



LATROBE CITY COUNCIL

MINUTES FOR THE COUNCIL MEETING

**HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6PM ON
03 MAY 2021**

CM562

PRESENT:

Councillors:	Cr Sharon Gibson, Mayor	West Ward
	Cr Darren Howe, Deputy Mayor	East Ward
	Cr Tracie Lund	Central Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Dan Clancey,	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Melissa Ferguson	South Ward
	Cr Brad Law	West Ward
Officers:	Steven Piasente	Chief Executive Officer
	Kendrea Pope	Executive Manager Office of the CEO
	Suzanne Miller	General Manager Community Health & Wellbeing
	Gail Gatt	General Manager Regional City Growth & Investment
	Greg Drumm	General Manager Organisational Performance
	Larry Sengstock	General Manager Assets & Presentation
	Hanna Steevens	Manager Governance
	Kieran Stewart	Governance Officer

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COUNCILLOR AND PUBLIC ATTENDANCE**PLEASE NOTE**

The Victorian Government's *COVID-19 Omnibus (Emergency Measures) Act 2020* has introduced into the Local Government Act 2020 new mechanisms that allow for virtual Council Meetings to ensure local government decision-making can continue during the coronavirus pandemic.

Pursuant to section 394 of the *Local Government Act 2020*, a Councillor may attend this Council Meeting remotely by electronic means of communication; and

Pursuant to section 395 of the *Local Government Act 2020* this Council Meeting may be closed to the attendance by members of the public by making available access to a live stream of the Meeting on the Council's internet site.

1. OPENING PRAYER

The Mayor read the opening prayer.

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

The Mayor read the acknowledgement of the traditional owners of the land.

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DECLARATION OF INTERESTS

Councillor Clancey declared a material interest under Section 128 of the *Local Government Act 2020* in respect to Item 19.3 (LCC-690 - Provision of Carpentry Services).

Councillor Harriman declared a material interest under Section 128 of the *Local Government Act 2020* in respect to Resolution 2 of Item 16.3 (2020/21 Community Grant and Sponsorship, Round Two Recommendations).

Councillor Lund declared a general interest under Section 127 of the *Local Government Act 2020* in respect to Resolution 2 of Item 16.3 (2020/21 Community Grant and Sponsorship, Round Two Recommendations).

5. ADOPTION OF MINUTES**MOTION**

Moved: Cr Law

Seconded: Cr Clancey

That Council confirm the minutes of the Council Meeting held on 12 April 2021.

CARRIED UNANIMOUSLY

6. ACKNOWLEDGEMENTS

Cr Dale Harriman acknowledged the work of the Latrobe RSL's and the various community groups that undertook the required preparations for ANZAC Day services.

Cr Bradley Law acknowledged the recent passing of Max Donnelly.

Cr Melissa Ferguson acknowledged the work of Hazelwood Rotary Club and Yinnar and District Community Association in their contributions to ANZAC Day services.

7. PUBLIC PARTICIPATION TIME

Attend as an observer

The Victorian Government's *COVID-19 Omnibus (Emergency Measures) Act 2020* has introduced into the *Local Government Act 2020* new mechanisms that allow for virtual Council Meetings and allow for Council Meetings to be closed to the public.

Therefore this meeting allowed for physical and virtual participation by members of the public but was however was closed for a full gallery.

To meet legislated obligations and in the spirit of open, accessible and transparent governance, the Council Meeting was livestreamed.

Public Questions on Notice

In accordance with the *Governance Rules*, members of the public were able to lodge a question on notice before 12noon in order for the question to be answered at the meeting. There were no questions lodged.

Public Speakers

Members of the public who registered before 12noon were invited to speak to an item on the agenda.

The following persons spoke on an item on the agenda:

Item No.	Agenda Item	Name &/or Company
9.1	2021/06 Monitoring System of Airborne and Soil Lead Levels	Maggie Jones
9.1	2021/06 Monitoring System of Airborne and Soil Lead Levels	Linda Reid
9.1	2021/06 Monitoring System of Airborne and Soil Lead Levels	Wendy Farmer

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

Date of Council Meeting	Item	Notes
Regional City Growth and Investment		
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Previously declared confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p>Councillor Briefing reports presented 26 March 2018 and 24 July 2018.</p> <p>Report will be scheduled once an update is available.</p> <p>30 April 2020</p> <p>Council report to be presented at a future meeting that outlines a proposal wasn't forthcoming. We will continue to market the Airport in line with our investment prospectus in line with the investment roadmap.</p> <p>1 October 2020</p> <p>Have tried to contact proponent on two occasions, with no response. Will prepare report for Council to finalise this matter.</p> <p>3 March 2021</p> <p>Report being prepared to finalise this matter Feb 2021.</p> <p>22 April 2021</p> <p>This report has been rescheduled to a future Council meeting.</p>
5 February 2018	Signage on Overhead Bridges on Freeway	<p>8 March 2018</p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p>Response from Vic Roads indicated their position is electronic signage on bridges is not permitted at this time.</p>

