
- 1:1 meetings with landowners.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* is required as the SET Precinct will have will have a significant and direct impact on the community. This will be undertaken by Strategic Planning prior to Council's consideration of proceeding with a Planning Scheme Amendment.

Social

Some of the landowners have raised concerns with no progress being made in relation to the SET precinct. Proceeding with option 1 or 5 and waiting is not going to be a favourable outcome for some of the landowners.

Proceeding with option 2 would be more favourable for some of the landowners as it is seen as we are progressing the development, but the work and process required would take up to 12 months to complete. Appeal at VCAT and 'call in options' could also further delay and is not included in the 12 month timeframe.

Cultural

N/A

Health

A dust assessment has been undertaken to ensure consideration of the EPA Separation Distance Guidelines.

Environmental

N/A

Economic

N/A

Financial

The preparation of the PSP, DCP and NVPP and all supporting documents has been funded partly by the VPA and Council.

There have also been additional costs for the dust assessment, legal advice and geotechnical assessments.

A total of $663,808.55 has already been spent since 2016 on the SET Precinct. The VPA funding was $150,000.

Option 1 and 5 is estimated to cost an additional $50,000 before proceeding to a Planning Scheme Amendment, there is no budget currently allocated for this work and additional funds would be required for this work.

Once this work is completed and if an Amendment is commenced this process can be funded through the operational budget for Strategic Planning / Urban Growth.

Option 2 is estimated to cost an additional $100,000 for the conversation of the Precinct Structure plan to a Development Plan. Additional funds would be required is the decision is appealed at VCAT and might include costs for lawyers, experts and other associated costs.

Attachments

Nil

STATUTORY PLANNING

10. STATUTORY PLANNING

Nil reports

CORPORATE ITEMS FOR DECISION

11. CORPORATE ITEMS FOR DECISION

Item Number 11.1 23 March 2026 Infrastructure and Sustainability

INTENTION TO ENTER INTO LONG TERM LEASE AGREEMENTS WITH THE COUNTRY FIRE AUTHORITY

PURPOSE

To seek Council endorsement to undertake community consultation on the proposal to enter into new long-term agreements with the Country Fire Authority (CFA) for Council owned sites within the municipality.

EXECUTIVE SUMMARY

- This report consists of six current and proposed CFA Agreements, on Council owned land.
- Council currently has four agreements with the CFA (**Attachment 1**) for fire stations located within the municipality, being Tyers, Newborough, Traralgon South and Boolarra South (**Attachment 2**). Two (Tyers & Traralgon South) of these agreements have expired. There is no agreement in place for the Callignee fire station.
- At the June 2022 Council meeting, Council resolved to enter a long-term lease with the CFA for the Newborough site which has since been executed. The 20-year agreement expires 31 January 2044.
- In December 2025, the CFA formally requested new long-term agreements for the remaining four locations, with expiry dates aligned to the Newborough agreement (**Attachment 3**).
- In December 2025, the CFA also requested a long-term agreement for a 3,000 m² parcel of land on Warren Terrace, Hazelwood North, to support funding for a new, purpose-built fire station within the Warren Terrace Reserve, Hazelwood North (**Attachment 4).**
- After internal review, the proposed request for long term agreements is considered reasonable, given the emergency service the CFA provide to the community and the land at each location not being identified for current or future Council community purposes.
- If Council decide to proceed with long term agreements, public notice must be given in accordance with the *Local Government Act* 2020.

OFFICER'S RECOMMENDATION

That Council:

1. **in accordance with Section 115 of the *Local Government Act 2020* and Council's Community Engagement Policy, gives public notice of its intention to enter into long-term lease agreements with the Country Fire Authority at the below listed locations:**

    a. **78 Main Road, Tyers;**
    b. **Boolarra South-Mirboo North Road, Mirboo (Boolarra South);**
    c. **438 Old Callignee Road, Callignee;**
    d. **1 Keith Morgan Drive, Traralgon South;**
    e. **Warren Terrace Reserve, Warren Terrace, Hazelwood North; and**

2. **upon completion of the community consultation and assessment of any submissions received, notes that a further report will be presented for consideration and decision.**

BACKGROUND

The CFA has agreements (**Attachment 1**) in place for use of Council land for fire stations owned and operated by CFA at the following locations**:**

- Main Road, Tyers.
- Coach Road, Newborough (Monash Reserve).
- Keith Morgan Drive, Traralgon South.
- Boolarra South-Mirboo N Road, Mirboo (Boolarra South) (**Attachment 2**).

The Callignee Fire Station is situated on Council-owned land next to the Callignee Hall on Old Callignee Road, Callignee. There is currently no record of any formal agreement for this site.

At the June 2022 Council meeting, the Council resolution was:

That Council:

1. *Gives public notice of its intention to enter into a long-term lease agreement with the Country Fire Authority for part of Monash Reserve, Newborough, and invites comment on the proposal in accordance with section 116 of the Local Government Act 2020; and*
2. *Considers any submissions received opposed to the proposed long-term lease agreement at a future Council meeting; or*
3. *If no submissions opposed to the proposed long-term lease are received, authorises the Chief Executive Officer to do all things necessary to enter into the said lease.*

Council has since entered into a 20-year agreement with the CFA for the Newborough site, which is due to expire on 31 January 2044.

Prior to the expiry of the Tyers agreement on 30 June 2024, CFA approached officers to request a new agreement. During discussions regarding this agreement, the Property Operations team undertook a review of all existing arrangements between Council and the CFA. The review identified that the Tyers and Traralgon South agreements expired on 30 June 2024, and that no agreement could be located for the Callignee site.

In December 2025, the CFA formally requested new long-term agreements for the Tyers, Traralgon South, Callignee and Boolarra South locations, in line with the agreement for the Newborough site (**Attachment 3**).

In addition, CFA requested a new long-term agreement for part of the Warren Terrace Reserve, Warren Terrace, Hazelwood North (**Attachment 4**).The Warren Terrace Reserve Masterplan dated June 2014 identifed a proposed CFA station (**Attachment 5**).

ANALYSIS

The following table summaries the status of the 6 existing and proposed agreements:

	ADDRESS	LAND OWNERSHIP	ZONING	INITIAL TERM	FURTHER TERM	OVERALL EXPIRY	LAND SIZE
a.	78 Main Road TYERS	Council	TZ - Township Zone	9 years 01/07/2006 - 30/06/2015	9 years 01/07/2015 - 30/06/2024	30/06/2024	1,100 m²
b.	Boolarra South-Mirboo N Road MIRBOO (BOOLARRA SOUTH)	Council	FZ1 - Farming Zone	9 years 01/04/2012 - 31/03/2021	9 years 01/04/2021 - 31/03/2030	31/03/2030	500 m²
c.	438 Old Callignee Road CALLIGNEE	Council	FZ2 - Farming Zone	No agreement	N/A	N/A	900 m²
d.	1 Keith Morgan Drive TRARALGON SOUTH	Council	TZ1 - Township Zone	9 years 01/07/2006 - 30/06/2015	9 years 01/07/2015 - 30/06/2024	30/06/2024	1,300 m²
e.	Warren Terrace Reserve Warren Terrace HAZELWOOD NORTH	Council	PPRZ - Public Park & Recreation Zone	No agreement	N/A	N/A	3,000 m²
f.	Part of Monah Reserve, Coach Road NEWBOROUGH	Crown	PPRZ - Public Park & Recreation Zone	20 years 01/02/2024 - 31/01/2044	Nil	31/01/2044	3,400 m²

Officers confirm the Warren Terrace request aligns with the Warren Tererace Reserve Masterplan, previously adopted by Council.

Aligning all existing CFA agreements to a single expiry date and adopting the terms and conditions of the most recent long-term Newborough agreement (expiring 31 January 2044) offers several advantages for both parties, including:

- Simplified management of multiple agreements
- Clarity and improvement of the documentation for all agreements
- Reduction in adminstration burden

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to the requirements of the *Local Government Act 2020* or *Crown Land (Reserves) Act 1978.*	**Low** Unlikely x Moderate	Completing the community consultation process in line with the *Local Government Act 2020* and Council's Community Engagement Policy will ensure compliance.
SERVICE DELIVERY Inconsistency of agreements between CFA and Council.	**Medium** Likely x Minor	New agreements provide consistent terms and conditions across all sites and security of tenure for CFA.
STRATEGIC Not advising the community of the proposed locations.	**Medium** Possible x Minor	Community consultation process will enable the community to provide feedback on the locations.

CONSULTATION

A community consultation process will be undertaken in accordance with Council's Community Engagement Policy.

The community consultation process will be across the following platforms:

- Public Notice in the Latrobe Valley Express
- Council's 'Have Your Say' website
- Council's social media channels

COMMUNICATION

Direct communication with the CFA Property team has been undertaken as part of the preparation of this report.

Further communication with neighbouring property owners will be undertaken as part of the community engagement process.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

The CFA stations are often a community hub that provides support and community connection within our communities, the securing of tenure via a long-term lease will provide a level of comfort to the CFA volunteer members.

Cultural

Not applicable

Health

Strategically located CFA stations ensure rapid response in an emergency, potentially reducing the risk of mortality and morbidity. Long term leases provide security of tenure in selected areas.

Environmental

The security of long-term leases in locations best suited to the needs of the CFA ensures rapid response and effective incident management, reducing the risk on the environment within the municipality.

Economic

Not applicable

Financial

Where possible, costs associated with the preparation of the documentation will be recovered from the Tenant.

Attachments

1. CFA Agreement Summary
2. CFA Location Maps
3. CFA Request - Long Term Agreements
4. CFA Request - Waree Terrace Reserve, Hazelwood North
5. Warren Terrace Reserve Master Plan - June 2024

11.1

Intention to Enter Into Long Term Lease Agreements with the Country Fire Authority

1 CFA Agreement Summary 121
2 CFA Location Maps 122
3 CFA Request - Long Term Agreements 124
4 CFA Request - Waree Terrace Reserve, Hazelwood North 125
5 Warren Terrace Reserve Master Plan - June 2024 126

CURRENT STATUS OF CFA AGREEMENTS

	ADDRESS	LAND OWNERSHIP	ZONING	INITIAL TERM	FURTHER TERM	OVERALL EXPIRY
a.	78 Main Road TYERS	LCC	TZ - Township Zone	9 years 01/07/2006 - 30/06/2015	9 years 01/07/2015 - 30/06/2024	30/06/2024
b.	Boolarra South-Mirboo N Road MIRBOO (BOOLARRA SOUTH)	LCC	FZ1 - Farming Zone	9 years 01/04/2012 - 31/03/2021	9 years 01/04/2021 - 31/03/2030	31/03/2030
c.	438 Old Callignee Road CALLIGNEE	LCC	FZ2 - Farming Zone	No agreement		
d.	1 Keith Morgan Drive TRARALGON SOUTH	LCC	TZ1 - Township Zone	9 years 01/07/2006 - 30/06/2015	9 years 01/07/2015 - 30/06/2024	30/06/2024
f.	Part of Monah Reserve, Coach Road NEWBOROUGH	Crown	PPRZ - Public Park & Recreation Zone	20 years 01/02/2024 - 31/01/2044	Nil	31/01/2044

CFA LOCATIONS

a. 79 Main Road, Tyers

b. Boolarra South Mirboo N Road, Boolarra South

c. 438 Old Callignee Road, Callignee

d. 1 Keith Morgan Drive, Traralgon South

f. Part of Monash Reserve, Coach Road, Newborough

cfa.vic.gov.au

Patron: Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria

8 Lakeside Drive Burwood East Vic 3151

Kate Pitisano
Property Officer
La Trobe City Council
PO Box 264
Morwell 3840
Via email: Kate.Pitisano@latrobe.vic.gov.au

1 Dec. 25

Dear Kate,

Request for Preparation of New Lease Agreements for CFA Sites

Thank you for your email and ongoing collaboration between the Country Fire Authority (CFA) and Latrobe City Council.

CFA formally requests that new Lease Agreements be prepared for the following CFA sites within the municipality, with terms and conditions aligned to the recently negotiated Newborough Agreement:

- Tyers Fire Station
- Callignee Fire Station
- Traralgon South Fire Station
- Boolarra South Fire Station

These updated agreements will support the continued occupation and operational capability of CFA brigades across the region, and we appreciate Council's assistance in progressing this matter.

We understand the letter will form part of the supporting documentation for Council's upcoming briefing paper. CFA is supportive of the matter being presented at the February briefing and welcomes Council's consideration.

Please let us know if any further information or documentation is required.

Thank you again for your cooperation.

Yours faithfully/sincerely,

Kenny Yan
Property Officer | Property Services
M:0422 436 056 E: Kenny.yan@cfa.vic.gov.au

cfa.vic.gov.au

Our Patron: Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria

Office of the Deputy Chief Officer | South East Region
South East Regional HQ | Level 2, 45 Assembly Drive, Dandenong South Vic 3175
Email: dco.southeast@cfa.vic.gov.au

Mr Josh Graham
Latrobe City Council
141 Commercial Road
MORWELL VIC 3840

Via email: josh.graham@latrobe.vic.gov.au

18 November 2025
Ref: D25/27424

Dear Mr Graham,

RE: REQUEST FOR LEASE – WARREN TERRACE, HAZELWOOD NORTH

Thank you for meeting with the members of our Hazelwood North Fire Brigade and CFA staff to discuss the possibility of leasing a parcel of land for a new Fire Station at Warren Terrace, Hazelwood North.

The Latrobe City land on Warren Terrace is ideally situated for a future fire station development, in support of the Hazelwood North community. CFA are seeking a lease of 3,000m2 in the southwestern corner of the site, with a minimum 50m road frontage to Warren Terrace. I have attached a map showing the requested lease area.

The current fire station on Jeeralang North Road is reaching its end of life and requires replacement. CFA currently owns the fire station land and notes that Gippsland Water have indicated that the land may be acquired for expansion of their water facilities. The Hazelwood North fire station development is a high priority for CFA and, along with members of the brigade we are seeking funding opportunities to progress with the new facility.

I would greatly appreciate the assistance of Latrobe City Council to progress with a long-term lease of the site for this important community facility. Should you require any additional information, please contact our Regional Project Coordinator, Andy Oldroyd.

Yours sincerely

Trevor Owen
Deputy Chief Officer – Service Delivery
South East Region

Cc Head of Property & Environmental Services
Assistant Chief Fire Officer – District 27

OUR COMMUNITY • OUR CFA

LEGEND
Proposed Trees
Reserve Boundary
Proposed Pathway 2.5m wide concrete paving
Proposed Asphalt Road Paving
Proposed Seating
Proposed Vehicular Access Gate
Proposed Vehicular Exclusion Fencing
Proposed Building
Proposed Fitness Stations
Proposed Reserve Signage
Proposed Lighting
RECOMMENDATIONS
SPORTS INFRASTRUCTURE
Develop an unfenced cricket oval with synthetic cricket pitch.
COMMUNITY RECREATION
Proposed CFA Station.
Proposed multi-use community building.
Establish a shared pathway that could be used as a running/walking/bicycle circuit.
Proposed playspace.
Proposed sheltered BBQ facility.
Proposed sheltered seating.
Proposed spectator seating.
Provide fitness stations at key locations around running/ walking circuit.
Install Reserve entry signage.
TRAFFIC MANAGEMENT AND LANDSCAPING
Provide formal off road car parking accessible from Warren Terrace. Car parking to include security lighting
Provide buffer tree planting to Reserve/residential boundaries to improve visual amenity.
OVERHEAD POWER LINES
LEVEL PLAYING FIELD
JEERALANG NORTH
PICNIC
PLAYSPACE
COMMUNITY HALL
CFA STATION
WARREN TERRACE
ENTRY
EXIT
CLIENT:
PROJECT:
WARREN TERRACE RESERVE
FINAL MASTER PLAN
SCALE
FOR: LATROBE CITY COUNCIL
DRAWN: ACLA
DATE: 11.02.14
PROJECT Nº: 301337
AMENDMENTS
DATE
BY

REQUEST TO PURCHASE COUNCIL LAND - HEESOM CRESCENT, CHURCHILL

PURPOSE

To present a request to purchase a portion of Council owned land at Heesom Crescent, Churchill and seek endorsement to undertake community consultation on the potential land sale.

EXECUTIVE SUMMARY

- Council has received a request for purchasing approximately 6,554m^2 portion of Watsons Park, located at 22A Heesom Crescent, Churchill by the Victorian Department of Education.
- The State Government's intended use of the parcel by the State Government is to be used as a site for a future Early Learning Victoria Centre as part of the *Best Start, Best Life program.*
- After internal assessment of the requested parcel, officers identified no current or future need for the site, deeming the land surplus and available for sale, due to the availability of alternative public open space within Churchill.
- Internal assessment considered the availability of public open space, community safety and ongoing maintenance considerations.
- Council officers recommend undertaking the required community engagement process to consider a future sale of this property.

OFFICER'S RECOMMENDATION

That Council:

1. **in accordance with Section 114 of the *Local Government Act 2020* and Council's Community Engagement Policy, gives public notice of its intention to sell a portion of approximately 6,554m² of 22A Heesom Crescent by Private Treaty to the Victorian State Government; and**
2. **upon completion of the community consultation and assessment of any submissions received, notes that a further report will be presented for consideration and decision.**

BACKGROUND

Council received a request (**Confidential Attachment 1**) for the purchase of 6,554m² of Watsons Park, located at 22A Heesom Crescent, Churchill from the State Government as part of the Department of Education's *Best Start, Best Life program*.

Churchill was identified as 1 of 50 locations across the state for a new Early Learning Centre (ELC), under the *Best Start, Best Life program*.

The state government's preference is to locate these centres on existing Department of Education sites, or adjacent properties. Considerations were made to try and accommodate this centre within the existing Churchill Primary School property; however, this was not considered feasible.

This centre and service would be owned, managed and delivered by the State Government.

Figure 1. Aerial Image of the requested purchase site, Watson Park 22A Heesom Crescent

ANALYSIS

An internal assessment of the request considered the impact of the loss of the community asset, considering:

- Access to public open space within Churchill
- Community safety of requested space
- Impacts on ongoing maintenance of the site

The State Government's request will not present significantly impact the provision of public open space within Churchill (this portion represents 0.036% of the current public open space available within Churchill).

The community safety won't be negatively impacted through this sale, and the ongoing maintenance will be reduced marginally.

The greater impact will be through the community's access to an Early Learning Centre, within the Churchill. This service will be owned, managed and delivered by the Department of Education.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE The land sales process does not comply with the *Local Government Act 2020* requirements	**Low** *Unlikely x Moderate*	Undertake a community engagement process in alignment with the Community Engagement Policy
STRATEGIC Insufficient access to available public open space within Churchill	**Low** *Unlikely x Insignificant*	6,554m² represents 0.036% of the available public open space within Churchill.
STRATEGIC Mature trees impacted through future development	**Low** *Unlikely x Moderate*	Council has requested any future tree removal be meet with appropriate locally planted off-sets

CONSULTATION

A community engagement campaign will be conducted in alignment with the requirements of Council's Community Engagement Policy.

This includes a public notice within the Latrobe Valley Express as well as website advertising.

In addition to this requirements notification to the neighbouring properties as a notice published on site will also be completed.

COMMUNICATION

Officers have been in ongoing discussions with representatives from the Victorian School Building Authority for this site. Representatives from both the Family services and Property Operations teams have been included in these discussions.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

The increase in opportunities for early years social interaction is considered a positive social impact of this potential land sale.

Cultural

N/A

Health

Increasing the opportunities for access to early learning centres within Churchill is considered a positive health outcome for the Churchill community.

Environmental

As part of the assessment of the site's suitability, consideration to the existing native vegetation being retained has been requested. This request has been acknowledged by the Victorian School Building Authority.

Economic

Should the future land sale proceed, there will be a benefit to the local economy through the construction phase of the site and then ongoing operations of an Early Learning Victoria centre.

Financial

Any costs incurred in preparing the land for a potential sale would be recovered from the purchaser. A joint valuation complete by the Valuer General of Victoria, will be undertaken to establish the purchase price should Council proceed with the purchase.

Attachments

1. Request to Purchase a portion of 22A Heesom Crescent, Churchill (Published Separately)

   This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The process requires the request to be confidential.

POTENTIAL ROAD CLOSURE - OLD MELBOURNE ROAD, MORWELL

PURPOSE

To present a request from Energy Australia for the closure of a part of Old Melbourne Road, Morwell and part of Toners Lane, Morwell and seek endorsement to undertake the community engagement process for this request.