Date of Council Meeting	Item	Notes
		<p>Further investigations being undertaken in 2018 and 2019.</p> <p>31 October 2019</p> <p>A future report to be presented to Council late 2020.</p> <p>22 April 2020</p> <p>A briefing is to be provided in June 2020.</p> <p>16 June 2020</p> <p>Additional information is still being gathered for the report; it is now expected a report will be made to Council later in 2020.</p> <p>6 August 2020</p> <p>A letter is being sent from the CEO to the Regional Director Eastern Victoria Regional Roads Victoria regarding this matter; additional options are being determined for the report.</p> <p>23 September 2020</p> <p>Awaiting formal reply.</p> <p>15 February 2021</p> <p>A letter was sent by the CEO to RRV seeking a response to the request. A formal reply has not been received.</p> <p>22 April 2021</p> <p>A report is being presented to Council on 3 May 2021.</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p>4 April 2018</p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing</p>

Date of Council Meeting	Item	Notes
		<p>arts centre (Latrobe Creative Precinct).</p> <p>20 July 2018</p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p> <p>28 November 2019</p> <p>A decision on the future use of the VIC building pending relocation to the foyer of the Latrobe Creative Precinct. This is scheduled for March/April 2021.</p> <p>New target date set at September 2020 so the process of identifying options and presenting them to Council can begin.</p> <p>11 June 2020</p> <p>A report is being prepared to present options to Councillors.</p> <p>24 August 2020</p> <p>The briefing previously scheduled for 24 August has been delayed to sometime in the next few months.</p> <p>23 September 2020</p> <p>The reports to Council have been rescheduled to early 2021 due to Council election caretaker period.</p> <p>15 February 2021</p> <p>A briefing report was presented to Councillors on 1 February 2021 which resulted in a direction to undertake an engagement process to see what the community would like done prior to returning to Council with the additional information.</p> <p>Community engagement process is being developed in consultation with the comms team for imminent roll out.</p>

Date of Council Meeting	Item	Notes
2 September 2019	<p>SEA Electric: Request for Land at the Gippsland Logistics Precinct</p> <p><i>Previously declared confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p>30 April 2020</p> <p>A further report to be prepared for Council consideration following work undertaken over the coming months.</p> <p>12 June 2020</p> <p>Draft lease being prepared.</p> <p>7 July 2020</p> <p>Discussions continuing with State Government in relation to milestones for the lease agreement</p> <p>1 October 2020</p> <p>Lease is currently being negotiated.</p> <p>3 March 2021</p> <p>Awaiting advice from State Government as to whether support is to be provided to SEA Electric. Further action will be determined after advice.</p>
3 June 2019	<p>Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct</p>	<p>11 February 2020</p> <p>The expression of interest (EOI) is being publicly released on 17/2/2020. Timelines have allowed for a briefing to Councillors on 20 April 2020, followed by a report on 4 May 2020.</p> <p>9 April 2020</p> <p>The deadline for submissions of EOI extended at the request of potential submitters due to the COVID-19 pandemic. The deadline extended to 30 April 2020; a Councillor briefing report will be scheduled after this.</p> <p>10 June 2020</p> <p>Submissions currently being assessed.</p> <p>4 August 2020</p> <p>The assessment panel decided to invite</p>

Date of Council Meeting	Item	Notes
		<p>applicants to provide additional information to assess their submissions. This is currently occurring. Target date has been revised to 30 November 2020 to allow this activity.</p> <p>23 September 2020</p> <p>Report being presented to Council in October 2020 providing an update and seeking endorsement of change of direction to a creative hub environment.</p> <p>15 February 2021</p> <p>Two workshops have been held with parties interested in being included in the CITC, including Gippsland FM. A proposed area for their accommodations has been identified.</p> <p>Now awaiting completion of the Gippsland Performing Arts Centre to enable the existing LPAC to be vacant and the process to continue.</p>
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	<p>Present the final design for consideration at a future Council meeting.</p> <p>1 May 2020</p> <p>Survey work continues.</p> <p>11 June 2020</p> <p>The Infrastructure team provided a site survey map and photos to Taizhou on 23 March. Due to the lockdown in China, Taizhou Foreign Affairs Office returned to work in May.</p> <p>Taizhou indicated that the process may take longer than expected due to the COVID-19 pandemic. Once a draft design is received from Taizhou, a further meeting with interested parties will be arranged and an update will be provided.</p>
2 December 2019	2019/17: NIEIR Report	<p>6 May 2020</p> <p>Data will be finalised following an analysis of the</p>

Date of Council Meeting	Item	Notes
	<i>Previously declared confidential under Section 89(2) (h) of the Local Government Act 1989, as it deals with a matter which the Council or special committee considers would prejudice the Council or any person.</i>	<p>impact of the COVID-19 situation on information previously presented.</p> <p>1 April 2021</p> <p>An updated report from National Institute of Economic and Industry Research Report has been prepared for Latrobe City Council that considers the impacts of the COVID-19 pandemic and is currently being finalised. The report will be presented to Council at the next Council meeting following finalisation.</p>
12 April 2021	2021/03 Impacts on Latrobe City of not participating in One Gippsland and the implantation of the Gippsland Regional Plan	Officers are preparing a response to this Notice of Motion.
Community Health and Wellbeing		
01 June 2020	Managing Camping at the Lake Narracan Foreshore Reserve	<p>A further report presenting data collected from security and maintenance patrols to inform options for future utilisation of the area to its full potential.</p> <p>5 August 2020</p> <p>Following the collection of data from the period from 10 October 2020 until 1 May 2021, a report will be presented to Councillors outlining the results of the data and potential options to manage the foreshore area</p> <p>21 October 2020</p> <p>Security patrols engaged from 01/10/2020 as per resolution to collect data to be included in upcoming report.</p> <p>14 December 2020</p>

Date of Council Meeting	Item	Notes
		<p>Patrols via security detail continue at Lake Narracan providing data to inform reporting and bring back to Council in June 2021.</p> <p>23 March 2021</p> <p>Reports from security patrol continuing to be received up to end of contract in May.</p>
3 August 2020	2019/20 Outdoor Pool Season Review	<p>9 November 2020</p> <p>A report will be presented to Council at the June 2021 meeting providing data from the 2020/2021 outdoor pool season.</p> <p>14 December 2020</p> <p>Data continues to be collected from the 20/21 Outdoor pool season to inform a report due back to Council in June 2021.</p> <p>11 February 2021</p> <p>Outdoor Pool Season ends 8 March 2021, data will be collated and report presented in June 2021.</p>
Organisational Performance		
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p>20 September 2017</p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p>9 August 2018</p> <p>A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p>17 September 2018</p> <p>A further report will be determined after Councillor speaks with property owner.</p> <p>17 January 2019</p>

Date of Council Meeting	Item	Notes
		<p>Report expected to council in April 2019.</p> <p>8 August 2019</p> <p>Proposed road renaming to be referred to Road Naming Committee for consideration when convened.</p> <p>14 April 2020</p> <p>Report considered at Councillor Briefing held on 23 March 2020.</p> <p>7 May 2020</p> <p>Letters sent to all property owners in Ashley Avenue advising of potential name change and inviting preliminary feedback.</p> <p>23 June 2020</p> <p>Feedback received from property owners to be considered at future meeting of the Road & Place Names Committee following which a Briefing Report will be presented to Council with recommendation as to how to proceed.</p> <p>13 July 2020</p> <p>Road & Place Names Committee meeting to be held on Monday, 13th July to consider the proposed renaming of Ashley Avenue. Report to be presented to a subsequent Councillor Briefing based upon recommendation from the committee as to which road should be renamed.</p> <p>19 November 2020</p> <p>Consideration of Briefing Report deferred until 2021.</p> <p>24 March 2021</p> <p>Report to be considered at the Councillor Briefing to be held on 19 April 2021.</p> <p>15 April 2021</p> <p>Report rescheduled to Councillor Briefing held on</p>

Date of Council Meeting	Item	Notes
		24 May 2021.
6 July 2020	Englobo Land Valuations	<p>Requests a report at the next available Council Meeting following receipt of this information from the Valuer-General Victoria.</p> <p>21 July 2020</p> <p>A letter has been sent to The Valuer General Victoria non 13 July 2020 requesting the value of each parcel of current englobo land previously zoned farm land as if it had remained zoned as farm land. To date, no substantive response has been received.</p>
7 September 2020	2020/11: Naming of Reserves in Latrobe City	Officers are preparing a response to this Notice of Motion.
Assets and Presentation		
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p>Matter was researched and considered during 2018/19.</p> <p>14 August 2019</p> <p>A briefing report will be presented to Council in September 2019.</p> <p>16 January 2020</p> <p>A further Briefing Report will be presented in 2020.</p> <p>7 May 2020</p> <p>A further report will be presented to Council in July for information.</p> <p>19 August 2020</p> <p>A report will be presented to Council for discussion at Briefing Session in August 2020.</p>