EXECUTIVE SUMMARY

- Energy Australia contacted Council officers in October 2025 to request that Council formally close Old Melbourne Road to the west of Latrobe Road and part of Toners Lane, Morwell. (**Confidential Attachment 1**).
- Energy Australia are currently experiencing an increase in illegal dumping of rubbish (an increased incidence of events and volume), hoon driving behaviour, ramming of fencing and illegal occupation of the former (vacant) Morwell Gun Club.
- Council previously resolved at the 21 March 2011 meeting to give public notice of its intention to consider the discontinuance of several roads and consider submissions received regarding the proposed discontinuance of several road reserves (**Attachment 2**).
- Following public consultation, a report was presented at the 9 May 2011 meeting, and Council resolved to keep the aforementioned roads open (**Attachment 3**).
- Both roads are currently listed on Council's public road register as open, with Council bearing the costs associated with illegally dumped rubbish along these parts of each road.
- Having considered the request, officers recommend undertaking the community engagement process to consider closing the part of Old Melbourne Road, Morwell and part of Toners Lane, Morwell.

OFFICER'S RECOMMENDATION

That Council:

1. **proposes that a part of Old Melbourne Road, Morwell and part of Toners Lane Morwell, be closed as a road under clause 3, schedule 10 of the *Local Government Act 1989*;**
2. **authorises public notice be given of the proposed road closure in accordance with section 223/207A(a) of the *Local Government Act 1989*, and consider any submissions received in accordance with section 223 of the *Local Government Act 1989*; and**
3. **notes that all submissions received under section 223 and section 114 will be presented to a future Council Meeting for consideration.**

BACKGROUND

Energy Australia continues to experience increasing instances of Illegal dumping of rubbish (an increased incidence both events and volume), hoon driving behaviour, ramming of fencing and illegal occupation of the former Morwell Gun Club.

They have contacted Council to seek advice, specifically regarding the closure of Old Melbourne Road to the west of Latrobe Road and part of Toner's Lane, Morwell (**Confidential Attachment 1**).

Council has previously resolved at the 21 March 2011 meeting, to consider a request from TRUenergy Yallourn to discontinue several roads **Attachment 2**. Following public consultation, a report was presented at the 9 May 2011 meeting, and Council resolved to keep the aforementioned roads open (**Attachment 3**).

Figure 1. Aerial image showing proposed road closures highlighted blue – Old Melbourne Road, Morwell to the west of Latrobe Road Part, and Toners Lane, Morwell

ANALYSIS

An internal assessment of the request has considered the request including several factors including the financial impact of maintenance, the ongoing burden of site clean up of illegally dumped rubbish and the reduction of anti-social behaviour at the site.

Whilst the road is open on the road register, Council incurs a significant financial burden both in relation to maintenance and renewal when required.

The proposed closures total approx. 3 km of unsealed road and 1km of sealed road.

Based on Council's Asset Plan 2025-26, the approximate cost for annual unsealed road maintenance is $1,086 per kilometre and road renewal is approximately $151,433 per kilometre. The cost of sealed road maintenance is approximately $2,560 per kilometre and road renewal costs are approximately $285,410.

Summary of projected costs for road maintenance of the proposed road closures:

	Kilometres	**Annual Maintenance ($)**	**Renewal (when required) ($)**
Old Melbourne Road West (unsealed)	2.8	3,041	424,015
Toners Lane (unsealed)	0.2	217	30,287
Toners Lane (sealed)	1.0	2,560	285,410

The costs associated with regular requests to remove illegally dumped rubbish, are increasing. These costs are approximately $250 per hour for collection and disposal of illegally dumped rubbished.

Based on these factors, officers are supportive of the requested road closures.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE A road closure not complying with the *Local Government Act 1989, Local Government Act 2020* and *Road Management Act 2004*	**Low** *Unlikely x Moderate*	Consultation with internal teams to determine the appropriate process to follow and oversight by Council's solicitor will ensure compliance with relevant Acts

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Increased illegal dumping within the portion of Old Melbourne Road.	**Medium** *Likely x Moderate*	Formal closure of the road reduces the financial burden on the waste management team.
STRATEGIC Reputational impact in response to reported repeated undesirable behaviour.	**Low** *Unlikely x Moderate*	A road closure will limit access and reduce the likelihood of undesirable behaviour.
FINANCIAL Leaving the status of the road unchanged will result in ongoing costs to Council to maintain the road and manage removal of illegally dumped rubbish.	**High** *Likely x Moderate*	Closure of the road and removal of the road from the road register removes Council's liability.

CONSULTATION

A community consultation process will be undertaken should Council endorse the road closure.

Consultation will be across the following platforms:

- Public Notice in the Latrobe Valley Express; and
- Publication on Council's website and social media channels.

Officers will notify essential services such as the CFA and Ambulance Victoria when the public consultation period opens, to invite feedback from these organisations.

COMMUNICATION

Officers have maintained regular communication with Energy Australia and have advised that community consultation will need to be undertaken before any formal decision can be made.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

Removes the potential for anti-social behaviour.

Cultural

N/A

Health

N/A

Environmental

Closure of the road will enable greater control of access to the site and this should reduce the ease of which rubbish can be dumped.

Economic

N/A

Financial

Closing the roads and removing them from the road register will remove the on-going financial burden to Council of road maintenance and the addressing of illegally dumped rubbish.

Any costs incurred through the road discontinuance process will be absorbed by the operational budget of the Property Operations team.

Attachments

1. Request from Energy Australia (Published Separately)

   This attachment is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
   (i) relates to trade secrets; or
   (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The request from Energy Australia is considered confidential.

2. Council Resolution - March 2011

3. Council Resolution - May 2011

11.3

Potential Road Closure - Old Melbourne Road, Morwell

2 Council Resolution - March 2011 138

3 Council Resolution - May 2011 140

GOVERNANCE	80	21 March 2011 (CM340)

9. CONCLUSION

It is recommended that Council gives notice of its intention to discontinue the various sections of Government and non Government Road Reserves located within the TRUenergy Yallourn Maryvale Field Licence Area as identified in the above Council Report.

10. RECOMMENDATION

1. That Council, pursuant to Section 206 and Schedule 10 Clause 3 of the *Local Government* Act 1989, gives public notice of its intention to consider the discontinuance of the following road reserves:

- **unsealed section of Old Melbourne Road west extension at the intersection of Latrobe Road Morwell**
- **Maxwell Morrisons Road off Old Melbourne Road west extension Morwell, and**
- **Toners Lane north of the Council owned Toners Lane Multi Use Reserve.**
- **Part Morwell Bridge Road and Sand Pit Road (Government Roads),**
- **Kaye Street, Alliss Street, Hill View, Crown Road, and**
- **The Boulevard, Sunburst Avenue, Community Street, Centre Crescent, Panorama Avenue and Hollywood Parade (Subdivision Roads created by LP21189).**

2. That Council in accordance of a section 223 of the *Local Government* Act 1989 consider submissions received regarding the proposed discontinuance of the following road reserves:

- **unsealed section of Old Melbourne Road west extension at the intersection of Latrobe Road Morwell**
- **Maxwell Morrisons Road off Old Melbourne Road west extension Morwell, and**
- **Toners Lane north of the Council owned Toners Lane Multi Use Reserve.**
- **Part Morwell Bridge Road and Sand Pit Road (Government Roads),**

GOVERNANCE	81	21 March 2011 (CM340)

- **Kaye Street, Alliss Street, Hill View, Crown Road, and**
- **The Boulevard, Sunburst Avenue, Community Street, Centre Crescent, Panorama Avenue and Hollywood Parade (Subdivision Roads created by LP21189).**

at the Ordinary Council Meeting to be held on 9 May 2011.

3. That Council notify the Morwell Gun Club, owners and occupiers of properties in Toners Lane and occupier of the dwelling in Maxwell Morrisons Road, the Department of Sustainability and Environment, VicRoads, Electricity, Gas, Telstra and Water Authorities of its intention to consider the discontinuance of various roads listed above.

Cr Gibson left the Chamber at 8.21 pm due to an indirect interest under section 78 of the *Local Government Act* 1989.

Cr O'Callaghan left the Chamber at 8.21 pm due to an indirect interest under section 78B of the *Local Government Act* 1989.

Moved: Cr Lougheed
Seconded: Cr Middlemiss

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

Cr Gibson returned to the Chamber at 8.23 pm.

ITEMS REFERRED	87	09 May 2011 (CM 345)

4. That a notice be placed in the Victoria Government Gazette formally discontinuing the above sections of road reserves.
5. That emergency service authorities (Ambulance, CFA and Police) be advised of the respective Road Closures.
6. That persons and groups who lodged a submission be advised of the above Council decision and further that the CFA will respond and manage any fire or incident under their responsibility in an efficient and safe manner with the mandate to protect life and property as required by the CFA Act 1958.

Cr O'Callaghan left the Chamber at 8.34 pm due to an indirect interest under section 78B of the *Local Government Act* 1989.

Cr Gibson left the Chamber at 8.34 pm due to an indirect interest under section 78 of the *Local Government Act* 1989.

ALTERNATE MOTION

Moved: Cr Lougheed
Seconded: Cr Middlemiss

That the Motion be adopted.

1. **That Council, having given public notice of its intention to discontinue road reserves within the TRUenergy Yallourn – Maryvale Field mining licence area - MIN 5003 of Maryvale and Morwell, and considered submissions in accordance with Section 223 of the Local Government Act 1989, forms the opinion that sections of Government and Subdivision Roads within the TRUenergy Yallourn – Maryvale Field mining licence areas of Maryvale and Morwell are not reasonably required for public use.**
2. **That Council, pursuant to Section 206 and Schedule 10 Clause 3 of the Local Government Act 1989, resolves to discontinue the following road reserves:**
    - **Maxwell Morrisons Road off Old Melbourne Road west extension Morwell, and**
    - **part Morwell Bridge Road and Sand Pit Road (Government Roads),**
    - **Kaye Street, Alliss Street, Hill View, Crown Road, the unnamed road reserves on plan of subdivision LP14949 and**
    - **the Boulevard, Sunburst Avenue, Community Street, Centre Crescent, Panorama Avenue and Hollywood Parade**

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(Subdivision Roads created by LP21189), and

- an unnamed road R1 on Title Plan TP936558.

3. The CEO commences the process to add the section of unsealed section of Old Melbourne Road west extension at the intersection of Latrobe Road Morwell to the road register.
4. The roads stated above are to be discontinued subject to the right, title, power or interest held by SP Ausnet in connection with any poles, transformers and high voltage overhead lines that form part of the Distribution electrical network of that authority in or near the roads.
5. That a notice be placed in the Victoria Government Gazette formally discontinuing the above sections of road reserves.
6. That emergency service authorities (Ambulance, CFA and Police) be advised of the respective Road Closures.
7. That persons and groups who lodged a submission be advised of the above Council decision and further that the CFA will respond and manage any fire or incident under their responsibility in an efficient and safe manner with the mandate to protect life and property as required by the CFA Act 1958.

For the Motion

Councillor/s White, Lougheed, Middlemiss, Price and Vermeulen.

Against the Motion

Councillor/s Fitzgerald and Kam.

The Mayor confirmed that the Motion had been CARRIED.

Cr O'Callaghan and Cr Gibson returned to the Chamber at 8.50 pm.

ADDITIONAL MAINTENANCE ALLOCATION - RURAL RECREATION RESERVES

PURPOSE

To present the outcome of consultation undertaken with five Annual Maintenance Grant (AMG) recipients regarding the transition of maintenance responsibilities for five Rural Recreation Reserves (RRR) and seek endorsement to allocate the required funding to undertake this transition.

EXECUTIVE SUMMARY

- At the 1 September 2025 Council Briefing, Councillors supported the commencement of consultation with recipients of an AMG regarding the possible transition of maintenance responsibilities for open space and infrastructure to Council.
- At the 17 November 2025 Council Briefing, officers presented the outcome of initial consultation undertaken with nine AMG recipients regarding the transition of maintenance of RRR to Council.
- Of the nine AMG recipients consulted, six initially expressed an interest in transitioning maintenance to Council, with this subsequently revised to five due to the withdrawal of Yinnar Recreation Reserves. The participating RRRs are:
    - George Bates Reserve Community Asset Committee (GBR), Yallourn North;
    - Yallourn North Recreation Reserve Committee of Management (YNRR);
    - Baillie Reserve Community Asset Committee (BRT), Tyers;
    - Glengarry Recreation Reserve (GRR) Committee of Management; and,
    - Toongabbie Recreation Reserve (TRR) Committee of Management.
- With fewer recipients transitioning to maintenance responsibilities, the final cost to Council is:
    - 2025/26 establishment: $172,250; then,
    - 2026/27 ongoing annual cost: $249,642.
- It is proposed to assign the balance of funds to the creation of a CBD Footpaths High Pressure Washing Program (CBDHPW), to commence in the 2026/27 financial year.

- The remaining 2025/26 funds and ongoing budget to deliver the CBDHPW is as follows:
    - 2025/26 establishment: $77,750; then,
    - 2026/27 ongoing annual cost: $124,156.75.

OFFICER'S RECOMMENDATION

That Council:

1. **endorses the allocation of $172,250 from the 2025/26 Annual Budget Additional Maintenance Allocation to fund plant and equipment purchases to undertake maintenance at Rural Recreation Reserves;**
2. **endorses the balance of the 2025/26 Annual Budget Additional Maintenance Allocation, $77,750, to establish a pressure washing program for central business districts;**
3. **as of 30 June 2026, discontinues the provision of Annual Maintenance Grants for:**
    a. **Baillie Reserve, Tyers - Community Asset Committee;**
    b. **George Bates Reserve, Yallourn North – Community Asset Committee;**
    c. **Yallourn North Recreation Reserve Community Asset Committee;**
    d. **Glengarry Recreation Reserve Community Asset Committee;**
    e. **Toongabbie Recreation Reserve Community Asset Committee;**
4. **notes the ongoing cost to Council commencing 1 July 2026 of $249,642, for ongoing maintenance provided by Council to the following reserves:**
    a. **Baillie Reserve, Tyers;**
    b. **George Bates Reserve, Yallourn North;**
    c. **Yallourn North Recreation Reserve;**
    d. **Glengarry Recreation Reserve;**
    e. **Toongabbie Recreation Reserve;**
5. **notes the allocation of $249,642 commencing 1 July 2026 includes a building maintenance grant provided annually and indexed as per Council's increase in fees and charges, for:**
    a. **Yallourn North Recreation Reserve Committee of Management;**
    b. **Glengarry Recreation Reserve Committee of Management;**
    c. **Toongabbie Recreation Reserve Committee of Management;**

6. **notes a future report will be provided to:**
   a. **dissolve the Community Asset Committees at Baillie Reserve, Tyers and George Bates Reserve, Yallourn North;**
   b. **present the Terms of Reference and process required to endorse one Advisory Committee each, for Baillie Reserve, Tyers and George Bates Reserve, Yallourn North;**
7. **endorses the balance of the 2026/27 Annual Budget Additional Maintenance Allocation, $124,156, to the delivery of pressure washing programs in central business districts; and**
8. **notes that should remaining Annual Maintenance Grant recipients wish to transition maintenance to Council in the future, the balance allocation for the pressure washing program or general revenue, be used to fund this requirement.**

BACKGROUND

During the 2025/26 Budget Development Workshops, Councillors supported the allocation of an additional maintenance allocation of $250,000 towards the maintenance and presentation of public areas conducted by Council.

At the 1 September 2025 Council Briefing, Councillors received a report regarding the opportunity support maintenance at RRRs and the requirement to consult with AMG recipients for this initiative to progress further, noting the ongoing nature of the $250,000 maintenance allocation for 2025/26 and beyond.

The transition of maintenance to Council seeks to leverage the repurposing of existing AMG allocations, coupled with the additional maintenance allocation to equalise the level of service provided to rural communities of Latrobe City with that of those in the urban areas. Additionally, it seeks to address the impacts of volunteerism decline by removing the labour-intensive tasks and enabling volunteers to focus on desirable tasks.

In relation to the above, Officers commenced initial consultation with three Community Asset Committees (CAC), five Committees of Management (COMs) and one User Group regarding the transition of maintenance to Council, those are listed in the Table 1.

Table 1: Initial List of Recipients Consulted

Community Asset Committee	Baillie Reserve, Tyers
	Callignee and Traralgon South Sporting Facilities
	George Bates Reserve, Yallourn North
Committee of Management	Yinnar Recreation Reserve
	Boolarra Memorial Reserve
	Toongabbie Recreation Reserve
	Glengarry Recreation Reserve
	Yallourn North Recreation Reserve (McGregor Reserve)
User Group	Morwell Baseball Club

Officers held an initial in person opportunity for recipients to provide feedback on 22 September 2025 with the full program of consultation detailed in Table 2.

Table 2: Consultation Timeframe

Stage	Date
Initial Presentation	22 September 2025
Period for In Person Discussion	23 September 2025 – 24 October 2025
Period for Submission of Online Feedback	6 October 2025 – 24 October 2025

Throughout the feedback period, Officers attended further in person consultative sessions with the following Committees and User Groups per Table 3.

Table 3: In Person Consultation Dates

Committee	Date
Boolarra Memorial Reserve	25 September 2025
Morwell Baseball Club	29 September 2025
Glengarry Recreation Reserve	30 September 2025
Yallourn North Recreation Reserve	2 October 2025
Toongabbie Recreation Reserve	13 October 2025
CATS Sporting Facilities (Tennis Club)	20 October 2025
Yinnar Recreation Reserve	27 October 2025

At the conclusion of the initial consultation six AMG recipients expressed an interest in pursuing the transition of maintenance, those are detailed below.

- George Bates Reserve Community Asset Committee (GBR), Yallourn North
- Yallourn North Recreation Reserve Committee of Management (YNRR)
- Baillie Reserve Community Asset Committee (BRT), Tyers
- Glengarry Recreation Reserve (GRR) Committee of Management

Toongabbie Recreation Reserve (TRR) Committee of Management Yinnar Recreation Reserve (YRR) Committee of ManagementANALYSIS

Post the November 2025 Council Briefing, Officers commenced detailed consultation in response to the qualitative feedback (Attachment One) provided by the six recipients who responded positively. Tailored responses were provided to each recipient, focusing on but not exclusively regarding the following topics:

- Rural Recreation Reserve Licence Fee;

- Definition of areas of maintenance responsibilities;
- Maintenance of playground equipment/provision of mulch;
- Future committee arrangements; and,
- Building Maintenance Grant allocation.

Tailored responses provided to recipients by Officers are detailed in **Attachment 1** and generalised responses to the above points are summarised in Table 4.

Table 4: Council Response

Topic	Council Response
Rural Recreation Reserve Licence Fee	Fees are based off existing Seasonal Licence fees with User Groups of Council owned Reserves to partake in the Seasonal Licence process. COM's are to be charged directly and are responsible for passing costs onto their User Groups.
Definition of Areas of Maintenance	Officers provided the table of maintenance responsibilities for review by each AMG recipient.
Maintenance of playground equipment/provision of mulch	Council to undertake proactive audits and provision of mulch for playgrounds installed by Council, those installed by User Groups will be proactively audited with User Groups responsible for undertaking compliance work. This is consistent with the current approach to User Group installed playgrounds.
Future committee arrangements	Council appointed CAC would transition to Advisory Committees. Crown appointed Committees would remain unchanged.
Building Maintenance Grant Allocation	Council have maintained the 0.5% methodology for Building Maintenance Grants noting the flexibility of COMs on Crown land to engage contractors and undertake required works.

Post the completion of detailed consultation, one recipient has declined the opportunity to transition maintenance to Council (Yinnar Recreation Reserve). Consequently, the recipients participating in the transition are now:

- George Bates Reserve Community Asset Committee (GBR), Yallourn North;
- Yallourn North Recreation Reserve (YNRR) Committee of Management;
- Baillie Reserve Community Asset Committee (BRT), Tyers;
- Glengarry Recreation Reserve (GRR) Committee of Management; and,
- Toongabbie Recreation Reserve (TRR) Committee of Management.

Financials

Noting the reduction from six to five participants since the November Council Briefing Officers have detailed the final financials of the proposal in Table Five. This includes:

- A reduction in the proposed Rural Recreation Reserves Licence revenue;
- Reduction in materials, renovations and utilities costs; and,
- Reduction in labour requirements and supporting plant.

Those AMG recipients who have chosen to maintain the status quo will continue to receive their existing AMG allocation with any increase subject to the indexation of Council's adopted fees and charges.

2025/26 – Program Establishment

To enable commencement of the program from 2025/26 Financial Year as consulted on with recipients, Officers propose the additional maintenance allocation identified for 2025/26 financial year be used to resource Council according to the needs identified in the table below.

Additionally, noting the reduction in participating recipients, Officers have also identified an opportunity to undertake an initial site clean-up at each reserve in readiness for Councils maintenance equipment. Consequently, it is proposed $10,000 per location be allocated to these works, apart from Yallourn North Recreation Reserve where the outer surrounds are already maintained as a Council open space area.