Date of Council Meeting	Item	Notes
		<p>4 September 2020</p> <p>A further report will be provided in 2021 when GRAC is open and options can be explored.</p> <p>16 March 2021</p> <p>As the official opening of GRAC is 25 March 2021, data from the sales of single use drink bottles will be collated after a six month period, with a report expected to be ready in September or October 2021.</p>
2 March 2020	2020/02 Review of Council Position 2010	<p>Presents a discussion paper to a council briefing session related to a future position on climate change and then presents a report to a future Council Meeting.</p> <p>18 August 2020</p> <p>The progression of a Discussion Paper to inform Council's future position on climate change is to be informed by research, benchmarking and engagement activities to be completed within the 2020/2021 financial year as part of the review and renewal of Latrobe City Council's Natural Environment Sustainability Strategy 2014 - 2019.</p> <p>17 March 2021</p> <p>A report will be presented to a Briefing Session in April 2021.</p>
8 February 2021	Traralgon Recreation Reserve and Showgrounds Masterplan	<p>11 February 2021</p> <p>A further report will be presented to Council in July 2021</p>
8 February 2021	Main Street, Yinnar – Traffic Calming Options	<p>11 February 2021</p> <p>A further report will be presented to Council in June 2021.</p> <p>17 February 2021</p> <p>Engagement with the community and RRV will be</p>

Date of Council Meeting	Item	Notes
		undertaken as soon as practical. A line marking project on Main Street has been included in a submission to the Local Roads and Community Infrastructure grant program.
8 February 2021	Latrobe Significant Tree Register 2021	11 February 2021 A further report will be presented to Council in March/April 2021. 29 March 2021 The report has been rescheduled to June 2021.
8 February 2021	Building Better Regions Fund Application Approval	11 February 2021 A further report will be presented to Council in June 2021.
12 April 2021	Draft Road Management Plan 2021-2025 - Endorsement for Consultation	A report will be brought back to Council following consultation.

Any proposed timings of reports listed above advised up to 14 April 2021, have been included in the above table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

NOTICES OF MOTION

9. NOTICES OF MOTION**9.1 2021/06 MONITORING SYSTEM OF AIRBORNE AND SOIL LEAD LEVELS****Cr Melissa Ferguson**

I, Cr Melissa Ferguson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 3 May 2021:

MOTION**Moved:** Cr Ferguson**Seconded:** Cr Harriman**That Council:**

- 1. Requests a report exploring options and avenues available to implement, including through the Latrobe Valley Information Network (LVIN), a system in Latrobe City to monitor airborne and soil lead levels in order to provide Latrobe Valley residents with an Independent relevant, real-time, local environmental information to create community resilience and awareness of conditions that impact their daily lives;**
- 2. Requests the report is to include consideration of the following:**
 - a) financial implications and funding options for example, the Victorian Government;**
 - b) options for interaction and information sharing between the chosen system operator, the Environment Protection Authority and both local and state government taking place in relation to monitoring results;**
 - c) identification of the airborne and soil lead level standard that would be used in this circumstance and a comparison of national and international examples of airborne and soil lead level standards and sources;**
 - d) a high-level review of breakthrough technology and best practice approaches in this field and whether this provides a platform to further advocate for funding; and**
 - e) options to facilitate publicly available written reports (prepared by the chosen system operator) in relation to monitoring results.**

For Crs Law, Middlemiss, Howe, Harriman, Ferguson and Gibson**Against:** Crs Clancey, O'Callaghan and Lund**CARRIED**

Signed
Cr Melissa Ferguson
22 April 2021

Attachments
Nil

ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION

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

Council at its meeting on 12 April 2021 resolved that this matter be deferred.

10.1 2021/04 MONITORING SYSTEM FOR AIRBORNE LEAD LEVELS**Cr Melissa Ferguson**

I, Cr Melissa Ferguson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 12 April 2021:

That Council

- 1. Requests a report on the viability and options available to monitor airborne lead levels within Latrobe City with the objective of providing Latrobe City residents with relevant, real-time, local environmental information related to airborne lead.**
- 2. The report is to include consideration of the following points:**
 - a. Financial implications for Council to implement a monitoring system**
 - b. Assessment of alternative systems that could be used achieve the desired objective (such as through the existing Latrobe Valley Information Network or other air monitoring networks in operation in Latrobe City)**
 - c. The impact on community resilience and potential to raise awareness of conditions that may impact their daily lives.**

LAPSED

Signed
Cr Melissa Ferguson
01 April 2021

Attachments

Nil

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE**Agenda Item: 13.1****Agenda Item: Review of Council Delegations****Sponsor: Chief Executive Office****Council Plan Objective: Ensure Council operates openly, transparently and responsibly.****Status: For Decision****MOTION****Moved: Cr Howe****Seconded: Cr Lund****That Council:**

- 1. In the exercise of the power conferred by section 11(1)(b) of the *Local Government Act 2020*, resolves that:**
 - a) There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument;**
 - b) The instrument comes into force immediately the common seal of Council is affixed to the instrument;**
 - c) On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked; and**
 - d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
- 2. In the exercise of the powers conferred by the legislation referred to in the instrument of delegation at Attachment 2, resolves that:**
 - a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject**

to the conditions and limitations specified in that Instrument;

- b) The instrument comes into force immediately the common seal of Council is affixed to the instrument; and
- c) On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and
- d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CARRIED UNANIMOUSLY

Executive Summary:

The purpose of this report is to seek Council's approval of an updated *Instrument of Delegation to the Chief Executive Officer* ('S5 Delegation') and updated *Instrument of Delegation to Members of Council Staff* ('S6 Delegation').

A copy of the S5 delegation is attached to this report. A copy of the S6 delegation will be provided as a separate document to this agenda.

To allow for Latrobe City Council to operate effectively and best utilise available resources, Council is empowered to delegate via instrument many of its powers, duties and functions to the Chief Executive Officer and Delegated Committees, pursuant to section 11 of the *Local Government Act 2020*. Various other Acts and regulations empower Council to delegate specific powers, functions or duties contained within those Acts and regulations directly to appropriate Council officers.

The *Instrument of Delegation to the Chief Executive Officer* has been reviewed and as an overview the following changes are proposed:

- The Chief Executive Officer may enter into a contract or make an expenditure exceeding the value of \$500,000 if it relates to a contractual variation of a contract already entered into;
- Removal of the restriction on the Chief Executive Officer only being able to call a Special Council Meeting if a request has been made in writing by the Mayor or at least three Councillors, setting out the time, date and business to be transacted;
- Administrative language updates.

The *Instrument of Delegation to Members of Council Staff* has also been reviewed. Proposed alterations in accordance with legislative changes identified through Council's legislation subscription update service are as follows:

- *Food Act 1984*: changes in relation to charges for use of the online health e-

portal, food safety programs for food premises, compliance enforcement and cancelling food premises registrations (ss 36B, 38G(1), 38G(2) and 40F);

- *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020* an ability to refuse to renew a caravan park registration if not satisfied it complies with the regulations (r12(1)).

It is imperative from an accountability, transparency and risk management perspective that instruments of Council delegation are legislatively compliant and accurately maintained, which requires regular reviews and updates as relevant legislation changes.

Background:

In accordance with section 11 of the *Local Government Act 2020*, Council may delegate many of its powers, duties and functions to the Chief Executive Officer. Other Acts and regulations allow delegation of specific powers, functions and duties to appropriate Council staff. Delegation of powers is generally considered essential to enable day-to-day decisions to be made.

It is not practical for Council alone to exercise the statutory powers bestowed on Latrobe City Council. Effective and efficient function of local government would not be possible if the delegation of certain Council powers was not available. Many officers would be unable to properly perform the responsibilities of their position and the increased amount of Councillor time required to exercise those undelegated powers and perform Council's required duties and functions would be unrealistic and unworkable.

Delegations facilitate the achievement of good governance for the community by empowering appropriate members of staff to make decisions on behalf of the Council. When delegations are utilised correctly, processing delays and unnecessary expenditure can be reduced, and resources optimised.

The *Instrument of Delegation to the Chief Executive Officer* and *Instrument of Delegation to Members of Council Staff* act to delegate various Council powers, duties or functions lawfully permitted under relevant legislation or associated regulations to be delegated to and/or exercised by an appropriate Council officer.

To ensure continued compliance with the relevant Acts and regulations as they change over time, as well as with Council policies, instruments of delegation must be reviewed regularly and alterations made where appropriate.

By way of assistance with the review process Maddocks provides councils with a bi-annual update of legislative amendments and associated recommended changes to delegations, which are provided in July and January each year via a subscription service. The most recent update takes into account all legislative changes to January 2021.

Departments within Council have also provided operational information to assist the review process.

The current *Instrument of Delegation to the Chief Executive Officer* was adopted on 1 June 2020, and contained a conditional power for the Chief Executive Officer to call a Special Meeting where the Mayor or at least three Councillors had made a request in writing. This was a temporary inclusion to prevent any issues that could arise during the period of transition from the *Local Government Act 1989* to the *Local Government Act 2020* around meeting rules, until the Governance Rules were adopted. As those Rules have since been adopted and contain an equivalent provision, the reference to calling meetings in the Instrument is no longer necessary.

The *Instrument of Delegation to the Chief Executive Officer* also limits the Chief Executive Officer awarding a contract or making an expenditure to a value of \$500,000. Council's Procurement Policy allows the Chief Executive Officer to approve contract variations above \$500,000 provided a briefing note is submitted to Council. Officers have accordingly added a proposed further exception to the \$500,000 expenditure limit in the Instrument of contract variations where the contract has already been entered into.

Issues:

Strategy Implications

Maintenance of compliant delegations ensures Council operates openly, transparently and responsibly in accordance with Objective 6 of the Council Plan.

Communication

Communication will occur within the organisation and externally as required to implement the delegations including making them publicly available as required by legislation.

Financial Implications

Not applicable.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Legal/Regulatory Risk A delegation of Council is not compliant with legislation	Unlikely	The review of the instruments of delegation has been carried out using advice provided by Maddocks.

Legal and Compliance

Requirement under the *Local Government Act 2020*, to review and update registers.