Detailed financials related to program establishment are in shown in the table below:

Table 5: 2025/26 Maintenance Allocation

Option 2b - Inhouse maintenance from AMG recipients 2025/26 costs						
	Item	**Quantity**	**Unit Cost**	**Amount**	**Life Cycle (years)**	**Annual Cost**
Budget	2025/26 Maintenance Allocation	1.00	250,000.00	250,000.00		
	Sub Total	**1.00**	**250,000.00**	**250,000.00**		
Expenses	Ride on mower	1.00	-45,000.00	-45,000.00	3	-15,000.00
	Vehicle (ute)	1.00	-75,000.00	-75,000.00	5	-15,000.00
	Trailer	1.00	-10,000.00	-10,000.00	10	-1,000.00
	Brushcutter	1.00	-1,500.00	-1,500.00	5	-300.00
	Blower	1.00	-750.00	-750.00	5	-150.00
	Site Clean Up Allocation	4.00	-10,000.00	-40,000.00		
	Sub Total			**-172,250.00**		**-31,450.00**
Remaining Balance				**77,750.00**		

Ongoing Financials

Officers have summarised the recurring costs associated with the transition in the table below with detailed costs in **Attachment 3**.

Table 6: Summarised Ongoing Final Financials

Item	**Total ($)**
Maintenance Allocation	250,000.00
Repurposed AMG Allocations	120,218.75
Rural Recreation Reserve Licences	8,580.00
Total Recurring Budget / Income	**378,798.75**
Employees (1.0 FTE)	-92,373.00
Materials & Contractors	-63,318.00
Utility Costs	-25,641.00
Annual Plant and Equipment Budget	-31,450.00
Annual Building Maintenance Grant Allocations	-41,860.00
Total Recurring Expenses	**-249,642.00**
Recurring Budget Remaining	**124,156.75**

CBD Footpath High Pressure Washing

As the next prioritised option for the additional maintenance allocation, Officers have identified an opportunity to allocate the balance of funding made available by those recipients not wishing to participate in the transition to the establishment and ongoing delivery of a CBDFHPW program, available budget for the CBDFHPW is summarised below:

- 2025/26 Program Establishment - $77,750; then,
- 2026/27 and ongoing annual costs - $124,156.75.

Future Recipient Transition

Should those recipients who have opted out for 2026/27 request to transition maintenance to Council at a later date, it is proposed there be a reduction in the CBDFHPW to accommodate.

Alternatively, Council may choose to fund the extension of the maintenance transition program or continuation of the CBDFHPW through the allocation of additional funding.

Next Steps

Pending feedback of this report, Officers intend to present a report seeking endorsement of the proposed maintenance transition at the 23 March 2026 Council Meeting.

Noting the proposal to transition Council appointed Community Asset Committees (CACs) to Council Advisory Committees, a further report will be provided at a later date seek endorsement to formally establish the below CACs as Advisory Committees:

- Baillie Reserve, Tyers; and,
- George Bates Reserve, Yallourn North.

Please note the committees at Toongabbie, Yallourn North Recreation Reserve and Glengarry are Crown appointed Committees of Management, and there is no prosed changed to their current committee arrangements.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Reliance on volunteers to undertake maintenance Increases fire risk or presence of invasive weeds owing to ongoing decline in volunteerism.	**Medium** *Possible x Minor*	Support the transition of maintenance to Council for identified AMG recipients.

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Maintenance is handed to Council with little to no planning, increasing pressure on existing resources and effecting an overall decline in standards.	**Medium** *Possible x Moderate*	Support the transition of maintenance to Council for identified AMG recipients. Allocation of a once of $10K budget for each reserve to undertake a clean-up.
FINANCIAL Maintenance is handed to Council with little to no planning, increasing pressure on existing budgets and effecting an overall decline in standards.	**Medium** *Possible x Moderate*	Support the transition of maintenance to Council for identified AMG recipients.
STRATEGIC Lack of confidence in Council by recipients, should Council cease the process at this stage, noting the works undertaken and the commitment of recipients thus far.	**Low** *Likely x Minor*	Support the transition of maintenance to Council for identified AMG recipients.

CONSULTATION

Extensive consultation has occurred with all AMG recipients maintaining RRRs, with this commencing in late September 2025 through until early February 2026. Full details of consultations dates can be found within Tables 2 and 3 of this report.

COMMUNICATION

Officers will update relevant participants prior to presenting this report being presented to the March Council Meeting.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

Council adopting maintenance reduces the burden on volunteers, enabling a focus on community and recreation-based participation programs in rural areas of the municipality.

Cultural

Facilities identified in this report are the central hubs to the broader Latrobe City Community, Council adopting maintenance of these facilities ensures they continue to be a benefit to the physical health of the broader Latrobe City community.

Health

The maintenance of recreation reserves throughout all of Latrobe City supports active recreation within the municipality, which subsequently improves the health of users of these facilities.

Environmental

By Council adopting maintenance of the facilities identified within this report officers have greater input in the maintenance practices within reserves contributing to improved environmental efficiencies.

Economic

The transition of five RRRs to Council for maintenance directly results in one additional ongoing full-time position provided by Council within the community. This created position has positive multiplying impacts within the Latrobe City economy.

Financial

The proposed program to transition five RRRs to Council for maintenance, and the creation of a CBDHPW Program can be achieved within the additional maintenance budget assigned for the 2025/26 financial year, and years thereafter.

Attachments

1. Collated Feedback
2. Tailored Maintenance Transition Proposals
3. Ongoing Financials

11.4

Additional Maintenance Allocation - Rural Recreation Reserves

1 Collated Feedback 154
2 Tailored Maintenance Transition Proposals 157
3 Ongoing Financials 168

Id	Start time	Completion time	Committee Name	Response	Comments
	2/10/2025 9:41	2/10/2025 9:42	Glengarry Recreation Reserve		
Question 1	Overall, how satisfied are you with the future maintenance option presented?			Very satisfied	
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?			Very satisfied	
Question 3	How satisfied are you with the proposed Building Maintenance Grant allocation?			Very satisfied	
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?			Very satisfied	
Question 5	Overall, how satisfied are you with the consultation process?			Very satisfied	
	9/10/2025 8:44	9/10/2025 9:04	Boolarra Memorial Park		
Question 1	Overall, how satisfied are you with the future maintenance option presented?			Somewhat satisfied	We were somewhat sceptical when we received the proposal. Dan's presentation gave us great confidence that the plan has been prepared in good faith, with the best future interests of the reserves and the general community at it's heart.
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?			Somewhat satisfied	We feel that the proposal would meet most of our needs. We have concerns, which we have discussed with Dan, regarding a number of points: 1/ The need for mowing twice weekly in Spring for 2-3 months, 2/ The arrangements for watering of the oval, 3/ We feel that the mowing and maintenance of the surrounds would not be to the same level that we currently achieve. 4/ Not sure where No 2 oval stands in the proposed arrangement. 5/ Not sure about the arrangements for some of the peripheral areas such as the equestrian areas. None of these are insurmountable, however on balance we prefer to retain the current arrangements at least for now.
Question 3	How satisfied are you with the proposed Building Maintenance Grant allocation?			Somewhat satisfied	The allocation is reasonable as it stands, but there are a number of buildings that are not covered, and in reality we would need to be using some of the funding to cover what we see as shortfalls in the maintenance schedule for ovals and surrounds.
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?			Neither satisfied nor dissatisfied	The proposed maintenance agreement seems well thought out and reasonable, albeit we have some reservations that it would leave us overall worse off. As a committee we endeavour to maximise community use of the reserve, which is a critical part of Boolarra's infrastructure. As such we do not currently charge user group fees, and we endeavour to support them as much as possible. As a result we have had several new groups using the reserve in the past ten years. So the proposal for fees does concern us, re the impact on overall usage of the facility by the community.
Question 5	Overall, how satisfied are you with the consultation process?			Somewhat satisfied	Dan gave a very good presentation, has been very open to questions and has procvided us the requested information in a timely manner. Our only concern has been the timeframe, which has impacted on our ability to consult fully with the ten user groups.
	24/10/2025 8:05	24/10/2025 8:32	Toongabbie Recreation Reserves Committee		
Question 1	Overall, how satisfied are you with the future maintenance option presented?			Somewhat satisfied	We do see many benefits, but a number of questions still remain to be definitively answered. Should the plan meet all our needs we would indeed be very satisfied.

Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?	Somewhat satisfied	We have a number of questions that we feel have not yet been adequately answered. For example: Which areas of the lands managed by the Committee are definitely included and excluded from the management plan? The Committee manages around 60 ha, encompassing the cricket ground, wetlands and bushland reserves, the Village Green and the golf course which is now a much used rural recreation area. Maintenance costs for all these areas has been met in full or in part by the CoM Does the classification of the Roger Ries oval have any bearing on the maintenance schedule for spraying, fertilising, aeration and mowing? Should weather conditions result in the need for additional mowing - particularly during the cricket season - will the mowing be done? Will there be communication channels for the cricket club, for example, to contact council for urgent maintenance? How will urgent requests be treated The proposal says fertilising etc will be done "as required" or "as necessary". Who decides? Is maintaining the synthetic cricket pitch at the Village Green covered under the maintenance provisions? And would the Village Green Oval be included in mowing, fertilising and mowing regimes? Should infrastructure (eg watering) fail to the point of needing to be replaced, will council meet that cost or would it be a capital cost to be met by the Committee? Does the maintenance of car parks and perimeter roads include the golf course?
Question 3	How satisfied are you with the proposed Building Maintenance Grant allocation?	Somewhat satisfied	Again, the feeling is that we are in favour of the proposal, but we need to know which buildings are included and which are not? Men's Shed, Pony Cub, Cricket and Golf club rooms?
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?	Neither satisfied nor dissatisfied	The cricket club hasn't commented on the fee itself, but has made it clear that the classification of the Roger Ries Oval is the very important consideration. Also, would the golf club be able to employ council's services with respect to tasks such as broadleaf weed spraying and coring of greens.
Question 5	Overall, how satisfied are you with the consultation process?	Somewhat satisfied	We were very appreciative of Dan Nichols reaching out to the Committee and meeting with us 'after hours'. He gave a good overview and answered a number of questions, but as indicated in other comments, there are still questions that we need answered before we can give our final view.
24/10/2025 11:53	24/10/2025 12:08 Yallourn North Hall Recreation Reserve Committee.		
Question 1	Overall, how satisfied are you with the future maintenance option presented?	Somewhat satisfied	More work needs to be provided to resolve our issues.
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?	Somewhat satisfied	More work needs to be provided to resolve our issues.
Question 3	How satisfied are you with the proposed Building Maintenance Grant allocation?	Very dissatisfied	These are Community Infrastructure Assets; there should be no lessor valuation placed, then those assets on council land. As the details on how these grants would be acquitted etc, room for more work is required.
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?	Neither satisfied nor dissatisfied	As the grants are acquittal based, there is no avenue to save and spend on maintenance projects. The review process was a dictated response and not by proper review, LCC continues to change the terms without consent, or agreement with the End Users.
Question 5	Overall, how satisfied are you with the consultation process?	Very satisfied	What is the expected $ impact to rate payers, by site and overall? Where is this money coming from if there is no money to repair the existing assets
30/10/2025 0:55	30/10/2025 1:03 Yinnar Recreation Reserve Committee of Management Inc.		
Question 1	Overall, how satisfied are you with the future maintenance option presented?	Somewhat satisfied	Challenge will be to ensure service standards are met and if they aren't - what happens? We tend to err on the side of supporting the proposal in principle based on the relationships created with key staff and their performance and commitment to their roles. However, people & positions change over time so it will be a wait-and-see if there are long-term benefits and performance under the proposal.
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?	Somewhat satisfied	The proposal does seem to be reasonable, however we had a large Reserve and the two week schedule at times won't be enough and will need to be supplemented with additional cycles just to keep the reserve presentable.
Question 3	How satisfied are you with the proposed Building Maintenance Grant allocation?	Somewhat dissatisfied	The funds propose are not sufficient to maintain but essentially is an ageing fleet of buildings.
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?	Somewhat satisfied	Does need to be some further work around equity in what is being proposed even amongst our own user groups.
Question 5	Overall, how satisfied are you with the consultation process?	Somewhat satisfied	Dan done a good job in being available being approachable and understanding our perspective as well as ensuring Councils proposal is being clearly articulated which at times is in conflicts with our position. This feedback survey provides a brief snapshot of our position which has been further detailed in a letter to Dan Nichols via email.
21/10/2025 10:15	21/10/2025 10:18 George Bates reserve		
Question 1	Overall, how satisfied are you with the future maintenance option presented?	Very satisfied	I have been advocating this for years.
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?	Neither satisfied nor dissatisfied	I think further education peices is required here with the actual clubs to discuss the changes and the process as to what will happen moving forward
Question 3	How satisfied are you with the proposed transition from Community Asset Committee to an Advisory Committee?	Very satisfied	
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?	Neither satisfied nor dissatisfied	Further information and Education pieces are still needed, I suggest more work to be down with the clubs on this
Question 5	Overall, how satisfied are you with the consultation process?	Very satisfied	I think further consultation is needed with the clubs direct - continue the discussion about the transition and how it will all work
21/10/2025 12:37	21/10/2025 12:41 Callignee and Traralgon South Sporting Assets Committee		
Question 1	Overall, how satisfied are you with the future maintenance option presented?	Somewhat dissatisfied	Feel like we lose control of the oval and frequency of maintenance required.
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?	Very dissatisfied	We feel like we need more and at the right time, which we don't think will happen, and see issues at other venues.

Question 3	How satisfied are you with the proposed transition from Community Asset Committee to an Advisory Committee?	Very dissatisfied	Again, we feel like we lose control over what we currently have, and feel like the way we work at the moment works well for us.
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?	Somewhat dissatisfied	Would rather have control and maintain the current process.
Question 5	Overall, how satisfied are you with the consultation process?	Very satisfied	Been involved all the way along and had opportunity for questions.
28/10/2025 6:47	28/10/2025 7:30 Todd parnell (Baillie Reserve)		
Question 1	Overall, how satisfied are you with the future maintenance option presented?	Very satisfied	Questions as a rec reserve committee we have Playgrounds within Reserves: Going forward will the council be up keeping the facilities as such as the playground And the up keep of trees in the reserves.
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?	Somewhat satisfied	Would like make sure the at the committee or clubs have a contract person do call if. Jobs havnt been done. Or a special event in place.
Question 3	How satisfied are you with the proposed transition from Community Asset Committee to an Advisory Committee?	Very satisfied	It be great to still have a community committee involved.
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?	Somewhat satisfied	Like to Have the set price. In place. So both clubs are aware. Everything outlined. So the clubs are aware.
Question 5	Overall, how satisfied are you with the consultation process?	Somewhat satisfied	Maybe a bit more time.
15/10/2025 18:34	20/10/2025 17:10 Tyers soccer club		
Question 1	Overall, how satisfied are you with the future maintenance option presented?	Somewhat satisfied	would like more information on cost breakdown, when two or more clubs are using different percentages of the same sporting reserve
Question 2	How satisfied are you with the proposed maintenance schedule for playing surfaces and open space?	Somewhat satisfied	
Question 3	How satisfied are you with the proposed transition from Community Asset Committee to an Advisory Committee?	Somewhat satisfied	
Question 4	How satisfied are you with a Rural Recreation Reserve Licence and associated fee?	Somewhat dissatisfied	we have questions regarding public liability insurance, why the council is trying to push that back onto the sporting clubs. This document is so technically written you would need to be a solicitor to understand all of it. More time should be taken by the council to explain all of this in simpler terms.
Question 5	Overall, how satisfied are you with the consultation process?	Neither satisfied nor dissatisfied	

Maintenance Transition Proposal

Baillie Reserve, Tyers

Committee Structure

Proposed – Advisory Committee

The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Reserve which is entrusted in the Committee's care and to undertake functions relating to the Reserve, in particular:

- Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Reserve; and
- Liaising between the Council and the community, including user groups who use the Reserve

Committee Membership

- 1 x Councillor
- 1 x Council Officer
- 1 x GLaWAC Representative
- 3 x Community
- 1 x Representative for each User Group

Meeting Frequency – 2 x Annually or as requested by the Committee

Maintenance Schedule – B Grade Surfaces

- Topdressing, every three years six-monthly aeration, fertilising, and herbicide applications.
- Grass mowed minimum once a week in growing season or as competitive fixtures dictate.
- Reserve outers are serviced fortnightly which includes mowing, brushcutting, spraying, etc. as required
- Additional works as deemed necessary by Council staff.

Proposed Seasonal Licence Fee

- B Grade Season - $1430 per season
- B Grade Pre-season - $91 per month
- Tennis Courts - $120 per court / per annum

To be charged individually to each user group.

Seasons defined as:

- Summer: October – March inclusive
- Winter: April – September inclusive

Responsibilities

Playgrounds

- Council – Auditing and provision of mulch
- User Groups - Repairing equipment, where equipment was installed by a user group

Other

- As defined in the accompanying responsibilities document.

Insurance

Reserves are covered by Council's Public Liability Insurance.

Sporting related activities are covered by each Governing Bodies insurance arrangement.

Communication

- All communication between users and Council should be via a designated person, usually a secretary and the Coordinator of Sporting Reserves Maintenance and Recreation Liaison team.
- Matters relating to allocation and use of a Recreation Reserve should be directed to the Coordinator Recreation Liaison and Sporting Reserves Maintenance.
- Any maintenance issues/requests for surfaces or buildings must be made directly to the Coordinator Sporting Reserves Maintenance & Recreation Liaison. When a request must be made out of hours it should be through the Latrobe City after hours call centre.

Key Council contacts are as follows:

Contact	Phone
Coordinator Sporting Reserve Maintenance and Recreation Liaison	5128 5422 / 0418323848
Sporting Reserve Maintenance and Recreation Liaison Officer	5128 5482 Office Hours Only
Latrobe City Council	1300 367 700 Office and After Hours

Maintenance Transition Proposal

George Bates Reserve, Yallourn North

Committee Structure

Proposed – Advisory Committee

The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Reserve which is entrusted in the Committee's care and to undertake functions relating to the Reserve, in particular:

- Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Reserve; and
- Liaising between the Council and the community, including user groups who use the Reserve

Committee Membership

- 1 x Councillor
- 1 x Council Officer
- 1 x GLaWAC Representative
- 3 x Community
- 1 x Representative for each User Group

Meeting Frequency - 2 x Annually or as requested by the Committee.

Maintenance Schedule – B Grade Surfaces

- Topdressing every three years, six-monthly aeration, fertilising, and herbicide applications.
- Grass mowed minimum once a week in growing season or as competitive fixtures dictate.
- Reserve outers are serviced fortnightly which includes mowing, brushcutting, spraying, etc. as required
- Additional works as deemed necessary by Council staff.

Proposed Seasonal Licence Fee

- B Grade Season - $1430 per season
- B Grade Pre-season - $91 per month

To be charged individually to each user group.

Seasons defined as:

- Summer: October – March inclusive
- Winter: April – September inclusive

Responsibilities

Playgrounds

- Council – Auditing and provision of mulch
- User Groups - Repairing equipment, where equipment was installed by a user group.

Other

- As defined in the accompanying responsibilities document.

Insurance

Reserves are covered by Council's Public Liability Insurance.

Sporting related activities are covered by each Governing Bodies insurance arrangement.

Communication

- All communication between users and Council should be via a designated person, usually a secretary and the Coordinator of Sporting Reserves Maintenance and Recreation Liaison team.
- Matters relating to allocation and use of a Recreation Reserve should be directed to the Coordinator Recreation Liaison and Sporting Reserves Maintenance.
- Any maintenance issues/requests for surfaces or buildings must be made directly to the Coordinator Sporting Reserves Maintenance & Recreation Liaison. When a request must be made out of hours it should be through the Latrobe City after hours call centre.

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Sporting Reserve Maintenance and Recreation Liaison Officer	5128 5482 Office Hours Only
Latrobe City Council	1300 367 700 Office and After Hours

Maintenance Transition Proposal

Glengarry Recreation Reserve

Building Maintenance Grant

Buildings in Scope

Glengarry Recreation Reserve - Active Open Space - Reserve Toilet
Glengarry Recreation Reserve - AFL Football - Pavilion
Glengarry Recreation Reserve - Cricket - Clubroom
Glengarry Recreation Reserve - Netball - Clubroom
Glengarry Recreation Reserve - Netball - Pavilion

0.5% Proposed Building Maintenance Grant = $22,865

Buildings out of Scope – User Group Specific Buildings and Structures Including but not Limited to:

- Cricket nets
- Coaches boxes
- Storage sheds

Further information on responsibilities can be found in the accompanying document.

Maintenance Schedule – B Grade Surfaces

- Topdressing every three years, six-monthly aeration, fertilising, and herbicide applications.
- Grass mowed minimum once a week in growing season or as competitive fixtures dictate.
- Reserve outers are serviced fortnightly which includes mowing, brushcutting, spraying, etc. as required
- Additional works may be undertaken as deemed necessary by Council staff

Proposed Annual Rural Recreation Reserve Service Fee

- Equivalent to 2 x B Grade Season - $2860

Fee to be charged annually to the appointed Committee of Management.