Community Implications

It is expected that the community would support suitable and legislative compliance delegations to ensure Council business is conducted in a timely fashion in addition to transparently and fairly.

Environmental Implications

Nil.

Consultation

The revocation and conferring of delegations do not require any public consultation, however, Council is required to keep registers of all delegations made and revoked.

Other

Nil.





Declaration of Interests:

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

Supporting Documents:

Nil.

Attachments

1.   Review of the Instrument of Delegation to the Chief Executive Officer - S5 Delegation
2.   Review of the Instrument of Delegation to Members of Council Staff - S6 Delegation (Published Separately)

13.1

Review of Council Delegations

- 1 Review of the Instrument of Delegation to the Chief
 Executive Officer - S5 Delegation..... 33**



Maddocks

Maddocks Delegations and Authorisations

S5 Instrument of Delegation to Chief Executive Officer



Latrobe City Council

Instrument of Delegation

to

The Chief Executive Officer



Maddocks

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Latrobe City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 2021;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

The Common Seal of **Latrobe City Council**)
was affixed in accordance with Local Law No. 1)
this day of 2021 in the)
presence of:)

Cr Sharon Gibson - Mayor



Maddocks

SCHEDULE

The power to

1. determine any issue;
 2. take any action; or
 3. do any act or thing
- arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 entering into a contract or making an expenditure exceeding the value of \$500,000 unless the contract, purchase or payment relates to a contractual variation of a contract already entered into, statutory charges, utility contracts or insurance contract arrangements such as: WorkCover Insurance, Public Liability, Products Liability, Professional Indemnity; and Joint Municipal Asset Protection Plan (JMAPP) Insurance;
 - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.3 electing a Mayor or Deputy Mayor;
 - 1.4 granting a reasonable request for leave under section 35 of the Act;
 - 1.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.6 approving or amending the Council Plan;
 - 1.7 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.8 adopting or amending the Governance Rules;
 - 1.9 appointing the chair or the members to a delegated committee;
 - 1.10 making, amending or revoking a local law;
 - 1.11 approving the Budget or Revised Budget;
 - 1.12 approving the borrowing of money;
 - 1.13 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;



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3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Agenda Item: 13.2

**Agenda Item: Presentation of the Audit and Risk Committee Minutes
- 04 March 2021**

Sponsor: Chief Executive Office

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

Status: For Information

MOTION

Moved: Cr Middlemiss

Seconded: Cr Harriman

That Council receives and notes the attached Audit and Risk Committee Minutes for the 04 March 2021 meeting.

CARRIED UNANIMOUSLY

Executive Summary:

The Audit and Risk Committee (Committee) is a statutory committee of the Council. The Committee held its last meeting on 04 March 2021. It is a requirement of the *Audit and Risk Committee Charter* that the minutes are then subsequently tabled at an upcoming Council meeting. A number of motions were made at the meeting (as summarised in this report and set out in full in the attached minutes).

Background:

At the meeting held on 04 March 2021, the Committee resolved the following:

Item	Motion
Confirmation of Minutes	That the minutes of the Audit and Risk Committee meeting held on 15 December 2020 be confirmed and ratified as true and correct.
Status of Actions Arising Report	That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.

Item	Motion
2020-2021 Audit Strategy	That the Audit and Risk Committee receives and notes the 2020 - 2021 Audit Strategy.
Presentation of Internal Audit Scopes/Plans for Endorsement	That the Audit and Risk Committee endorses the following scopes/plans as presented or with the relevant changes as described: <ul style="list-style-type: none"> • Review of Cash Handling Procedures • Amended Response to COVID-19 Pandemic (BCP effectiveness and lessons learnt) • Follow Up Review (with the inclusion of a review of the risk rating of overdue actions.
Review of Council Governance	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Council Governance audit report.
Internal Audit Recommendations Status Report	That the Audit and Risk Committee receives and notes the Internal Audit Plan Status report.
Quarterly Risk Management Update	That the Audit and Risk Committee notes and receives the Risk Management Quarterly Report.
VAGO, Ombudsman and IBAC Reports	That the Audit and Risk Committee: <ul style="list-style-type: none"> a) receives and notes this report into VAGO, Victorian Ombudsman, IBAC, Inspectorate and other reports; and b) notes detailed response to a number of reports are provided separately within this agenda
Disaster Recovery Annual Test Results (2020)	That the Audit and Risk Committee receives and notes the 2020 SAN to SAN Data Recovery report findings.
Gifts, Benefits and Hospitality Compliance Reporting and Policy Update	That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 01 July 2020 to 31 December 2020.

Item	Motion
Conflict of Interest - Compliance	That the Audit and Risk Committee receives and notes this report on the conflicts of interest review for 2020.
Response to VAGO: Reducing Bushfire Risks	That the Audit and Risk Committee notes the report.
Response to VAGO: Personnel Security	That the Audit and Risk Committee notes the report.
Response to Local Government Inspectorate: Councillor expenses and allowances	That the Audit and Risk Committee notes the report.
Audit Compliance Report	That the Audit and Risk Committee receive and notes this report and approves the extensions to audit action due dates as set out in this report.
Local Government Act 2020 Deliverables	That the Audit and Risk Committee receives and notes the report.
Quarter 2 2020/21 People and Workcover Reports	That the Audit and Risk Committee note the Quarterly People and WorkCover Reports for Q2 of the 2020/21 financial year.
Quarter 2 2020/21 Performance Report Summary	That the Audit and Risk Committee note the Quarterly Performance Summary Reports for Q2 2020-21.
Quarterly Finance Report - December 2020	That the Audit and Risk Committee receives and notes the Quarterly Finance Report for the period ended 31 December 2020, prepared in accordance with the requirements of the Local Government Act 2020.
Policy Register Report	That the Audit and Risk Committee receive and note this report.

The full minutes are attached to this report.

Issues:*Strategy Implications*

The Audit and Risk Committee provides advice to ensure that Council operates openly, transparently and responsibly.

Communication

The provision and circulation of the minutes to Council provides reassurance and awareness as a communication loop back to Council as part of good governance practices.

Financial Implications

The Audit and Risk Committee is managed through existing budget provisions. Recommendations and actions arising from the meeting are considered by management within the constraints of budget requirements.

Risk Analysis

The Audit and Risk Committee provides advice into the management of risk in the organisation.

Legal and Compliance

A number of reports tabled at each meeting of the Audit and Risk Committee relate to legal or compliance related matters. In addition, a report is tabled for the committee to consider any reports that have been published by the Victorian Ombudsman, Victorian Auditor-Generals Office, Inspectorate or the Independent Broad-based Anti-corruption Commission to ensure that practices within Council are compliant with current expectations of the public sector.

Community Implications

There are no known community implications.

Environmental Implications

There are no known environmental implications.

Consultation

There is no engagement required as part of this process.

Other

There are no other known issues identified.

Declaration of Interests:

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

Supporting Documents:**Attachments**

1 [↓](#).  Audit and Risk Committee Meeting Minutes - 04 March 2021

13.2

Presentation of the Audit and Risk Committee Minutes - 04 March 2021

1	Audit and Risk Committee Meeting Minutes - 04 March 2021	43
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**Audit and Risk Committee Meeting
Minutes - 4 March 2021**

I hereby designate that all matters in this agenda and any discussion about or arising from any such matters will remain confidential until:

- *Council passes a resolution that the information is not confidential; or,*
- *a report on the matter has been released in a subsequent meeting agenda, minute's paper or is approved in writing by the Chief Executive Officer.*

Steven Piasente, Chief Executive Officer

01 March 2021

Held via Audio-Visual link

Meeting commenced at 10.00 AM

Attendance**Members:**

- Bev Excell (Chair)
- Joanne Booth
- Terry Richards
- Cr Graeme Middlemiss

In Attendance:

- Steve Piasente (CEO)
- Larry Sengstock (General Manager Assets and Presentation)
- Gail Gatt (General Manager Regional City Growth and Investment)
- Matthew Rogers (Manager Financial Performance) (arrived at 10:47am)
- Justin Brook (DMG Financial) (left the meeting at 10:37am)
- Mark Holloway (HLB Mann Judd)
- Kapil Kukreja (HLB Mann Judd) (left the meeting at 11:05am)
- Hanna Steevens (Manager Governance)
- Louise Van Der Velden (Senior Compliance Officer) (arrived at 11:05am)
- Nathan Frith (Compliance Officer)



Audit and Risk Committee Meeting Minutes - 4 March 2021

IN CAMERA MEETING

THE AUDIT AND RISK COMMITTEE DID NOT HAVE AN IN CAMERA MEETING.

1. OPENING AND WELCOME

The Chairperson opened the meeting, welcomed all present and acknowledged the traditional owners of the land.

2. APOLOGIES

Cr Melissa Ferguson, Greg Drumm and Suzanne Miller provided an apology in advance of the meeting.

3. DECLARATIONS OF INTEREST

Terry Richards has advised in writing that his son (Josh Richards) has been admitted to the 2021 Graduate Program at HLB Mann Judd and commenced on 8 February 2021. His responsible partner at HLB Mann Judd is Jude Lau.

OUTCOME/ACTIONS ARISING:

1. The Committee agreed that this declaration could be appropriately managed and Terry Richards could remain on the Committee. One of the ways to managed this would be that Josh Richards would not work on any projects related to Latrobe City Council. Terry Richards could be involved in discussions around HLB Mann Judd's performance but would not be involved in decision making or formal assessment of HLB Mann Judd's performance or contract. Terry Richards to formalise the declaration by completing a Conflict of Interest Declaration form.