Responsibilities

Playgrounds

- Council – Auditing and provision of mulch
- User Groups - Repairing equipment, where equipment was installed by a user group or committee.

Other

- As defined in the accompanying responsibilities document.

Communication

- All communication between users and Council should be via a designated person, usually a secretary and the Coordinator of Sporting Reserves Maintenance and Recreation Liaison team.
- Matters relating to allocation and use of a Recreation Reserve should be directed to the Coordinator Recreation Liaison and Sporting Reserves Maintenance.
- Any maintenance issues/requests for surfaces must be made directly to the Coordinator Sporting Reserves Maintenance & Recreation Liaison. When a request must be made out of hours it should be through the Latrobe City after hours call centre.

Key Council contacts are as follows:

Contact	Phone
Coordinator Sporting Reserve Maintenance and Recreation Liaison	5128 5422 / 0418323848
Sporting Reserve Maintenance and Recreation Liaison Officer	5128 5482 Office Hours Only

Maintenance Transition Proposal

Toongabbie Recreation Reserve

Building Maintenance Grant

Buildings in Scope

Toongabbie Recreation Reserve - AFL Football - Changeroom
Toongabbie Recreation Reserve - AFL Football - Pavilion/Play Group
Toongabbie Recreation Reserve - Cricket - Clubroom
Toongabbie Recreation Reserve - Netball - Shed
Toongabbie Recreation Reserve - Precinct - Reserve Toilet
Toongabbie Village Green - Active Open Space - Public Toilet
Toongabbie Village Green - Cricket – Grandstand

0.5% Proposed Annual Building Maintenance Grant = $18,260

Buildings out of Scope – User Group Specific Buildings and Structures Including but not Limited to:

- Cricket nets
- Coaches boxes
- Storage sheds
- Equestrian / Pony Club Sheds

Further information on responsibilities can be found in the accompanying document.

Maintenance Schedule – B Grade Surfaces

- Topdressing every three years, six-monthly aeration, fertilising, and herbicide applications.
- Grass mowed minimum once a week in growing season or as competitive fixtures dictate.
- Reserve outers are serviced fortnightly which include mowing, brushcutting, spraying, etc. as required
- Additional works may be undertaken as deemed necessary by Council staff

Proposed Annual Rural Recreation Reserve Service Fee

- Equivalent to 2 x B Grade Season - $2860

Fee to be charged annually to the appointed Committee of Management.

Responsibilities

Village Green and Synthetic Wicket

- Both would become Council responsibility

Irrigation Systems

- System maintenance is Council's responsibility
- Manual watering is User Group's responsibility

Tree Audits in Golf Course

- Audits of trees within the golf course are not included in this proposal as this is the responsibility of Toongabbie Golf Club Incorporated.

Bushfire Slashing

- Council to engage a contractor to undertake boundary bushfire slashing

Playgrounds

- Council – Auditing and provision of mulch
- User Groups - Repairing equipment

Other

- As defined in the accompanying responsibilities document.

Queries

Extension of the track in front of the Mens Shed

- Maintenance is maintenance for what currently exists, however If areas of maintenance are impacted by vehicles this will be addressed.

Toongabbie Wetlands

- This proposal does not include Toongabbie Wetlands as Toongabbie Wetland receive a separate AMG.
- Toongabbie Wetlands can request a change in arrangement separately from this process.

Volunteer Involvement

- Council encourages volunteers to continue to undertake work at their convenience as per user groups at Morwell Recreation Reserve and Traralgon Recreation Reserve

Golf Club Car Park

- Toongabbie Golf Club Inc are responsible for sourcing rock for its car park.

Fertilising Requirements

- Council undertakes annual soil testing of playing surfaces and undertake fertilising as directed by those soil testing results. Officer discretion is used for supplementary fertilising.

Peak Growing Periods

- Grass mowed minimum once a week in growing season or as competitive fixtures dictate

Playing Surface Classifications

- State minimum levels of service for playing surfaces.

Golf Club use of Council Contractors

- Council will provide access to Council Service Contract for the engagement of specialist contractors to undertake works to the golf course. Works will be undertaken at cost to Toongabbie Golf Club Inc.

Communication

- All communication between users and council should be via a designated person, usually a secretary and the Coordinator of Sporting Reserves Maintenance and Recreation Liaison team.
- Matters relating to allocation and use of a Recreation Reserve should be directed to the Coordinator Recreation Liaison and Sporting Reserves Maintenance.
- Any maintenance issues/requests for surfaces must be made directly to the Coordinator Sporting Reserves Maintenance & Recreation Liaison. When a request must be made out of hours it should be through the Latrobe City after hours call centre.

Key Council contacts are as follows:

Contact	Phone
Coordinator Sporting Reserve Maintenance and Recreation Liaison	5128 5422 / 0418323848
Sporting Reserve Maintenance and Recreation Liaison Officer	5128 5482 Office Hours Only

Maintenance Transition Proposal

McGregor Reserve, Yallourn North

Building Maintenance Grant

Buildings in Scope

Yallourn North Public Hall - Meeting Place - Hall
Yallourn North Recreation Reserve - Cricket - Clubroom

0.5% Proposed Annual Building Maintenance Grant = $7864

Buildings out of Scope – User Group Specific Buildings and Structures Including but not Limited to:

- Cricket nets
- Coaches boxes
- Storage sheds

Further information on responsibilities can be found in the accompanying document.

Maintenance Schedule – C Grade Surfaces

- Grass mowed at least every 10 days or as competitive fixtures dictate.
- Reserve outers are serviced fortnightly which includes mowing, brushcutting, spraying, etc.
- Additional works may be undertaken as deemed necessary by Council staff

Proposed Annual Rural Recreation Reserve Service Fee

- Equivalent to 2 x C Grade Season - $764

Fee to be charged annually to the appointed Committee of Management.

Responsibilities

Playgrounds

- Council – Auditing and provision of mulch
- User Groups - Repairing equipment, where equipment was installed by a user group or committee.

Other

- As defined in the accompanying responsibilities document.

Queries

Grant Acquittals

- Ability to carry forward funds will be assessed through the development of Grant Guidelines.

Impact to Rate Payer / Where is the Money Coming From?

- Council have allocated funding seeking to equalise maintenance provided to all the community.

Communication

- All communication between users and Council should be via a designated person, usually a secretary and the Coordinator of Sporting Reserves Maintenance and Recreation Liaison team.
- Matters relating to allocation and use of a Recreation Reserve should be directed to the Coordinator Recreation Liaison and Sporting Reserves Maintenance.
- Any maintenance issues/requests for surfaces must be made directly to the Coordinator Sporting Reserves Maintenance & Recreation Liaison. When a request must be made out of hours it should be through the Latrobe City after hours call centre.

Key Council contacts are as follows:

Contact	Phone
Coordinator Sporting Reserve Maintenance and Recreation Liaison	5128 5422 / 0418323848
Sporting Reserve Maintenance and Recreation Liaison Officer	5128 5482 Office Hours Only

Inhouse maintenance from AMG recipients										
2026/27 and subsequent years costs										
		Initial Briefing Estimation			Initial Consultation Estimation			Final Consultation Estimation		
	Item	Quantity	Unit Cost	Amount	Quantity	Unit Cost	Amount	Quantity	Unit Cost	Amount
Budget and/or Income	2026/27 Maintenance Allocation	1	250,000.00	250,000.00	1	250,000.00	250,000.00	1	250,000.00	250,000.00
	AMG Grant Available Funds	1	248,012.92	248,012.92	1	171,900.04	171,900.04	1	120,218.75	120,218.75
		Sub Total		498,012.92	Sub Total		421,900.04	Sub Total		370,218.75
	Rural Recreation Reserves Licence									
	Baillie Reserve - Tyers Soccer Club	1	1,430.00	1,430.00	1	1,430.00	1,430.00	1	1,430.00	1,430.00
	Baillie Reserve - Traralgon Tyers Football Club	1	1,430.00	1,430.00	1	1,430.00	1,430.00	1	1,430.00	1,430.00
	~~Boolarra Memorial Park - Boolarra Football Club~~	1	1,430.00	1,430.00	0	1,430.00	0	0	1,430.00	0
	~~Boolarra Memorial Park - Boolarra Cricket Club~~	1	1,430.00	1,430.00	0	1,430.00	0	0	1,430.00	0
	~~Callignee and Traralgon South Sporting Facilities - CATS Cricket Club~~	1	1,430.00	1,430.00	0	1,430.00	0	0	1,430.00	0
	George Bates Reserve - Yallourn/Yallourn North Football Club	1	1,430.00	1,430.00	1	1,430.00	1,430.00	1	1,430.00	1,430.00
	Glengarry Recreation Reserve - Glengarry Football Club	1	1,430.00	1,430.00	1	1,430.00	1,430.00	1	1,430.00	1,430.00
	Glengarry Recreation Reserve - Glengarry Cricket Club	1	1,430.00	1,430.00	1	1,430.00	1,430.00	1	1,430.00	1,430.00
	~~Toners Lane Baseball - Morwell Baseball Club~~	1	1,430.00	1,430.00	0	1,430.00	0	0	1,430.00	0
	Toongabbie Recreation Reserve - Toongabbie Cricket Club	1	1,430.00	1,430.00	1	1,430.00	1,430.00	1	1,430.00	1,430.00
	~~Yinnar Recreation Reserve - Yinnar Football Club~~	1	1,430.00	1,430.00	1	1,430.00	1,430.00	0	1,430.00	0
	~~Yinnar Recreation Reserve - Yinnar Cricket Club~~	1	1,430.00	1,430.00	1	1,430.00	1,430.00	0	1,430.00	0
		Sub Total		17,160.00	Sub Total		11,440.00	Sub Total		8,580.00
		Total		515,172.92	Total		433,340.04	Total		378,798.75
Expenses	Employees	2	-92,973.00	-185,946.00	2	-92,973.00	-185,946.00	1	-92,973.00	-92,973.00
	Materials (fertiliser, herbicide etc.)	1	-71,306.00	-71,306.00	1	-61,120.00	-61,120.00	1	-35,659.00	-35,659.00
	Renovation costs (contractors)	1	-50,702.00	-50,702.00	1	-43,459.00	-43,459.00	1	-29,659.00	-29,659.00
	Utilities - irrigation costs (potable water)	1	-30,850.00	-30,850.00	1	-25,141.00	-25,141.00	1	-25,141.00	-25,141.00
	Utilities - irrigation costs (Southern Rural Water Bore Licence fees)	3	-500	-1,500.00	2	-500	-1,000.00	1	-500	-500
	Increase to Plant and Equipment Budget for replacement equipment	1	-31,450.00	-31,450.00	1	-31,450.00	-31,450.00	1	-26,450.00	-26,450.00
		Sub Total		-371,754.00	Sub Total		-348,116.00	Sub Total		-210,382.00
	Annual Building Maintenance Allocation for Committees not on Council Land									
	~~Boolarra Memorial Park - Crown Land~~	1	-17,233.00	-17,233.00	0	-17,233.00	0	0	-17,233.00	0
	Glengarry Recreation Reserve - Crown Land	1	-21,741.00	-21,741.00	1	-21,741.00	-21,741.00	1	-21,741.00	-21,741.00
	~~Morwell Baseball Park - Land Lease~~	~~1~~	~~-926~~	~~-926~~	~~0~~	~~-926~~	~~0~~	~~0~~	~~-926~~	~~0~~
	Toongabbie Recreation Reserve - Crown Land	1	-15,423.00	-15,423.00	1	-15,423.00	-15,423.00	1	-15,423.00	-15,423.00
	McGregor Reserve, Yallourn Nth - Crown Land	1	-4,696.00	-4,696.00	1	-4,696.00	-4,696.00	1	-4,696.00	-4,696.00
	~~Yinnar Recreation Reserve - Crown Land~~	1	-16,811.00	-16,811.00	0	-16,811.00	0	0	-16,811.00	0
		Sub Total		-76,830.00	Sub Total		-41,860.00	Sub Total		-41,860.00
		Remaining Balance		66,588.92	Remaining Balance		43,364.04	Remaining Balance		126,556.75

MORWELL RECREATION RESERVE - TURF CRICKET PITCHES

PURPOSE

This report responds to a decision of Council to defer this matter at 24 November 2025 Council Meeting.

To present a report for Council decision on the provision and use of Morwell Recreation Reserve (MRR) as a multi-sport facility with consideration to its role as Council's Regional Centre of Excellence for Football.

EXECUTIVE SUMMARY

- The current use of MRR is guided by Council's Sporting Reserve and Pavilion Seasonal Licence (Licence) process, with users required to apply for a Licence to use the facility in line with their competitive season. Seasons are defined as:
  - Summer Licence period – 1 October to 31 March; and,
  - Winter Licence period – 1 April to 30 September.
- The Licence is the only form of Council documentation prescribing use of MRR between winter and summer seasons.
- Morwell Cricket Club (MCC) are recognised as the primary summer Licence holder and Morwell Football Netball Club (MFNC) and Gippsland Power (GP) the primary and secondary winter Licence holders, respectively. Currently, there are no further documents regarding the facility's use with consideration to its status as Council's Regional Centre of Excellence for Football (RCEF).
- During the redevelopment of MRR, representatives of GP and MFNC requested the removal of the turf wickets, however the issue remains unresolved.
- Between both MRR and Keegan Street Reserve (KSR), there are currently eight turf cricket pitches across three different wicket blocks:
  - Two, two pitch blocks at MRR; and
  - One, four pitch block at KSR.
- Following written correspondence to Council from winter Licence holders regarding this matter, Councillors requested that Officers undertake consultation with MCC, MFNC and GP regarding the future of turf cricket pitches on MRR.
- Officers have held multiple in person consultative sessions with representatives from winter and summer Licence holders, to explore alternative options to enable a multi-sport existence within MRR.

- Post further feedback received at the 5 November Councillor Briefing, Officers present the following Options for Councillor consideration, with respect to financial requirements now and ongoing into the future:
    1. Removal of all turf pitches, replace with a synthetic pitch with Council responsible for annual covering and uncovering of the pitch with natural turf;
    2. The status quo remains, with the addition of Council undertaking annual maintenance and renovation works to aid in MRR's position as Council's RCEF;
    3. Consolidate the existing cricket pitches on MRR from four to two with an additional pitch built into the existing wicket block at KSR;
    4. The complete removal of cricket pitches from MRR enabling MRR to be available for all football activities as they arise; and,
    5. Consolidate the existing cricket pitches on MRR from four to three in a single wicket block.
- Additional surface hardness testing undertaken by Officers indicates Option One (detailed above) meets the requirements for surface hardness thresholds prescribed by the AFL, however there are no known ovals utilising this method for football at Coates League, VFL/VFLW or AFL/AFLW level.
- With consideration to the content of this report, Officers recommend Option Three (detailed above), coupled with the installation of a subsurface drainage system into KSR and the implementation of an MOU to recognise MRR's position as Council's RCEF, as the most balanced and financially sustainable Option.

OFFICER'S RECOMMENDATION

That Council:

1. **resolves to consolidate the existing turf cricket pitches on Morwell Recreation Reserve from two separate two turf pitch blocks to one single two turf pitch block west of centre;**
2. **resolves to install one additional turf pitch into the existing wicket block at Keegan Street Reserve;**
3. **resolves to install a full-field subsurface drainage system in Keegan Street Reserve;**
4. **notes the capital budget required for items 1, 2 and 3 of this recommendation, of $250,000;**
5. **notes the requirement for a Memorandum of Understanding to be developed and executed by all Seasonal Licence holders of Morwell Recreation Reserve, recognising its status as Council's Regional Centre**

of Excellence for football;

6. **notes the ongoing operating expense of $10,000 per annum for the annual renovation and maintenance of a single two turf pitch block at Morwell Recreation Reserve; and**
7. **notes the execution of this resolution is contingent on the required budget allocations being endorsed through a future budget process.**

BACKGROUND

MRR is the historical home of Morwell Cricket Club (MCC), Morwell Football Netball Club (MFNC) and Gippsland Power (GP) with cricket and football played at the venue since the 1920's and 1930's respectively.

Use of MRR is guided by Council's Sporting Reserve and Pavilion Seasonal Licence (Licence) process, with users required to apply for a Licence to use the facility in line with their competitive season. Seasons are defined as:

- Summer Licence period – 1 October to 31 March; and,
- Winter Licence period – 1 April to 30 September.

MCC are recognised as the primary summer Licence holder and MFNC and GP the primary and secondary winter Licence holders, respectively. Currently, there are no further documents regarding the facility's use with consideration to its status as Council's RCEF.

In 2020, Council endorsed MRR as Council's RCEF following the $9 million redevelopment of the MRR precinct including Keegan Street Reserve (KSR), which commenced in the 2018/19 financial year.

During the redevelopment of MRR, representatives of GP and MFNC requested the removal of the turf wickets at the 21 June 2018 Project Reference Group (PRG) meeting (**Attachment 1**). This request was referred to Council's Sport and Recreation Team of the time, to facilitate discussions between User Groups, however the issue remains unresolved.

The subject of turf cricket pitches on MRR has been highly contentious since the commencement of the redevelopment works and the consequent adoption of MRR as Council's RCEF in 2020. Between both MRR and KSR, there are currently eight turf cricket pitches across three different wicket blocks:

- Two, two pitch blocks at MRR (layout of these blocks per Figure 1); and
- One, four pitch block at KSR.

Figure 1: Existing Morwell Recreation Reserve Cricket Pitch Layout

Both MFNC and GP have previously communicated to Council what they perceive to be the negative impact of the presence of turf cricket pitches on the playing of football at MRR and consequently its perceived inability to fulfill its role as Council's RCEF.

Previous attempts to achieve a satisfactory outcome for all users have been unsuccessful and attracted attention from the cricketing community, often through State or Federal Parliament representatives. In February 2024, Council received a joint letter from MFNC and GP (**Attachment 2**) highlighting their concerns regarding the impact of cricket pitches on the playing of football and the function of MRR as Council's RCEF, including perceived missed opportunities for the establishment of partnerships with AFL clubs and the hosting of major events.

Concerns identified within the letter are summarised below:

- Request the complete removal of turf cricket pitches from MRR noting the:
    - Perceived missed opportunities to host VFL and AFL fixtures.
    - Lack of cricket played at MRR to justify retention of turf cricket pitches.
    - Impact on football operations of both MFNC and GP, female football in particular.
    - Lack of maintenance to cricket pitches by MCC causing inconsistent surface levels and poor grass coverage through this part of MRR.

In September 2024 a Councillor Pathway (Request Number 1202082) was received via Mayoral and Councillor Support from a former Councillor, requesting further investigation into the concerns raised by MFNC and GP.

Consequently, Officers presented a report at the 7 April 2025 Councillor Briefing and were subsequently requested to undertake consultation with MCC, MFNC and GP to achieve a satisfactory outcome for all User Groups.

Noting the inclusion of the perceived missed VFL/AFL opportunities highlighted in the joint letter of 22 February 2024, Officers have undertaken additional consultation with Council's Events Team to understand what opportunities Council are currently pursuing with regards to the activation of MRR as Council's RCEF.

Advice received indicates there are currently no partnerships or events being pursued by Council's Events Team owing to the centralising of pre-season fixtures by the AFL. However, discussions have been held with one AFL Club, though these were ultimately unsuccessful in establishing of any partnership.

ANALYSIS

Post the receipt of feedback on the 7 April 2025 Briefing Report, Councillors and Officers met with MFNC and GP representatives on 24 April 2025 to better understand their concerns and commenced consultation with MCC on 13 May 2025 via an in-person meeting attended by Council Officers.

Minutes of this meeting with MCC can be found in **Attachment 3** with initial feedback from all User Groups summarised in the table below.

Table 1: Initial User Group Feedback

Morwell Football Netball Club	**Gippsland Power**	**Morwell Cricket Club**
Cricket pitches were supposed to be removed as part of the broader precinct redevelopment		Wish to maintain a presence on MRR.
The pitches are poorly maintained by MCC causing playability issues through winter		Have previously attempted to work with MFNC to improve the level of maintenance.
Cricket fixturing has declined but the presence of wickets prevents an expansion of football programs		Wish to increase the amount of cricket played on MRR.
Perceived lost opportunities for Council to host AFL and AFLW fixtures owing to scheduling clashes with cricket		Have always worked collaboratively with Council when football events have been scheduled.

Morwell Football Netball Club	Gippsland Power	Morwell Cricket Club
First rounds of football are impacted by maintenance works with the ground transitioning to winter grass coverage. (oversowing)	Rescheduled early season fixturing to Bass Coast Shire Council because of maintenance works (oversowing) being unable to commence until the completion of cricket season.	Believed KSR was redeveloped to ensure a smoother transition between winter and summer seasons.
	Decentralised their footballing program with girls and boys training separately.	

Post the outcome of initial consultation, Officers collated several options for consideration by all User Groups with a view to achieve consensus on an acceptable option for presentation to Council. Options are detailed below:

1. Removal of all turf pitches, replace with a synthetic pitch with Council responsible for annual covering and uncovering of the pitch with natural turf;
2. The status quo remains, with the addition of Council undertaking annual maintenance and renovation works to aid in MRR's position as Council's RCEF;
3. Consolidate the existing cricket pitches on MRR from four to two with an additional pitch built into the existing wicket block at KSR;
4. The complete removal of cricket pitches from MRR enabling MRR to be available for all football activities as they arise; and,
5. Consolidate the existing cricket pitches on MRR from four to three in a single wicket block.

Whilst Options Two and Four do not achieve the compromise sought through the consultation process, Officers have advised User Groups of their inclusion in this report to ensure Councillors are provided with all possible Options for consideration.

Written feedback from all User Groups (**Attachment 4**) indicates Option One as their preference. For clarity, Officers have investigated the feasibility of Option One and found this has been implemented by multiple Local Governments and private schools across Victoria. Additional surface hardness testing undertaken by Officers indicates Option One meets the requirements for surface hardness thresholds prescribed by the AFL, however there are no known ovals utilising this method for football at Coates League, VFL/VFLW or AFL/AFLW level.

Subsequently, Officers sought independent comment on Option One from the Australian Sports Turf Managers Association (ASTMA) who is the leading professional association for turf management in Australia, and who the AFL has engaged for previous AFL sanctioned events at MRR and Ted Summerton Reserve, regarding compliance relating to surface condition, hardness and general safety. Their summation of Option One concludes:

- The theory of this Option appears sound;
- Seeing no reason why an AFL/AFLW match may not proceed on such a surface; and,
- Noting that the supply and installation of ready-to-play turf comes at a significant cost, with 200m² likely exceeding $30,000.

Please note Option One would be working to a proposed area of 203m2. ASTMA's full comment on Option One can be found in **Attachment 5**.

Additional feedback provided by all User Groups is detailed in the table below.

Table 2: Additional User Group Feedback

User Group	Feedback
MCC	All options are contingent on drainage upgrade works being carried out at KSR.
MFNC	Council introduces a Memorandum of Understanding (MoU) between users of MRR to consolidate its role as Council's RCEF
GP	Any synthetic wicket should be placed off-centre to avoid impacting the centre bounce area.

MCC have identified rectification of the poor drainage capabilities of KSR as a requirement for their Club. This will more closely align the drainage capabilities of KSR with those found on MRR and enhance KSR's ability to host early season cricketing fixtures which are often impacted by the fluctuating spring weather.

The improvement of drainage on KSR will also increase its capabilities to host winter sport with AFL Gippsland previously identifying the activation of KSR as a strategic priority for them. Consequently, any drainage upgrade will likely require the quarantining of KSR against its use for football, noting the guaranteed impact to the quality of cricket pitches on KSR, the existing synthetic oval within the precinct for winter sport use, and to avoid a repeat of the issue currently being navigated.

<u>Summary</u>

Noting the pre-existing preferred Options of User Groups (Two and Four), Officers consider there to be four viable Options for consideration with these detailed within the table below.

Table 3: Final Options and Costs

Option	Capital Expense – One Off	Operating Expense- Ongoing
1. Drainage upgrade to KSR and removal of all turf pitches on MRR. Installation of a synthetic pitch with Council responsible for annual covering and uncovering of the pitch with natural turf.	Drainage upgrade at KSR Removal of four pitches at MRR Installation of synthetic wicket at MRR ($287,293)	($45,000)
2. The status quo remains, with Council undertaking annual maintenance and renovation works to ensure MRR's position as Council's RCEF.	$0	($10,000)
3. Reduction of number of pitches in MRR from four to two, with Council undertaking annual maintenance works to ensure MRR's position as Council's RCEF. Drainage upgrade at KSR. These works also include the provision of an additional pitch in the existing turf wicket block at KSR.	Drainage upgrade at KSR Removal of two pitches at MRR Installation of one additional turf pitch at KSR ($250,000)	($10,000)
4. The complete removal of cricket pitches from MRR enabling MRR to be available for all football activities as they arise.	($60,000)	$0

Officers acknowledge the final Options provided in this report (per Table 3) require a commitment of funding by Council and believe it is important that all Options are considered through the lens of sound financial decision making, the use of MRR as a community sports facility, its role as Council's RCEF and the budget impacts of one-off capital expenses versus recurring annual operating expenses.

Consequently, whilst User Groups preference is Option One, it is reasonable to suggest that Option Three enables Council to achieve a similar outcome in a less restrictive financial manner.

Additionally, Officers believe it is important to weigh the priority of MRR as the RCEF and the opportunities a facility favouring football provides against MRR's historic role as a community sporting facility. Regardless of the Option endorsed by Council, Officers intend to implement an accompanying MOU to aid in managing User Group relationships and expectations, to enhance MRR's ability to fulfill its role as Council's RCEF.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Injury caused through inconsistent levels of playing surface should status quo remain.	**Medium** *Rare x Moderate*	Council endorses an option which results in the removal of the hazard.
SERVICE DELIVERY Additional Officer workload should Council endorse either Option One or Two.	**Low** *Rare x Insignificant*	Should an option involving a change be endorsed, this is planned for 2025/26 delivery providing time for Officers to plan its implementation.
FINANCIAL Impact on currently planned or programmed CapEx and OpEx considering varying level of investment required.	**Medium** *Unlikely x Moderate*	Any option endorsed included within future budget creation process and weighed against competing priorities.

RISK	RISK RATING	TREATMENT
STRATEGIC Attitudes of user groups of MRR towards Council should either Option Two or Three be endorsed. Reputational impact should Council endorse the removal of cricket pitches from MRR. Perception that Council is reallocating funding away from previously identified projects. Perception that service levels are declining to accommodate endorsed option.	**Medium** *Likely x Insignificant*	Council endorses the option that provides minimal lasting impact on Council finances and service delivery.

CONSULTATION

Consultation undertaken with MCC, MFNC and GP is detailed in the table below:

Table 4: Consultation Timetable

User	**Consultation Date**
MFNC / GP	24 April 2025
MCC	13 May 2025
MFNC / GP	5 June 2025
MCC	1 July 2025
MFNC / GP	21 August 2025
MCC	1 September 2025

COMMUNICATION

Officers have regularly updated User Groups on the progress of this topic and will communicate the outcome of the report to User Groups.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

The removal of or amended arrangements for turf pitches at MRR would enable increased football activities, in turn improving the ability to host elite sporting events and increase the cohesiveness of footballing programs and social connection of those participating, additionally this would increase the opportunities for members of the local and broader Gippsland community to get together in support of footballing activities.

Although spectator and participation figures are significantly lower, the removal of the turf pitches would inhibit the ability for simultaneous cricket fixtures to be held at MRR and KSR, in turn reducing social connection experienced amongst the cricket community.

Cultural

Sport plays a significant role in the culture of Latrobe City, the continued ability to host major sporting events of both a local and professional level is important in consolidating this culture.

Health

Sport plays an important role in the physical and mental health of all community demographics. The removal of or adoption of alternative arrangements for the turf pitches would provide the opportunity for additional footballing activities and reduce any obstructions to the hosting of future major sporting events. Additional community usage and hosting of major sporting event provides further opportunities for the community to come together and connect.

Environmental

Not applicable.

Economic

Major sporting events at both a local and elite level provide significant positive economic impact, the most recent football final held at MRR contributed over $300,000 to the local economy.

Financial

All options available to Council are currently unfunded and are dependent on the endorsement of a budget allocation.

Attachments

1. PRG Minutes (Published Separately)

   This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). PRG Minutes include information which makes individuals identifiable.

2. Joint Letter (Published Separately)

   This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Contains names and positions of individuals.

3. User Group Meeting Minutes (Published Separately)

   This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Contains names and positions of individuals..

4. User Group Feedback

5. Consultant Opinion on Option 3

11.5

Morwell Recreation Reserve - Turf Cricket Pitches

4 User Group Feedback 184

5 Consultant Opinion on Option 3..... 187

User Group Feedback

Morwell Cricket Club

Option 1
– We do not believe the reduction of the current situation to a single turf wicket block of 2 pitches will benefit either of the resident sporting clubs or the actual presentation of the oval itself at all. The lack of ability to rotate preparation and usage of the 2 pitches during summer could basically result in bare rolled turf soil through wear and tear, well before the end of cricket season. Also, the transition periods between sporting seasons of winter to summer and summer to winter are potentially longer due to the need to properly address regrowth of the specific type of grass used on the wicket block centre of the ground. Even with the current two separated 2 turf wicket blocks, we are looking at self-funding restoration and repairs to the existing pitches for the coming season, so with a single turf wicket block, that would be a much greater and more expensive task.

Option 2
– Similarly to Option 1 response, we believe a 3rd wicket on a single turf bench would still be insufficient to support proper pitch rotation. And if the turf wicket block of 3 pitches were to be placed geometrically off-centre to accommodate the winter football centre bounce requirements and moved either longitudinally towards the goal ends or laterally towards the shorter wing boundaries, the size of the ground from a summer cricket perspective would be diminished in terms of playing dimensions and profile. The current scenario of the existing two separated turf wicket blocks of 2 pitches each, is already right at the absolute limit of reasonable pitch location for Senior Men's cricket.

Option 3
– The geometrically central location of a synthetic hard wicket to be covered for the winter football season with natural turf matching the rest of the oval surface and then uncovered for the summer cricket season by Council, is our preferred option. It benefits both sporting tenants of the facility in that the centre of the ground, which is key to both sports, is available for use very quickly, with little inconvenience from any sporting footprint left behind from the prior sporting club's usage. The transition period between sporting seasons can be also managed by Council much more efficiently in both seasonal directions.

- Given that Morwell Cricket Club has 3 Senior Men's teams, 1 Senior Women's Team and generally 6 Junior Teams, having a synthetic wicket on the Morwell Recreation Reserve main oval, will allow for greater mid-week usage of the main oval during the summer by the Junior and Women's Teams, especially when turf wicket preparation is underway on the Keegen Street Reserve. This is as well as weekly Saturday matches for our Senior Men's B and C Grade teams being played on the main oval. We consider it a necessity to have 2 ovals adjacent to each other to effectively cater for our members usage & keeping our senior men, senior womens and juniors together due to all of our training facilities, our office, our canteen and our social rooms being located on the Morwell Recreation Reserve. The use of Northern Reserve as a secondary ground for the lower Men's grades and Junior grades of the club, while a reasonable backup option, has the problem that we can only to supply the bare minimum of amenities there for our playing members and the opposing teams. This can impact strongly on our retention rate of players, most especially Junior players and their parents.
- And should there happen to be other non-cricket, special public events such as AFL demonstration or practice matches scheduled by Council on the ground in the summer season, there is no extended loss of use of the ground to the tenant club before the public event as has been the case in the past. The event can be planned for and the ground quickly adjusted for an all-grass event if necessary.

Morwell Football Netball Club

The preferred option of Morwell FNC is subject to:

1. Relevant details of each available option being reviewed and approved by the club

2. The associated MoU for the football oval usage going forward, specifically with respect to the oval's status as the AFL Centre of Excellence and the order of preference given to the various user groups and purposes

3. Any additional information not yet available to the club for consideration

Conditional upon the factors listed above the club's preference is:

Removal of both turf wicket blocks, to be replaced with a single synthetic wicket with Council responsible for covering/uncovering with natural turf.

Gippsland Power

The 4th Option Synthetic and offset from the centre circle?

From: [redacted]
Sent: Tuesday, November 11, 2025 12:45 PM
To: [redacted]
Subject: MRR - AFL Synthetic

Hi [redacted],

As discussed, I am putting together options regarding the future of turf wickets on Morwell Recreation Reserve and an option being considered is to remove all turf wickets and install a single synthetic wicket to be covered with ready to play natural turf for football. The scope of which is:

- Synthetic wicket – 25m x 3m & 90mm below surface of surrounding outfield.
- Agi drain line installed the length of the synthetic wicket, either side of the synthetic wicket

When covered:

- Wicket covered with black plastic & ready to play Santa Ana couch which is then oversown for winter sport.
- The turf covering will extend to 29m x 7m to ensure surface levels.

Please can you provide advice on this proposal with consideration to the requirements for AFL and the hosting of AFL/AFLW fixtures including the shortest possible timeframe acceptable for the turf to be installed. (I.e., Can cricket be played upto Jan 15th if an AFL/AFLW fixture was scheduled on Feb 1st?).

I have put together a sample plot and tested using a Clegg hammer with results shown below:

Test Plot					
Concrete	317	500	500	500	454.25
Concrete with shock pad	74	84	87	86	82.75
Synthetic / 60mm sand / 30mm turf	36	42	44	42	41
Synthetic / 20mm shock pad / 40mm sand / 30mm turf	46	45	45	45	45.25

Performance Indicator	Unacceptably low	Low normal	Preferred range	High normal	Unacceptably high
Surface Hardness (gravities)	<30	31 - 54	**55 - 75**	76 - 120	>120

Reference: AFL Grounds, Turf Managers Seminar, August 2014

Look forward to receiving your advice on this.

Regards

[redacted] | [redacted]

LATROBE CITY COUNCIL
Phone: 1300 367 700
PO Box 264, Morwell 3840
www.latrobe.vic.gov.au

Latrobe City Council operates on the traditional land of the Brayakaulung people of the Gunaikurnai nation

From: [redacted]
Sent: Tuesday, 11 November 2025 3:29 PM
To: [redacted]
Cc: [redacted]
Subject: Re: MRR - AFL Synthetic

Hi [redacted],

The proposed concept is unique and unlike anything we've previously encountered. However, in theory, it appears sound—particularly in relation to the test plot. In relation to the timeframe before an AFL/AFLW match, using ready-to-play turf would allow for a short turnaround, provided the turf is secured from the supplier and installed promptly. A 7–10 day window should be achievable. If the works are completed to a high standard, I see no reason for an AFL/AFLW match not to proceed. It should be noted that the supply and installation of ready-to-play turf comes at a significant cost, with 200 m² likely exceeding $30,000.

If you have any further queries, or would like to discuss other options, please feel free to contact [redacted] or myself.

Kind Regards,

[redacted]
Agronomist
Australian Sports Turf Managers Association
[redacted]
Ph: [redacted] M: [redacted]
[redacted] www.astma.com.au
AGCSATech
Independent Turf Analysis, Design and Consultancy Services

TOURISM AND MAJOR EVENTS ADVISORY COMMITTEE NEW TERMS OF REFERENCE

PURPOSE

To seek endorsement of the revised Terms of Reference (TOR) at **Attachment 1**, for the Visitor Economy Advisory Committee (VEAC).

EXECUTIVE SUMMARY

- The Committee is a long-standing advisory body that supports Council through advice, advocacy and sector connection.
- Draft revisions to the TOR (**Attachment 1**) are proposed to clarify and streamline the Committee's role and amend oversight for the approval of major event funding proposals to align with Council's financial delegation policy. The proposed changes will see a focus away from advice on event approvals to a forum with the remit to proactively and strategically identify and advise on visitor economy and event opportunities.
- Supporting the current TOR was the *Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework* (**Attachment 2**)**,** last adopted by Council in April 2020. The Events and Visitor Economy Strategy 2024-2028, together with the revised TOR, will supersede the need for this framework. Accordingly, we are proposing that the framework be formally discontinued.
- The revised TOR is intended to refocus the Committee on strategic advice, advocacy, community and industry engagement.
- The above changes were recommended in the Events and Visitor Economy Strategy (Strategy) 2024 – 2028 as a mechanism to ensuring event opportunities are captured, and requests are addressed efficiently.
- A streamlined event approval process was noted within the Strategy as key to maximising visitor economy and event opportunities.
- A name change of the Committee from Tourism and Major Events Advisory Committee (TAMEAC) to Visitor Economy Advisory Committee (VEAC) was also recommended in the Strategy.
- Consultation on the revised TOR was undertaken with Committee members and Councillors throughout 2025 across multiple meetings. Feedback was provided and considered as part of the review process.
- While TAMEAC has had responsibility for approving major event funding proposals which in turn are presented to Council for endorsement, it is worth

noting that over the past several years the Committee has not declined to approve any event proposal put forward by officers.

- Officers will continue to assess events based on the criteria detailed in the Strategy being economic, social value, brand and reputational value and environmental sustainability. Assessments will also consider the agreed event priority areas of sport, arts and culture, nature and outdoors and industrial and education and in line with the event categories – significant, major and community and civic events. Officers will present a regular report at the Committee meetings to ensure the focus of activities aligns with the Strategy and agreed direction.
- Both the VEAC and Council will also be provided with a bi-annual report to ensure oversight of major event opportunities and approvals, including their subsequent economic and social outcomes.

OFFICER'S RECOMMENDATION

That Council:

1. **endorses the name change of this Committee from Tourism and Major Events Advisory Committee to Visitor Economy Advisory Committee;**
2. **endorses the draft Visitor Economy Advisory Committee Terms of Reference, as at Attachment 1; and**
3. **notes the conclusion of the Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework, as at Attachment 2.**

BACKGROUND

TAMEAC is a formally appointed advisory committee of Council that provides advice, information and feedback to support Council and staff on strategic and community related matters.

The review of the Committee's TOR will ensure a more streamlined and contemporary process aligned with Council's advisory committee framework and the Events and Visitor Economy Strategy.

Historically, the Committee played a more operational role, including providing approval for major events over $5,000, leading to a time-consuming process that is out of step with industry standards. Guiding this process was the Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework, which we are proposing to rescind. The revised TOR will see VEAC set the future for the type of events to attract, rather than being the approval vehicle. Furthermore, becoming more proactive and strategic in the future direction of Latrobe City's major events.

Following consultation with the Committee it is proposed that major events funding proposals greater than $25,000 will be presented to the Committee for review. It is proposed that all event funding approvals will be made based on officer delegation to enable a streamlined event approval process as key to maximising visitor economy and event opportunities as identified in the Strategy.

The review has provided an opportunity to clarify the Committee's role as advisory rather than operational, and to refocus its purpose on advocacy, strategic advice, community and sector engagement.

In line with the current and revised TOR, the Committee's membership reflects a diverse mix of skills, experience, professional backgrounds, and demographics, fostering a breadth of perspectives and promoting well-rounded, diverse thinking in its deliberations and decision-making.

ANALYSIS

The revised TOR reflect contemporary practice for Local Government and clarify the Committee's role as a strategic and advocacy-focused advisory body.

The proposed changes reposition the Committee to strengthen connections between the local community, event providers and the sector to advocate for events and tourism strategic items through members' professional and community networks.

Further, the revised TOR clearly note that all decisions remain with Council, delegated officers and approved financial delegations.

The review and proposed changes have been informed by discussions with current Committee members over several months. Feedback supported a clearer advisory focus with a strategic approach that better reflects a contemporary operating environment.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY That the amended TOR could negatively impact the service delivery.	**Low** *Rare x Insignificant*	The revised TOR ensures the Committee does not interfere with day-to-day operations, while remaining oversight of major events approved/not approved through regular reports to the Committee.
FINANCIAL Reduced capacity to attract external event funding, partnerships and sector support without financial oversight.	**Low** *Rare x Insignificant*	The revised TOR remove financial oversight and decision-making functions, ensuring a streamlined process that does not interfere with day-to-day operations.
STRATEGIC Retaining the existing TOR will limit the Committee's ability to effectively support Council's Events and Visitor Economy Strategy.	**Medium** *Unlikely x Moderate*	Updating the TOR refocuses the Committee on advocacy, strategic advice and sector engagement, removes outdated operational oversight and improves alignment with contemporary governance practice.

CONSULTATION

Consultation on the revised TOR was undertaken with current members of the Advisory Committee and Councillors throughout 2025.

Discussion occurred across multiple meetings, with feedback provided and considered as part of the review process. These discussions and inputs are documented in the Advisory Committee meeting minutes.

COMMUNICATION

Following any decision, Committee members will be notified to ensure awareness of any amendments to the Terms of Reference.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has been conducted as this Committee may have an impact on the community. There are no changes to the draft TOR as a result of the GIA. However, consideration will be given to the Committee's operations to encourage women's participation.

Social

Revising the TOR strengthens the Committee's relevance and promotes ongoing community engagement and provides clearer role clarity.

Cultural

The revised TOR reflect a contemporary advisory model that values sector knowledge, lived experience and community connection. By refining the Committee's role to focus on strategic advice and advocacy, the amendments support stronger cultural leadership and more effective community engagement.

Health

Not applicable.

Environmental

Not applicable.

Economic

A well-functioning Committee with clear TOR will support Council's work enabling economic growth and job creation through major events and recreation related tourism, capitalising on our contemporary arts, cultural and sporting facilities.

Financial

The revised TOR strengthens the Committee's capacity to contribute strategic advice and advocacy, supporting longer-term cultural and economic outcomes without expanding operational scope.

Attachments

1. Draft Visitor Economy Advisory Committee Terms of Reference
2. Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework

11.6

Tourism and Major Events Advisory Committee New Terms Of Reference

1 Draft Visitor Economy Advisory Committee Terms of Reference 196

2 Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework 204

LATROBE CITY COUNCIL

Visitor Economy Advisory Committee

Terms of Reference

February 2026

DRAFT ONLY

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1. Establishment of the Committee

1.1 The Visitor Economy Advisory Committee (hereinafter referred to as "the Committee"), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.

1.2 The Committee is an advisory committee only and has no delegated decision making authority.

1.3 The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

2.1 The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

2.2 The Committee is established to:

2.2.1 Provide strategic advice to Council on policies and strategies for furthering the development of tourism and major events within Latrobe City and an avenue for consultation and exchange between Council and the tourism and events industry regarding issues and maximising tourism opportunities.

2.2.2 Strengthen relationships and engagement between the tourism and events industry and the local community.

2.2.3 Advocate for tourism and events initiatives through members' community, professional and sector networks.

2.2.4 Provide feedback on opportunities, risks and emerging trends relevant to local tourism and event activities.

2.3 The Committee will carry out the following in order to achieve the objectives set:

2.3.1 Support Latrobe City by sharing sector knowledge, community insight and professional expertise relevant to its operation and strategic direction.

2.3.2 Promote awareness of visitor economy initiatives and projects through members' community and professional networks.

2.3.3 Provide advice on opportunities to strengthen local visitation and event participation within the municipality.

2.3.4 Provide advice and support to Latrobe City to establish and maintain positive working relationships with other organisations and State governing bodies such as Tourism Victoria and the Victorian Tourism Industry Council and ensure that tourism development in Latrobe City is in line and in partnership with regional, state and federal strategies.

2.3.5 Provide strategic direction to Latrobe City in regard to tourism and event related opportunities.

2.3.6 Encourage an attitude of enterprise, creativity and sustainability in major event conceptual development and delivery, with a commensurate reduction in reliance on funding over time.

2.3.7 Review and provide feedback on event proposals greater than $25,000.

2.4 Policy and Strategy Development

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

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

3. Membership

Composition of the Committee

3.1 The Committee shall comprise of 13 members, being:

3.1.1 Up to four Councillors.

3.1.2 1 representative from the Latrobe City Business Chamber.

3.1.3 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative.

3.1.4 Up to seven external representatives appointed via an expression of interest process, preferably with skills in key subject areas such as tourism, events, education, marketing, philanthropy and fundraising, business, sport or arts and culture.

3.1.5 Members should reflect diversity in age, gender, background and lived experience.

3.1.6 Latrobe City Council Events and Tourism representative/s (ex-officio) - Council Officers; as required to provide professional advice and administrative support.

Length of appointment

3.2 The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council ~~but no longer than four years.~~

3.3 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

Selection of members and filling of vacancies

3.4 Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.

3.5 The Committee may fill any vacancies that occur within the determined period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

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

Attendance at meetings

3.7 All Committee members are expected to attend each meeting.

3.8 A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.

3.9 A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations

3.10 All resignations from members of the Committee are to be submitted in writing to the General Manager of the relevant division, via email.

4. Proceedings

Chair

4.1 The nominated Councillor shall Chair the meetings.

4.2 If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.

4.3 If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

Meeting schedule

4.4 The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.

4.5 Meetings of the Committee will be held bi-monthly or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.

Meeting procedures

4.6 Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided (see appendix one for the agenda template).

4.7 Members are expected to comply with the confidential information provisions contained in the *Local Government Act 2020* and must treat information they receive as confidential unless otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.

4.8 If a member has a general or material conflict of interest as defined in the *Local Government Act 2020* regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chair if they are attending the meeting.

4.8.1 Once a declaration of either general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.

4.9 All recommendations, proposals and advice must be directed through the Chair.

Quorum

4.10 A majority of the members constitutes a quorum.

4.11 If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

4.12 As the Committee has no decision-making authority, formal voting will not be conducted at meetings. Majority and minority opinions will be reflected in Committee minutes.

Minutes of the Meeting

4.13 A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.

4.14 The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).

4.15 The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).

4.16 The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.

4.17 A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

4.18 A bi-annual report to Council will be tabled on the Committee's progress towards the objectives included in this Terms of Reference, and will include details of major event opportunities, approvals and the economic and social outcomes delivered.

4.19 Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.

4.20 Reports to Council will be co-ordinated through the General Manager of the relevant division that the Committee falls under.

5. Review of Committee and Duration of the Committee

5.1 The Committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 are demonstrated to have been met, whichever occurs first.

5.2 A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.

5.3 A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.

5.4 The review must consider:

5.4.1 The Committee's achievements;

5.4.2 Whether there is a demonstrated need for the Committee to continue; and

5.4.3 Any other relevant matter.

6. Authority and Compliance Requirements

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

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

Appendix 1: Agenda Template

Agenda

LATROBE CITY COUNCIL

[Name] Advisory Committee

Date: 00/00/0000

Time: 00.00pm to 00.00pm

Location: [include specific meeting room and address]

Agenda items

No.	Item/description	Owner	Attachment
1	**Welcome and introduction**	Chair	N/A
2	**Apologies**	All	
3	**Declarations of Interest** Members of the Committee are to declare any conflicts of interest or any interests in matters listed on the agenda.	All	
4	**Confirmation of Minutes** Confirmation of the previous minutes of the meeting.		
5	**Matters arising from previous meeting** Review of action progress from previous meeting.	All	
6	**Reports/items for consideration** Matters being presented for discussion in accordance with the terms of reference. • List • List		
7	**General business** • List • List	All	

Next meeting: 00 January, 00.00am to 00.00am

Appendix 2: Minutes Template

Minutes

LATROBE CITY COUNCIL

[Name] Advisory Committee Minutes

Date: 00/00/0000
Time: 00.00pm to 00.00pm
Location: [include specific meeting room and address]
Chairperson: Name

No.	Item description
1	**Present**
2	**Apologies**
3	**Interest disclosures** Members of the Committee declare any conflicts of interest or interest in matters discussed at the meeting. The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed: • Name, Time left 00.00am/pm, Time returned 00.00am/pm • Name, Time left 00.00am/pm, Time returned 00.00am/pm • Name, Time left 00.00am/pm, Time returned 00.00am/pm
4	**Confirmation of minutes** That the minutes of the meeting held on [date] of the [name] Advisory Committee be confirmed.
5	**Matters arising from previous meeting** List the item and action agreed and assign any follow up actions and expected timeframes. 1. Item heading Action(s): • List • List 2. Item heading Action(s): • List • List
6	**Items for consideration** List the item and action agreed and assign any follow up actions and expected timeframes. 3. Item heading Action(s): • List • List 4. Item heading Action(s):
	• List List
7	**General business** List the item and action agreed and assign any follow up actions and expected timeframes. 5. Item heading Action(s): • List • List 6. Item heading Action(s): • List List

Next meeting: 00 January, 00.00am to 00.00am, Location

Adopted 6 December 2018
Updated 16 April 2020

Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework

Purpose

In line with recommendations from an internal Audit and also the adopted Events and Tourism Strategy 2018-2022, the existing Tourism Advisory Committee has been reconstituted as the **Tourism and Major Events Advisory Committee (TAMEAC).**
TAMEAC is intended to have oversight of major event selection and funding from both internal sources and external parties.

General Principles

- Focus the selection of major events on those with the strongest potential returns, be those financial, artistic or in terms of societal wellbeing;
- Grow the number of major events in the region;
- Maximise the economic and tourism impact of events;
- Identify potentially significant community events and encourage their transition to major events;
- Encourage an attitude of enterprise, creativity and sustainability in major event conceptual development, selection and delivery;
- Reduce reliance on funding over time as event sustainability improves;
- Provide a coherent framework for the attraction and funding support of major events to the municipality; and
- Assist with the promotion of events through existing networks.

Key Responsibilities

TAMEAC is responsible for:

1. Consideration of proposals for major events and funding applications received by Council and making recommendations in relation to the selection and funding of these events;
2. Provision of advice in relation to the development and submission of event funding applications; and
3. Provision of advice to Council and, where applicable, to community organisations and groups, in relation to the planning, development and delivery of major events in Latrobe City.

LatrobeCity
a new energy

Adopted 6 December 2018
Updated 16 April 2020

Definition of a Major Event

For the purpose of this framework, a major event is defined as:

1. An internally or externally sourced performance/exhibition/sporting/cultural event.
2. A council owned event with a budget of over $25,000 annually not previously endorsed as part of a budget process or;
3. An external event seeking funding assistance of over $5,000 annually or;
4. Any event regardless of value that could be controversial and/or has a high reputational risk to Council and/or the community.

Process

1. Council Event officers will consult with relevant officers within Council to assess risk and assess the proposal against Councils Major Events Assessment Tool.
2. A briefing based on the Major Events Assessment Tool and recommendation will be prepared and presented to TAMEAC for consideration at the next scheduled TAMEAC meeting. Should an event opportunity present which is on a shorter timeline not fitting within the TAMEAC meeting schedule, the briefing will be provided via other communication methods in order to receive advice from TAMEAC.
3. TAMEAC will provide advice and recommendation only, and can request further information during the process.
4. Once collective advice has been collated from TAMEAC, these recommendations will be incorporated into a Council report for consideration either through adoption of the budget process each year or at a separate Council meeting if required. Should an event opportunity present which is on a shorter timeline not fitting within the Council meeting schedule, a special Council meeting may be called.
5. Following the event, the post event report will be provided to TAMEAC and Council.

All other events falling under the limits set will be managed by Councils Events team through the internal events process.
Proposals for $5,000 and under from organisations within Latrobe City will be referred to Councils community grants program.

The following criteria will be considered during assessment:

- The alignment of the event in meeting the strategic goals of the Events and Tourism Strategy 2018-2022;
- Potential for strong returns, be those deemed at any given time to be financial, artistic, or community wellbeing;
- Time of year of the event, with strong consideration given to proposals scheduled during gaps in Councils events calendar;
- Rationale or need for the event;
- Context of the event in the current events/presentation program;
- Likelihood of high numbers of participants and observers/attendees, preferably with a significant number of participants and visitors coming from outside the region;
- Potential for positive media coverage and exposure within and outside the region;

- Likelihood of the event delivering high levels of accommodation visitor nights; and
- Event proposals with good prospects for gaining sponsorship thereby being sustainable over the long term;
- Where possible, funding that is directed towards seed funding to support new major events; and/or to established events which demonstrate an increasing path towards eventual sustainability.

The following proposals will not be funded:

- Capital or infrastructure works;
- Events of a charitable nature which do not use the funds directly for operational components or marketing of the event;
- Religiously motivated, politically motivated or events which have a theme of any form of discrimination;
- Organisations that do not have an ABN;
- Events that are not open to the general public where access is restricted to members or delegates unless there are overall benefits to the community at large or the membership base represents a portion of the general community with clear community objectives.

Acquittal, Acknowledgement and Recognition of Funding

1. Successful applicants shall be required to acquit their event within 4 weeks of the event taking place, so as to confirm that the funds were used for the purpose sought and were expended in accordance with the agreement. (An acquittal form is available for this purpose.)

2. Successful funding applicants shall be required to appropriately acknowledge or recognise Council's support. Specific requirements will be advised following approval of Council funding and included in agreements. Organisations or applicants that fail to comply with any condition of the agreement may not receive funding for future events.

ENDORSEMENT OF CHANGES TO THE COUNCIL SUPPORT PACKAGE PROJECTS

PURPOSE

To seek Council endorsement for proposed changes to the Council Support Package project list.

EXECUTIVE SUMMARY

- Council received $5 million of funding in June 2024 from the Victorian State Government for a series of 22 projects within the Council Support Package, following the cancellation of the 2026 Commonwealth Games.
- Following a review of the status of the projects, cost savings in the existing list of projects have been identified.
- Council officers have developed the following amendments to the current project list, which is provided to address the budget changes pending Council and Regional Development Victoria (RDV) approval:
  - Increases to two existing allocations for:
    - Project 11 – Stage Two – Streetscape improvements at McDonald Street/Maryvale Road; and
    - Project 20 - Additional Grounds Maintenance Equipment;
  - Inclusion of Moe Shred Fest for a further standalone event to be held in 2026 (prior to 30 June).
- Subject to Council's endorsement, the projects will be submitted to Regional Development Victoria for final approval.

OFFICER'S RECOMMENDATION

That Council:

1. **increases the allocations for:**
   a. **Stage 2 of the Streetscape Improvements at McDonald Street / Maryvale Road (Project 11) by $70,000 (ex GST);**
   b. **the purchase of Additional Grounds Maintenance Equipment (Project 20) by $130,000 (excl GST);**
2. **allocates $25,000 (excl GST) to deliver a second edition of the Moe Shred Fest event (Project 23); and**
3. **sets aside the remaining $7,685 excl GST as an overall project contingency.**

BACKGROUND

On 18 July 2023, the Victorian State Government announced its decision to not proceed with hosting the 2026 Commonwealth Games. As part of the announcement, several related funding packages were announced including a $25 million Council Support Package to assist in delivering projects or initiatives linked to Commonwealth Games planning and preparation.

Council received $5 million of funding and an agreement administered by RDV was executed 12 June 2024. Funding was for work already undertaken during Commonwealth Games planning, and to support projects, infrastructure, or activations for the community that aligned with the following six legacy pillars:

1. *Celebrating the rich culture of Victoria's First Peoples. Boost opportunity and capacity for Traditional Owners (TO) corporations and businesses and supporting long term social and economic outcomes for Aboriginal Victorians.*

2. *Embedding accessibility and inclusion practices to achieve long-term benefits for regional communities. Includes accessible and inclusive infrastructure and workforce programs.*

3. *Boosting regional economic outcomes by backing local jobs, business and manufacturing, and enhance ongoing trade and investment in regional Victoria.*

4. *Building community cohesion and civic pride and support social development, particularly for those experiencing hardship or disadvantage.*

5. *Utilising sustainable practices to invest in climate adaptation and support climate resilient regional communities.*

6. *Increasing Victorian regional community sport and volunteering participation across all abilities and age groups, through education and promotion of healthy lifestyles.*

22 projects were endorsed by Council overall, on 5 February 2024, and 26 May 2025.

All projects are required to be delivered by 30 June 2026.

ANALYSIS

Of the 22 projects:

- 6 projects are predicted to have an underspend on the original proposed budget. 4 of these projects are currently still being delivered and may realise further cost savings.
- 3 projects have an overspend on the original budget.

- Additionally, the funding agreement requires all interest money earned on the funding provided to Council to be applied to the project. The current interest earned on the CSP package is $149,062. This amount is expected to increase again in March 2026.

The list of predicted budget changes is noted below:

Project	Budget ($)	Commitment ($)	Expected Commitment ($)	Expected Variance ($)
Public Wi-fi improvements	200,000	178,431	183,431	- 24,153
Pedestrian Link upgrade - Kingsford Street Linear Park	150,000	152,110	152,110	2,110
Streetscape improvements - McDonald Street / Maryvale Road	150,000	202,753	202,753	52,753
Playing Surface Works: Pitch 1 only - Maryvale Reserve	550,000	542,578	542,578	- 7,422
Lighting Upgrades - Ronald Reserve, Morwell	110,000	86,586	86,586	- 23,414
Grounds Maintenance Equipment	165,000	73,393	165,000	- 25,607
Internal Volunteer Management	110,000	43,110	43,110	- 66,890
Cricket Net upgrades - Burrage Reserve, Newborough	10,000	10,000	19,000	9,000
Interest	0		149,062	- 149,062
Total				**- 232,685**

The 22 projects have an estimated spend of $4,446,984, excluding Project Management / Cost Recovery. The balance of cost savings and project overspend is $232,684 in savings including the current interest balance.

As Council are required to expend all funds or return them to the State Government, Officers have developed the following project changes to present to RDV for approval, subject to Council's endorsement.

Extensions to Projects 11 and 20 being extensions to projects previously endorsed by Council and subsequently already included in the funding agreement.

The addition of Project 23, being a new project requiring approval by RDV, proposes to deliver a second year of the Shred Fest event held at the Moe Skate Park, noting this would be a standalone event without secured funding for further events into the future.

	Proposed Project Changes/Inclusions	Budget ($)
11.	Stage Two – Streetscape improvements - McDonald Street / Maryvale Road	70,000
20.	Additional Grounds Maintenance Equipment	130,000
23.	Moe Shred Fest – 2026	25,000
	Contingency	7,685
	Total	**232,685**

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Inability to deliver on obligations outlined in the Funding Agreements.	**Low** *Unlikely x Minor*	Regular monitoring of project progress through the Project Assurance Group combined with reporting through to the State Government will identify any issues and allow these to be managed in a proactive manner.
SERVICE DELIVERY Additional projects impact on the delivery of Council's business as usual.	**Low** *Unlikely x Minor*	Each initiative is anticipated to be able to be delivered with existing Council resources.

RISK	RISK RATING	TREATMENT
FINANCIAL Project costs exceed the funding available.	**Low** *Unlikely x Minor*	The Project Assurance Group will assist with reducing financial risks by monitoring scope and any required value management. Changes to the project delivery identified in this report address allocations for projects where budget changes are required.
STRATEGIC Community expectation around ongoing delivery.	**Low** *Unlikely x Minor*	Each initiative will be designed to ensure they have a defined completion point or are sustainable within BAU.

CONSULTATION

Input was sought across internal Council business units, and through the projects Project Control Group to aid development of the proposed changes.

COMMUNICATION

A range of communication opportunities has been identified to promote the range of programs and initiatives delivered through the CSP funding package. These will be reviewed to include the new proposed projects if endorsed.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has been conducted for projects that have significant and direct impact on the community. Identified outcomes are being addressed as part of the delivery of the relevant projects.

Social

The proposed projects aim to provide positive social outcomes for the community through improved sporting facilities, volunteering opportunities and accessibility improvements across Latrobe City.

Cultural

Engagement with Gunaikurnai Land and Waters Aboriginal Corporation (GLAWAC) is ongoing through the Project Control Group that oversees the CSP.

Engagement with other culturally diverse groups will be undertaken where relevant by project owners.

Health

The proposed projects aim to provide positive health and wellbeing outcomes for the community through improved sporting facilities, accessibility and amenity improvements and volunteering opportunities across Latrobe City.

Environmental

Environmental factors have been considered as part of the development of project scopes and are being addressed as part of the project delivery were required.

Economic

The proposed projects are anticipated to provide a direct economic boost through the engagement of local contractors as well as stimulation of the Morwell and Moe CBDs through the relevant projects.

Financial

Funding is being provided by the Victorian State Government as part of the CSP. No Council contribution is required for these projects, however Council is responsible for any projects that exceed the allocated budget. Regular reporting through the internal Project Assurance Group will continue to monitor project budgets.

Attachments

Nil

PINDARI AND KANDRA ROADS, MOE SOUTH - PROPOSED SPECIAL CHARGE SCHEME

PURPOSE

To seek Council endorsement to advertise an intention to declare a Special Charge Scheme for the sealing of Pindari and Kandra Roads at Moe South.

EXECUTIVE SUMMARY

- Officers received a request to seal the Pindari and Kandra Roads in 2023. Since this time there has been progress on the development of the project as a Special Charge Scheme (SCS) candidate.
- The *Local Government Act 1989* (the Act) allows Council to 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. The process that must be followed to impose a Special Charge is set out in the Act and Council's Special Charge Scheme Policy.
- Detailed designs have recently been completed for the project, using bituminous sealing materials for the road surface. The cost estimate developed by officers indicates a total project cost of $510,000.
- While use of bituminous sealing materials is the traditional approach taken for this type of work, the future public tender for the works will also include an option for tenderers to price a concrete pavement alternative so that both options can be considered by officers before presenting to Council and the residents.
- Pursuant to the contribution levels set in the Special Charge Scheme Policy that was in place at the time of the initial request, the contribution for the property owners on these roads will be capped at 25% of the project cost, whilst Council will be responsible for funding the remaining 75%. This is more favourable for the residents than the current policy, which would require 90% be paid by the residents for this type of work from 1 July 2026 (when the scheme would likely be implemented).
- Should Council endorse the officer's recommendation, officers would prepare the required public notices and distribute to the property owners immediately. The public tender would also be advertised as soon as practicable to further inform a future decision of Council to formally declare the Special Charge Scheme.

OFFICER'S RECOMMENDATION

That Council:

1. **pursuant to section 163(1) of the *Local Government Act 1989* (the Act), gives notice of its intention to declare at the 27 July 2026 Council Meeting a Special Charge for the purpose of defraying expenses to be incurred by Council in relation to the sealing of Pindari Road and Kandra Road, Moe South;**
2. **authorises public notice to be given in the Latrobe Valley Express and on Council's website of Council's intention to declare the Special Charge;**
3. **authorises separate letters enclosing a copy of the public notice referred to in paragraph 2 of this resolution to be sent to both the tenants (occupiers) and owners of the properties included in the scheme, advising of Council's intention to levy the Special Charge, the amount for which the property owner or tenant will be liable, the basis of the calculation of the Special Charge, and notifying such persons that submissions and/or objections in writing in relation to the proposal will be considered by Council in accordance with sections 163A,163B and 223 of the Act;**
4. **considers any submissions or objections received by Council in accordance with sections 163A, 163B and 223 of the Act by no later than the Council Meeting scheduled for 27 July 2026; and**
5. **authorises each of the Chief Executive Officer, the General Manager Infrastructure and Sustainability or the Manager City Assets (or any person for the time being acting in any of those positions), to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under section 163A and sections 163(1A), (1B) and (1C) and sections 163B and 223 of the Act.**

BACKGROUND

Council officers received a request from residents in Moe South to seal Pindari Road (and subsequently Kandra Road) in 2023. During the intervening time there has been various correspondence exchanged, meetings held (including a community information session), and concept and detailed design development undertaken.

The *Local Government Act 1989* (the Act) allows Council to 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. This is a particular advantage or increased amenity that the person's property receives from a council service or infrastructure project, over and above the general benefit enjoyed by the wider community.

Council's Special Charge Scheme Policy (SCS Policy) outlines how Council would support the upgrading of infrastructure where a group of property owners would receive a special benefit that does not extend to most other property owners within the municipality.

To progress an SCS in accordance with the Act and the Policy, Council must:

- Determine the works and estimated costs;
- Identify the properties that will receive a special benefit;
- Provide public notice and specific notice to affected property owners of Council's intention to adopt the SCS;
- Consider any submissions and objections (with number of objections required to be less than the majority of affected property owners to continue); and
- Resolve whether to declare the SCS.

Importantly, under the Act an SCS is unable to be declared if Council receives formal objections from a majority (50% + 1) of affected property owners following the release of the notice of intention. However, the last survey of residents indicated there was majority support for this project, and as a result Council commenced development of concept and detailed design plans, including cost estimation.

It should be noted that submissions and objections under the Act are two distinct processes. The right to make submissions is contained in section 223 of the Act and provides the ability for all community members to provide feedback to Council on various matters that include any SCS. The right to object to an SCS is a separate right under section 163B, which is available to affected property owners <u>only</u>. Both are part of the SCS process and must be considered at the Council Meeting when the decision on whether to declare the SCS is made, however only objections are relevant to the majority requirement outlined above.

This project is being developed in line with Council's SCS Policy, however the contribution requirements will be as per the below extract of the previous version of that Policy, given that was the policy that was in place at the time of the above request. This is more favourable for the residents than the current policy, which would require 90% be paid by the residents for this type of work from 1 July 2026 (when the scheme would likely be implemented).

Figure 1 – Special Charge Scheme Contributions

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%

ANALYSIS

Project Design and Costings

Based on the completed design, the estimated cost of the works is $510,000.

Previously, a resident from the area raised the possibility of whether the works could be completed in concrete on the understanding it may be a lower cost option. The resident provided a quote (from a contractor, however not based on a Council developed design) to Council for approximately $450,000. Although the quote did not contain the detail required to fully confirm, the difference between the two options appears to be due to the allowances officers have made within their estimate for the following:

- unsuitable pavement materials
- for concrete vehicle crossings with upgraded culverts
- there is also an APA high pressure gas line within the vicinity of works so allowances have been made to liaise and work around that asset
- recutting open drains
- naturestrip reinstatement
- traffic management
- quality assurance (such as compaction testing, etc.)

However, the upcoming tender for the works will include options for bidders to price the roads to be constructed in both bitumen and concrete, to allow comparison of market prices for both and ensure all possible options are explored for the benefit of the relevant property owners.

Next Steps

Should Council endorse the officer's recommendation to advertise an intention to declare the SCS, a 28-day notice period is required to be advertised to affected property owners during which they can lodge an objection. Officers would also seek to advertise the public tender for the works as soon as practicable to further inform the final decision of Council on the matter (whether to decare the SCS or not). While this means the tender would be advertised before a decision is made on whether to actually declare the SCS, it is important to ensure the most accurate costings are available at the time the future Council decision is made. In the event Council chose not to proceed with the SCS, the tender would not be awarded.

A report to a future Council meeting would then be required for the formal declaration of the SCS. Should the declaration be made by Council, a minimum 30-day period must be allowed for any affected property owners to be able to appeal the decision to the Victorian Civil and Administrative Tribunal (VCAT). Generally, officers would operate on a 40-to-45 day timeframe to allow for potential issues with appeal lodgement or a delay in notification from VCAT.

If there were no objections lodged with VCAT, it is anticipated the Chief Executive Officer could award the contract for the works, subject to compliance with delegation, the Procurement policy and budget. Officers would then begin to issue the property owners with invoices for payment of their contributions to the project under the SCS.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Special Charge Scheme is not established or administered in accordance with Part 10 of the *Local Government Act 1989*, resulting in procedural challenge, delay, or invalidation of the scheme.	**Medium** Unlikely × Major	Mitigated by ensuring all statutory steps are followed, including proper declaration, notice, consultation, consideration of submissions, and formal Council resolutions, consistent with the Act Council's SCS Policy.
SERVICE DELIVERY Sealing works are delayed or not delivered to the required standard due to scope changes, contractor availability, or construction impacts.	**Low** Unlikely × Moderate	Mitigated through detailed design, accurate cost estimates, coordinated delivery as a single project, and application of Council's standard project management and contract supervision processes.

RISK	RISK RATING	TREATMENT
FINANCIAL Final project costs exceed estimates, resulting in increased financial exposure to Council or affordability concerns for affected property owners.	**Medium** Possible × Moderate	Mitigated by capping property owner contributions at 25%, developing estimates and applying contingencies, and offering payment options in accordance with the Act.
STRATEGIC Special Charge Scheme does not align with Council's strategic priorities or leads to community dissatisfaction if expectations around cost, timing, or outcomes are not met.	**Low** Unlikely × Minor	Mitigated by aligning the project with Council's SCS Policy, asset management objectives, and by maintaining clear communication with affected property owners throughout the process.

CONSULTATION

Council officers have undertaken a number of surveys of affected property owners since 2023 regarding the proposed SCS and the results of the most recent survey indicated a majority of respondents supported sealing the roads.

A community meeting was also conducted in 2024 with residents, where the scope of the project and the process of the Special Charge Scheme was discussed. Several other pieces of correspondence have also been sent to residents including update letters, concept plans and high-level cost estimates.

Further consultation will be undertaken as required under the Act, including:

- Notice of intention to declare the scheme (pending decision of Council at March Council meeting)
- Opportunity for written submissions and objections
- Consideration of any submissions and objections by Council
- Opportunity for affected property owners to appeal to VCAT during 30-day window (subject to future Council decision to formally declare the SCS)

COMMUNICATION

Officers have been in regular contact with the residents, namely through one resident in particular who is taking the lead on their behalf for the project.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

Sealing gravel roads can improve accessibility, safety, and amenity for residents by reducing dust, improving travel times, and supporting community connectivity. However, it may also create equity concerns or community tension where some ratepayers face financial contributions they perceive as disproportionate or unaffordable.

Cultural

There have been no significant cultural impacts identified to date.

Health

Reduced dust as a result of sealing a gravel road could improve respiratory health outcomes and general wellbeing, particularly for vulnerable groups such as children, older residents, or those with asthma. Conversely, financial stress associated with the special charge could negatively affect mental wellbeing for some households.

Environmental

Road sealing can decrease dust and sediment runoff associated with gravel loss, but it typically increases impervious surface area, altering drainage patterns and potentially increasing stormwater impacts. It may also encourage higher traffic speeds or volumes, contributing to noise, emissions, and potentially habitat disturbance.

Economic

Improved road conditions can lower vehicle operating costs, support property values, and enhance productivity through more reliable access for residents, emergency services, and freight. At the same time, upfront financial contributions required under the scheme may place pressure on household finances and affect affordability.

Financial

Should the Scheme progress to the next stage further consideration of budget impacts will be considered in detail, particularly regarding the existing Special Charge Scheme reserve (currently holding $344,077, with further funds proposed to be added as part of the 2026/27 budget process), property owner contributions and the proposed contract price for the works once known. There should also be consideration of Council's financial position and future renewal cost.

Attachments

Nil

URGENT BUSINESS

12. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 20 of the Governance Rules, by resolution of the Council and only then if it:

20.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and

20.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

REPORTS FOR NOTING

13. REPORTS FOR NOTING

Item Number 13.1 23 March 2026 Organisational Performance

CONTRACT VARIATIONS FOR THE PERIOD 1 OCTOBER 2025 - 31 DECEMBER 2025

PURPOSE

To provide a summary of contract variations approved during the period 1 October 2025 to 31 December 2025 in accordance with the requirements of Council's Procurement Policy 2025.

EXECUTIVE SUMMARY

- In accordance with Council's Procurement Policy 2025 Section 2.12 Contract Management, *contract variations are reported to Council on a quarterly basis*.
- Council has 222 active contracts and 12 (or 5.4%) of those active contracts have had variations this quarter.
- Across these 12 contracts, 37 contract variations were approved during this quarter.
- All contract variations this quarter were within project budget, with three of these being budget positive variations (credits).

OFFICER'S RECOMMENDATION

That Council receives and notes the report on contract variations for the period 1 October 2025 – 31 December 2025.

BACKGROUND

In accordance with Council's Procurement Policy 2025 Section 2.12 Contract Management, *contract variations are reported to Council on a quarterly basis*.

ANALYSIS

During the period 1 October 2025 to 31 December 2025, 37 contract variations were processed across 12 contracts with three of these being budget positive variations (credits). Contract variations were submitted for the following reasons and are detailed in the attachments.

Reason for Variation	**Number of Variations**
Design Omission/Error	8
Credit	3
Latent Condition	3
Principal /Client Directed	23
Total	37

The table indicates that the majority of variations (approx. 62%) were Principal /Client Directed. The details of each of these variations have been provided in **Attachment 2**.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with Council's Procurement Policy	**Low** *Possible x Insignificant*	Process created and documented to ensure report is prepared and submitted to Council for noting in a timely manner
STRATEGIC Perception that Council is not acting in a transparent manner	**Low** *Possible x Insignificant*	Present report summarising variations to contracts on a regular basis

CONSULTATION

Not applicable

COMMUNICATION

In accordance with Council's Procurement Policy 2025 section 5.2 Communication, summary information relating to contracts awarded is published on Council's eTendering Portal.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

Not applicable

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

Not applicable

Financial

- Variations to contracts are funded from within the project budget or if necessary, from within the overall adopted budget.
- Variations are approved under delegation by the relevant Officer, as these variations relate to previous periods, there are no ramifications resulting from the adoption of this recommendation.

Attachments

1. Variations Summary
2. Variation Detail

13.1

Contract Variations for the period 1 October 2025 - 31 December 2025

1 Variations Summary 229
2 Variation Detail 230

Summary of Contracts with Variations between 01 Oct 2025 - 31 Dec 2025

Contract Number	Award Date	Awarded By	Contract Title	Funding Source (Federal/State/ Council)	Current Contract Value ($) (at 1 Oct 2025)	No. Variations this Quarter	Total Variations this Quarter ($)	Revised Contract Value ($)	Variations as a % of Current Contract Value
LCC-797-1	11-Jul-23	CEO	Provision of Architectural Design for Traralgon Flood Recovery Project Stage 1 (Project 1 - Traralgon Recreation Reserve Multi-Use Pavilion)	State Governement Grant / Council Funded	355,339	1	4,400	359,739	1.24%
LCC-807	4-Oct-23	CEO	Lead Design Consultant - Multi-Level Car Park Development Traralgon	State Government Grant	822,924	1	14,700	837,624	1.79%
LCC-831	3-Sep-24	Council	Construction of Traralgon Recreation Reserve Multipurpose Pavilion	State Governement Grant / Council Funded	6,268,293	11	16,078	6,284,371	0.26%
LCC-844	8-Nov-24	CEO (under delegtion, via council resolution)	Kay Street Multi-level Carpark	State Government Grant	24,298,596	1	4,450	24,303,046	0.02%
LCC-854	25-Sep-24	CEO	Lead Design Consultant for Upgrades at Ted Summerton Reserve, Moe	State Government Grant	422,824	1	76,760	499,584	18.15%
LCC-857	24-Feb-25	Council	Construction of Landfill Cell 7 - Hyland Highway Landfill	Council Funded	1,901,337	1	19,549	1,920,885	1.03%
LCC-864	22-Apr-25	CEO	Maryvale Reserve - Surface Upgrade	State Government Grant	491,344	1	12,820	504,164	2.61%
LCC-866	30-Jun-25	Council	Supply & Installation of Solar Panels & Battery, GRISS	State Government Grant	888,430	1	61,515	949,945	6.92%
LCC-872	30-Jun-25	Council	Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	State Government Grant	1,696,522	7	171,122	1,867,644	10.09%
LCC-877-1	7-Aug-25	CEO (under delegtion, via council resolution)	Ted Summerton Reserve Redevelopment - Construction Works	State Government Grant	6,091,794	4	62,087	6,153,881	1.02%
LCC-877-2	7-Aug-25	CEO (under delegtion, via council resolution)	Ted Summerton Reserve Redevelopment - Oval Construction Works	State Government Grant	2,339,294	6	253,687	2,592,981	10.84%
LCC-883	14-Jul-25	CEO	Maryvale Rec Reserve, Morwell - Pavilion Upgrade	State Government Grant	592,560	2	130,408	722,968	22.01%

Details of Contract Variations 01 Oct 2025 - 31 Dec 2025

Contract Number: LCC-797-1

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Provision of Architectural Design for Traralgon Flood Recovery Project Stage 1 (Project 1 - Traralgon Recreation Reserve Multi-Use Pavilion)	John Brand and Company Pty Ltd	08-Oct-2025	$4,400	Yes	State Government Grant / Council Funded	Principal/Client directed variation

Variation Title **Netball Court Design Modifications and Electrical Maximum Demand**

Variation Reason

This Variation covers additional design changes to the Netball Court as requested by the Project Reference Group in preparation for tender. This includes moving the proposed court location

The second component of this Variation is for Brands JHA Electrical Consultant to undertake a full maximum demand assessment of the power supply to ensure there is sufficient capacity to accommodate additional electrical equipment, like the running track lighting, additional hot water units netball lighting and the existing netball lighting that wasn't known until recently where this supply came from.

Contract Number: LCC-807

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Lead Design Consultant - Multi-Level Car Park Development Traralgon	Katz Architecture Pty Ltd	04-Dec-2025	$14,700	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Additional RBS Inspections**

Variation Reason

An allowance of 10 RBS inspections was made under Contract. This is a nominated figure due to the unknown amount of inspections required at time of tender which is ultimately guided by the final design outcome. A brief summary of items that require inspection include:
- 134 piles each with reinforcement that require inspection,
- Pile caps for the piles
- reinforcement in blockwork on G floor
- reinforcement in cores G, C and K over 5 levels
- reinforcement for slabs on each level including ramps
- occupancy inspections

Due to the size and sequencing of the structure there are typically multiple inspections required for sections per level. Where possible, the works and have been grouped and scheduled so as to be efficient with inspections. This variation allows for an additional 28 inspections to be completed. Bring the total number of inspections to 38. The rate per inspection is $525 ex GST.

Contract Number: LCC-831

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	02-Oct-2025	($10,000)	Yes	State Governement Grant / Council Funded	Credit
Variation Title	**CREDIT VQ 37_Brick Pattern**					
Variation Reason	This Variation is for the reduced labour associated with removing the patterns in the brickwork. This pattern was deemed not asthetically pleasing and therefore was removed from the project.					
Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	02-Oct-2025	$9,383	Yes	State Governement Grant / Council Funded	Principal/Client directed variation
Variation Title	**Additional Demolition Works**					
Variation Reason	This Variation is for the removal of 3 x trees, stump grinding and asphalt removal. An allowance has been made to run temporary fence around the area and to relocate the shipping containers. This is to make way for the new Netball Court currently out for tender.					
Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	09-Oct-2025	$2,145	Yes	State Governement Grant / Council Funded	Principal/Client directed variation
Variation Title	**VQ 38 Additional water taps**					
Variation Reason	This Variation is for 3 additional vandal proof taps on the outside of the building, including running water supply under the building, connect into main water supply, provide isolation valve, testing and commissioning, and labor. The additional taps are for the club to maintain/clean down the building after game days, particularly the grandstand. Also there is a garden bed at the pavilion entry without water. A tap will assist maintaining the garden during the dry season.					
Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	29-Oct-2025	$709	Yes	State Governement Grant / Council Funded	Design Omission/Error
Variation Title	**VQ 40_Light and Fan in Public Toilets**					
Variation Reason	Following architectural changes, the control of the public toilet cubicle lights and exhaust fans was affected, resulting in incorrect operation during both daytime and nighttime use This variation is to undertake the necessary wiring and control modifications and to supply and install five (5) motion detectors to ensure the lights and fans function correctly both day and night.					

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	29-Oct-2025	$856	Yes	State Governement Grant / Council Funded	Design Omission/Error

Variation Title **VQ 41_Upgrade Cooking Circuits**

Variation Reason This variation is for the change of the Canteen electrical circuits from 10amp to 32amp. This will provide a better electrical circuit to operate the canteen electrical appliances.

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	30-Oct-2025	$3,570	Yes	State Governement Grant / Council Funded	Design Omission/Error

Variation Title **VQ 42 Umpires Shower Tiling**

Variation Reason This variation is for additional wall tiling in the Umpires' Change Room showers. During design development, partitions were added to the Umpires' rooms under the direction of the Building Surveyor. This change exposed an additional wall that was not originally scheduled to receive tiles.

As advised by the Architect, this wall is now required to be tiled. The variation includes the supply and installation of tiling to four walls using 300x300 Spettro Bianco tiles to match the existing adjoining finishes.

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	05-Nov-2025	$10,720	Yes	State Governement Grant / Council Funded	Design Omission/Error

Variation Title **VQ 39 Relocate Sub-mains & Temp Power**

Variation Reason This variation is for the relocation of the sub mains currently located within the proposed netball court area. The variation also includes additional pits required to service the Pud's Bar and scoreboard, as well as the relocation of the temporary power supply to maintain power to the time-lapse camera, Pud's Bar, and scoreboard during the new netball works.

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	14-Nov-2025	$4,752	Yes	State Governement Grant / Council Funded	Principal/Client directed variation

Variation Title **Variation 43 Perforated Angles along Grandstand**

Variation Reason This Variation is for the supply and installation of 1 mm thick galvanised 120 mm equal angle to the back of the precast seating panels. The angle is perforated with 5 mm holes, providing 51% open area for ventilation beneath the building.

This item was identified during a site visit, where it was noted that the 30mm gap behind the seating panels could allow spectators to drop valuables or litter beneath the grandstand. The installation of the angle will address this issue by preventing both items from falling through and improving overall safety and cleanliness.

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	19-Nov-2025	$5,038	Yes	State Governement Grant / Council Funded	Principal/Client directed variation

Variation Title **Variation 44 Grandstand Seat Flashing**

Variation Reason This variation is for the supply and installation of 1mm BMT flashing to enclose the gaps created by the brackets on the front and back sides of the Ekodeck at the Grandstand. During a site visit, a 40mm gap was observed beneath the Ekodeck seating planks. This gap could allow spectators' feet or shoes to pass underneath, creating a potential trip hazard, and may also permit rubbish to be pushed under the seating. The flashing will address these issues and improve overall safety.

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	28-Nov-2025	$6,545	Yes	State Governement Grant / Council Funded	Principal/Client directed variation

Variation Title **Variation 45 Demolish Coaches Boxes**

Variation Reason This variation is for the demolition of the three solid brick coaches' boxes on the oval.
It was discussed in the Project Reference Group meeting, the existing coaches' boxes are now in incorrect locations due to the removal of the old change rooms and the construction of the new pavilion.
The coach boxes are in front of the grandstand and will block the view from the grandstand.
There will be another variation to come for the supply and installation of 3 new shelters in the correct new location

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	01-Dec-2025	($17,640)	Yes	State Governement Grant / Council Funded	Credit

Variation Title **CREDIT Variation 46 Change in Tile Grout**

Variation Reason This variation credit reflects the cost difference resulting from the change from Ardex epoxy grout to Mapei Ultracolor grout.
Mapei Ultracolor is a commercial-grade grout commonly used in high-use facilities such as motels, restaurants, public toilets and changeroom amenities, and will provide a superior finish.
Ardex grout is not suitable for high grip tiles like what has been installed.

Contract Number: LCC-844

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Kay Street Multi-level Carpark	Melbourne Industries Pty Ltd	21-Oct-2025	$4,450	Yes	State Government Grant	Design Omission/Error

Variation Title **Mezzanine Lighting Stair Core**

Variation Reason

RFI 76 identified that the electrical drawings (E300E - Ground Stair K L3 Type Lighting and E301E - Stair K L1 Lighting) did not include any lighting for the mezzanine level between Ground and Level 1.

BFN sought clarification via RFI 76 (23 July 2025), asking whether lighting and emergency lighting were required at that mezzanine. Council confirmed that mezzanine ceiling lighting was omitted in error and directed the Contractor to price it accordingly.

This variation therefore addresses a design documentation omission, the addition of ceiling lighting and emergency lighting at the Stair K mezzanine, to ensure consistent illumination and compliance building-code requirements. The VQ has been reviewed by the quantity surveyor and deemed fair and reasonable.

Contract Number: LCC-854

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Lead Design Consultant for Upgrades at Ted Summerton Reserve, Moe	Architecture Matters Pty Ltd	08-Oct-2025	$76,760	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Construction Phase Services**

Variation Reason

This variation is to accommodate services from the lead design consultant and their team of subconsultants during the construction phase for TSR RSIP Project. The initial tender request asked for an hourly rate as an indicative basis for this service for consideration in the event that this was required. Given the complexity of the design scope throughout the reserve, shop drawings to be provided by the head contractor for consultants' review and the structure of 3 building permits for the project, these services have since been confirmed as required.

Contract Number: LCC-857

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Construction of Landfill Cell 7 - Hyland Highway Landfill	CRE Civil Group Pty Ltd	09-Dec-2025	$19,549	Yes	Council Funded	Design Omission/Error

Variation Title **Install additional leachate drainage aggregate to between cell 6 & 7**

Variation Reason There has been a gap in Cell 6's northern boundary (between Cell 6 and Cell 7) without leachate drainage aggregate.

The reason to keep this gap was during the cell 6 design; the designer's plan was to remove the bund between cells 6 and 7. However, it was later recognised that removing this bund would lead to leachate problems until cell 7 is operational, as all stormwater from cell 7 would pass through cell 6 and transform into leachate.

The cell 6 design was done without removing the bund entirely but removing a small section to connect cell 7 to cell 6 and leachate flow to the cell 6 sump. Until the EPA approval is received, this opening will be temporarily blocked with a clay bund.

It was necessary to fill the gap with leachate drainage aggregate for the connectivity of the two cells. The contractor agreed to install leachate aggregate at the same rate as the tender rate.

Contract Number: LCC-864

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Maryvale Reserve - Surface Upgrade	Stylet Pty Ltd	10-Dec-2025	$12,820	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Scope Variation - addition of sandy loam and disc**

Variation Reason Opportunity to improve the project through the use of the reclaimed material from Ted Summerton Reserve redevelopment project. This includes spreading of sandy loam and disc into existing material, then laser grading to shape the surface to the specified levels. This has been enabled through the reduction in costs achieved through previous variations.

Contract Number: LCC-866

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Supply & Installation of Solar Panels & Battery, GRISS	Rockys Electrical Pty Ltd	01-Dec-2025	$61,515	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Replacement of skylights to facilitate solar panel installation**

Variation Reason

The contract allows for installation of ~800 solar panels across GRISS.
The original tender identified Courts 5 & 6 as the preferred secondary location for the remainder of the solar panels subject to structural assessment.
The structural assessment on these courts has showed the roof does not have capacity to support additional load and therefore the second preference of Courts 7 & 8 was investigated and found to be suitable.
To assist in long term planning, and provide the best outcome for the venue, the decision has been made to replace the skylights prior to the installation of the remainder of the solar panels.

The selected sub-contractor to complete these works is one of Council's service contract plumbers.
Additional costs have been incurred due to the limited availability of the venue to complete works per day. This is reflected in the quote as line item 3.
Line item 2 does not apply as replacement of all skylights has been selected.

Contract Number: LCC-872

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	Rebuild Gippsland Unit Trust	09-Oct-2025	$31,223	Yes	State Government Grant	Principal/Client directed variation

Variation Title **New fencing**

Variation Reason

The scope of works at GRISS includes a new concrete driveway at the rear of Courts 1 - 4.
Following construction, it has been identified that a fence is require to provide delineation between the adjacent playing reserve, and any vehicle movement along this driveway to ensure the safety of users at both venues.
An additional variation will be required for bollards prior to project completion.

Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	Rebuild Gippsland Unit Trust	15-Oct-2025	$45,865	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Upscale from tender drawings to construction issue**

Variation Reason

Several items were changed on the GRISS project between tender drawings (used to issue the contract) and construction issue drawings / commencement of works.
Amendments were a combination of:
- Principal directed changes e.g. additional painting, heel grates to new concrete driveway, arditing of storeroom floors, reduction in concreting scope
- Changes to specified fittings e.g. new light fittings for Courts 5 & 6, revised door furniture on the officials change room door
- Building Surveyor feedback e.g. waterproofing to concrete tilt panels; and
- Changes identified by the builder at the commencement of works e.g. reducing the scope of changes to the mechanical ventilation
A full list of variations is provided as an attachment to this variation and includes both credits and additional charges.

Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	Rebuild Gippsland Unit Trust	15-Oct-2025	$64,560	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Show Court Lighting Upgrade**

Variation Reason

The lighting on the show court at GRISS is required to be upgraded as part of the scope of works within the RSIP package to meet the broadcast standards for major events.
The works are being processed as a variation to this contract to:
•Ensure the works could be completed by the deadline as Rebuild & their sub-contractor are already on site.
•Minimise disruption to the facility using the existing contractor on site
•Assist in managing the number of contractors on site working in the same space. Currently we have Rebuild, 2 sub-contractor electricians and Rocky's Electrical all undertaking works on the same site at the same time. This is expected to continue for the next month in various capacity.
•Reduce the cost as there would be minimal allowance for preliminaries.

Variation includes a fee to air freight.

Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	Rebuild Gippsland Unit Trust	24-Oct-2025	$2,658	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Electrical Works**

Variation Reason

While lights were being replaced on Courts 5 & 6, the GRISS venue operator has requested additional works be completed above the spectator seating area to replace and repair the lighting.
As the electrical contractor is on site with access equipment available, it is most cost effective for these works to be completed by Rebuild.

Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	Rebuild Gippsland Unit Trust	24-Oct-2025	$2,622	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Additional Painting**

Variation Reason

The Main Works Package scope at GRISS includes refurbishment of the female amenities outside of Court 5.
The original design did not include any works outside of this room.
After works commenced, it was noted that there are several areas on the walls outside the toilets that require repairing and repainting to bring this area up to the standard of the rest of the facility.
These works have also been requested to be completed by the funding body.
As Rebuild are currently on site undertaking works in this area, it is most cost effective for these works to be completed by them.

Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	Rebuild Gippsland Unit Trust	12-Nov-2025	$22,779	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Remaining fencing, concreting and bollards**

Variation Reason

The scope of works at GRISS includes a new concrete driveway at the rear of Courts 1 - 4.
Following construction, it has been identified that a fence is require to provide delineation between the adjacent playing reserve, and any vehicle movement along this driveway to ensure the safety of users at both venues.

Variation 1 has been previously process for the fencing along the main length of the driveway.

Following internal consultation the remainder of the fencing, concreting and bollard requirements have now been finalised allowing the remainder of the works to be priced.

Amenities Refurbishment, New Changerooms & Lighting Works - GRISS, Traralgon	Rebuild Gippsland Unit Trust	21-Nov-2025	$1,415	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Various variations to finalise project**

Variation Reason

As the main works package finishes at GRISS, the following items are required to finalise works:
V7: $1,417.14
Change auto doors to bi-lock to match existing venue keys. Keying to bi-lock system not allowed for in tender drawings.
V8: -$1,500 CREDIT
Revised cost provided by Rebuild based on QS Assessment of V2
V9: $2,628
Additional signage for amenity doors to match existing venue layout, not allowed for in tender drawings.
V10: -$9,231 CREDIT
Credit for anti-glare film on Courts 5 & 6. Works did not proceed.
V11: $3,598
Additional salto handles and locks for two ensuites outside of Courts 7 & 8 to provide for additional flexibility during events, as requested by the venue. Not included in tender drawings
V12: $602
Door stops to amenity doors to prevent opening onto tiles. Requested by venue, not included in tender drawings.
V13: $2,122
Additional painting to new ramp. Darker colour required than originally painted due to damage by venue users within 2 weeks of ramp completion.
V14: $996
Provision of door threshold to external Court 5 door due to damage. Not included in tender drawings.
V15: $783
Labour to relocate equipment for additional floor sealing, not allowed for previously.

Total Value of Variation: $1,415

Contract Number: LCC-877-1

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	01-Oct-2025	$50,741	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**LED Scoreboard Upsize**					
Variation Reason	Variation is to upsize the scoreboard currently reflected in TSR RSIP Design documentation to align with consultants recommendations. This will be 1m wider than designs currently reflect, and has been authorised under TSR-PD13 by the project steering committee following a competitive public tender process for construction where surplus funds were identified.					
Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	14-Oct-2025	$8,140	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Painted Scoreboard structure & maintenance gantry**					
Variation Reason	Directive was given to change this item from a galvanised finished to a galvanised and painted finish to match colours present on the exterior of the pavilion building, and also matching new light poles which will also be constructed as part of these upgrades.					
Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	29-Oct-2025	$680	Yes	State Government Grant	Latent Condition
Variation Title	**Buried Concrete Removal - New pavilion foundation**					
Variation Reason	Buried concrete material is required to be removed, disposed of and reinstated during recent new pavilion construction works. The unforeseen material was impeding contractors from undertaking bored piers works at the location.					
Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	27-Nov-2025	$2,526	Yes	State Government Grant	Design Omission/Error
Variation Title	**Electrical Cable & Vent Pipe Relocation**					
Variation Reason	Variation is to address the relocation of services from the existing facility at the upper floor which were not documented / known to the supplier at the time of tender. These services impede the construction of a doorway and the removal of a nib wall which are required to achieve the intent of the project and the design of the refurbished existing pavilion.					

Contract Number: LCC-877-2

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Ted Summerton Reserve Redevelopment - Oval Construction Works	Evergreen Turf	01-Oct-2025	$11,500	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Soil Classification Testing**					
Variation Reason	Following a change in plans for the usage of oval material currently present at Ted Summerton Reserve oval, the need for soil classification testing has arisen to avoid risk of non compliance and provide adherence to EPA regulations relating to disposal of soil material when conducting bulk earthworks					
Ted Summerton Reserve Redevelopment - Oval Construction Works	Evergreen Turf	24-Oct-2025	$204,388	Yes	State Government Grant	Latent Condition
Variation Title	**Additional Bulk Earthworks**					
Variation Reason	Significant additional site cutting works to the oval are required to address an unforeseen volume (almost 4000m3 solid) of unsuitable subgrade terrain encountered following excavation to the depth currently approved in design drawings. These works are required to achieve required compaction levels of 96% or greater for the oval subgrade which is stipulated as a construction hold point in Sportengs' specification, and will in turn address some steep gradients within run off areas of the oval, which have been identified as a concern of the previous design.					
Ted Summerton Reserve Redevelopment - Oval Construction Works	Evergreen Turf	06-Nov-2025	$35,708	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Goal Post and Footings Replacement**					
Variation Reason	Existing condition of goal posts and their out dated jointing configuration has been identified as unsuitable for re use for Ted Summerton Reserve. Due to ample budget being available, the intent is to replace these so that the condition of these posts is befitting to a newly redeveloped oval and sporting reserve which is a regional level facility. This variation also accommodates for the reconstruction of concrete footings lying within the field to accommodate a cricket broadcasting gantry. This requirement was realised following excavation to a revised depth triggered by LCC-877-2 variation 2. This revision resulted in the height of existing footings lying within the field requiring reconstruction due to a significant discrepancy in finished surface level. In addition to this, these footings are also joined to goal post footings which are required to be replaced.					

Ted Summerton Reserve Redevelopment - Oval Construction Works	Evergreen Turf	18-Nov-2025	$15,199	Yes	State Government Grant	Design Omission/Error

Variation Title **Main Drain Extension**

Variation Reason Following review of the existing stormwater drainage pits at the ovals' permitter, it has been identified that existing Pit 01 at the ovals southeast was not an outlet point as was indicated in design documentation, however drained into the oval. This variation is required to extend the new oval main drainage network approximately 60 metres to connect Pit 01 into the new network so that a functional outlet point is achieved for this incoming stormwater.

Ted Summerton Reserve Redevelopment - Oval Construction Works	Evergreen Turf	01-Dec-2025	$43,357	Yes	State Government Grant	Latent Condition

Variation Title **Subgrade Remediation**

Variation Reason A proof roll and compaction test was recently undertaken to subgrade material at the oval at Ted Summerton Reserve following the completion of bulk earthworks and main drainage installation. Results were largely good, however some soft spots totalling 1768m2 were identified at the locations depicted in the attached treatment map. This variation is to remediate these isolated failures by treatment with lime and cement by the earthworks contractors currently working on site.

Ted Summerton Reserve Redevelopment - Oval Construction Works	Evergreen Turf	04-Dec-2025	($56,465)	Yes	State Government Grant	Credit

Variation Title **CREDIT Sand Based Turf - Alternate Product**

Variation Reason Positive cost / Credit variation to account for a change from the washed based turf specified within designs to be sand based turf, to aid turf establishment. This is to aid the projects' chances to a return to use ASAP in a seasonal window with better turf establishment timeframes. This has been recommended by the projects' lead design consultant, head works contractor and the methodology has been accepted by our key City Presentation stakeholders.

Contract Number: LCC-883

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Maryvale Rec Reserve, Morwell - Pavilion Upgrade	Millers Plumbing Pty Ltd	25-Nov-2025	$118,500	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Decommision of Existing Septic System and Connection to Mains Sewer, including new pump station**					
Variation Reason	The pavilion is currently serviced by a septic system. This system has had an undocumented septic tank extension in the past, which was directly under the new slab for the current project's extension. Due to the ongoing maintenance and issues with capacity that will be caused if the current septic is used, Council is seeking to connect to the sewer mains on Grant St. The works will involve a sewer 26 meter mains extension, installation of a new sewer pit on the corner of the Council owned land, near the Maltese Museum, boring from the pavilion to the pit and the installation of a pump station. The station is required as the fall of the sewer main from the pavilion is not large enough for a gravity fed solution.					
Maryvale Rec Reserve, Morwell - Pavilion Upgrade	Millers Plumbing Pty Ltd	01-Dec-2025	$11,908	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Additional Roller Shutters to Side and Rear Windows**					
Variation Reason	The renewal scope of works only includes roller shutters to the front windows in the social space. The original design included roller shutters to all windows, however this was reduced due to budget constraints. As this project has come in under budget, the Project team would like to install roller shutters in lieu of security grills throughout to maintain consistency and improve the external aesthetic.					

LATROBE CITY BUSINESS CHAMBER KPI REPORT FOR 2024/2025

PURPOSE

To provide the Latrobe City Business Chamber's Key Performance Indicators report for the funding provided for 2024/25.

EXECUTIVE SUMMARY

- The Latrobe City Business Chamber (LCBC) is a not-for-profit, volunteer led business advocacy organisation which continues to work towards becoming the premier business networking, support and representation organisation with a strong membership base and well-established networks across all business and industry sectors.
- The LCBC operated successfully during the 2024/25 financial year and met the following milestones and KPIs outlined in the Funding Agreement between LCBC and Latrobe City Council:
    - Employed a Stakeholder Engagement Manager by 1 November 2024 and provided required progress reporting.
    - Exceeded the required number of business events, submitted a Sustainability Plan to 2029, and met all reporting deadlines.
- LCBC did not meet the KPIs in relation to membership revenue or direct delivery of training opportunities.
- Officers are working with the LCBC to discuss future partnership options which will be presented to a future Council meeting for consideration.

OFFICER'S RECOMMENDATION

That Council receives and notes the Latrobe City Business Chamber's Key Performance Indicators report.

BACKGROUND

In August 2024 Council approved $69,000 from the 2023/2024 surplus budget to support the Latrobe City Business Chamber membership growth with a requirement for an August 2025 report on KPI achievements and financial sustainability.

LCBC operated successfully in 2024/25 maintaining cooperative engagement with Council, albeit with reduced officer input and guidance. Whilst some KPIs were not met, largely due to volunteer members' time constraints, LCBC continues progressively towards long-term financial sustainability.

ANALYSIS

The LCBC's KPIs in the Funding Agreement for 2024/25 are listed below:

KPI and comments	KPI Met?
Hold Twelve Business Events KPI exceeded, with additional Council partnered events delivered from 1 November 2024 to 31 October 2025. Events included networking breakfasts, morning teas and evening functions, a Golf Day, several business Round Tables and the annual People's Choice Gala Awards evening.	Yes
Events Must Benefit Business Community Events were held across the three main centres in Moe, Morwell and Traralgon and were considered beneficial to the business community. Event locations were: • Traralgon: Five events • Morwell: Five events • Moe/Yallourn North: Three events.	Yes
Deliver Four Training Opportunities Training opportunities through Victorian Chamber of Commerce (VECCI), GippsTAFE and Latrobe City were promoted via social media and newsletters, although no training was directly delivered by LCBC.	No
Collect Minimum Membership Fees of $31,350.00 Membership revenue to 30 June 2025 was $21,650.00. The KPI required $100,350 total revenue, including a minimum of $31,350.00 in membership fees. Combined funding and membership fees totalled $90,650, leaving a shortfall of $9,300.00.	No
Develop a Long-Term Financial Sustainability Plan LCBC submitted a Financial Sustainability Plan 2026 – 2029. Officers have identified several areas requiring clarification. With a new LCBC Executive Committee appointed December 2025, further revision of the plan is likely.	Yes

Considerations in the reporting:

- The 31 October 2025 project completion date did not align with the 31 August 2025 acquittal deadline, potentially affecting membership revenue reporting accuracy.
- A discrepancy exists between the signed Funding Agreement (twelve events) and the proposed KPIs (fifteen events) outlined in the report to approve funding at the 5 August 2024 Council Meeting.
- KPI assessment is based on the Funding Agreement, not proposed KPI's presented at the 5 August 2024 Council Meeting.

As required, LCBC submitted its August 2025 report addressing:

- Overall progress;
- Number of members;
- Number of events held; and
- Advocacy outcomes.

The following items were not included in the report and have been requested:

- Certified financial report (Xero report - April YTD. Audited statements are available at the December 2025 LCBC Annual General Meeting.
- Planned projects for the next financial year.
- The number of attendees at each event that was delivered.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE The LCBC is not managed effectively by members, causing reputational damage to Council and Chamber Executive.	**Low** Unlikely x Moderate	The LCBC Executive are highly experienced and capable professionals. Chamber also meet with Council Officers monthly and provide regular reports.

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY The LCBC fails to deliver relevant events and advocacy for their members, which may limit their growth.	**Moderate** *Possible x Moderate*	The LCBC has continued to employ a Membership/Events Officer to engage and recruit members and deliver suitable business events to their members. KPI's and Milestones are reviewed quarterly prior to releasing each milestone payment.
FINANCIAL The LCBC fails to meet their financial goals, which may jeopardise long-term sustainability of the LCBC.	**Moderate** *Likely x High*	The LCBC Executive and Membership/Events Officer are working hard to grow the membership base. The LCBC have a business plan that includes profit making activities in future years that will generate income with the goal of becoming financially sustainable through memberships and sponsorships by 2029.

RISK	RISK RATING	TREATMENT
STRATEGIC The LCBC may have a difference of opinion with Council. The possible disharmony could be damaging for both organisations if it becomes public and acrimonious.	**Moderate** *Possible x Moderate*	The previous Funding Agreement between the Chamber and Council provides guidance if differences of opinion occur. Both organisations, through the Agreement have committed to positive relationships and communications to mitigate the fallout of possible differences of opinion.

CONSULTATION

Council officers and Chamber Executive have held regular meetings and attended each other's events, to build relationships.

COMMUNICATION

Both Council and the LCBC have promoted events organised by each organisation, enhancing collaboration and communication.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

N/A

Cultural

N/A

Health

N/A

Environmental

N/A

Economic

The LCBC aims to continue to bring together local businesses and industry groups to create more opportunities for collaboration, advocacy, and innovation throughout the region, with the goal of strengthening the voice of the local business community. Achieving this objective will help strengthen and support local businesses.

Financial

This report meets the obligations of the LCBC as per the Funding Agreement for the funding of $69,000 which was provided through a one-off grant allocation to the LCBC via the 2023/24 surplus budget allocation process.

Attachments

Nil

14. QUESTIONS ON NOTICE

Nil reports

ITEMS FOR TABLING

15. ITEMS FOR TABLING

Nil reports

MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

16. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

Nil reports