4. PROBITY QUESTIONS

The Audit and Risk Committee Chair asked if the CEO was aware of any legislative non-compliance issues, any fraud incidents that have occurred or if there were any strategic risks been triggered since the last Audit and Risk Committee meeting.

The CEO responded no.

The Audit and Risk Committee Chair asked the Councillors:

- a. If there was any matter arising from the Council meetings that needed to be brought to the attention of the Committee
- b. If there was any feedback or direction required from Council relating to the Audit Committee members.

The Councillors responded no.



Audit and Risk Committee Meeting Minutes - 4 March 2021

The Audit and Risk Committee Chair then asked the auditor representatives if they were satisfied that their work had not been impeded.

The auditor representatives responded no.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Audit and Risk Committee meeting held on 15 December 2020 be confirmed and ratified as true and correct.

OUTCOME/ACTIONS ARISING:

1. Nil.

6. ITEMS REFERRED BY THE COMMITTEE TO THIS MEETING FOR CONSIDERATION

There are no Items Referred by the Committee to this Meeting for Consideration reports tabled for this meeting.

The CEO gave an update regarding the organisations return to office and COVID-19 response.

7. STATUS OF ACTIONS ARISING

7.1 Status of Actions Arising

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.

OUTCOME/ACTIONS ARISING:

1. Compliance Officer to provide communications to action officers to ensure that comments include:
 - dates in full (including year);
 - greater detail and specific comments in response to actions;
 - realistic timing.
2. Governance Manager and Bev Excell to collate comments on actions arising with a view to close or update list. Governance Manager to send a request to committee for comments prior to this meeting.
3. Compliance officer to request a revised comment from action officers in relation to Actions Numbers 486, 576 and 578.
4. GM Community Health and Wellbeing to provide a paper in relation to Item 576 (*Gender Equality Act*). This is to include how the organisation is



Audit and Risk Committee Meeting Minutes - 4 March 2021

managing responsibility and compliance with the new legislation.

8. EXTERNAL AUDIT

8.1 2020-2021 Audit Strategy

RECOMMENDATION

That the Audit and Risk Committee receives and notes the 2020 - 2021 Audit Strategy.

OUTCOME/ACTIONS ARISING:

1. Nil.

9. INTERNAL AUDIT

9.1 Presentation of Internal Audit Scopes/Plans for Endorsement

RECOMMENDATION

That the Audit and Risk Committee endorses the following scopes/plans as presented or with the relevant changes as described:

- Review of Cash Handling Procedures
- Amended Response to COVID-19 Pandemic (BCP effectiveness and lessons learnt)
- Follow Up Review (with the inclusion of a review of the risk rating of overdue actions.

OUTCOME/ACTIONS ARISING:

1. Nil.

9.2 Review of Council Governance

RECOMMENDATION

That the Audit and Risk Committee receives and notes the findings and management responses contained in the Council Governance audit report.

OUTCOME/ACTIONS ARISING:

1. Manager Governance to provide an update at June 2021 meeting on methods and actions to socialise and respond to the Council Governance Audit, with



Audit and Risk Committee Meeting Minutes - 4 March 2021

Councillors.

9.3 Internal Audit Status Report

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Internal Audit Plan Status report.

OUTCOME/ACTIONS ARISING:

1. Nil.

NOTES:

1. HLB Mann Judd provided thanks to the organisation for supporting the audit program during COVID circumstances.

10. RISK

10.1 Quarterly Risk Management Update

RECOMMENDATION

That the Audit and Risk Committee notes and receives the Risk Management Quarterly Report.

OUTCOME/ACTIONS ARISING:

1. Manager Governance to ensure Strategic Risk Register review occurs in conjunction with the Council Plan. The Strategic Risk Register to be reported quarterly noting changes, especially any new emerging risks.
2. Risk Coordinator to introduce annual or bi-annual insurance statistics, if it can be generated by a system.

11. MONITORING

11.1 VAGO, Ombudsman and IBAC Reports

RECOMMENDATION

That the Audit and Risk Committee:

- a) receives and notes this report into VAGO, Victorian Ombudsman, IBAC, Inspectorate and other reports; and



Audit and Risk Committee Meeting Minutes - 4 March 2021

b) notes detailed response to a number of reports are provided separately within this agenda

OUTCOME/ACTIONS ARISING:

1. Manager Finance to provide an overview of Latrobe's approach to performance evaluation and/or tracking KPI's of contracts at the June 2021 meeting.
2. Manager Finance to provide an overview of large contract tendering, selection awarding and management and description of assurance that the processes are robust. Explore reporting methods that can implemented or review recent audits for what we should be doing.

11.2 Disaster Recovery Annual Test Results (2020)

RECOMMENDATION

That the Audit and Risk Committee receives and notes the 2020 SAN to SAN Data Recovery report findings.

OUTCOME/ACTIONS ARISING:

1. General Manager Organisational Performance to provide an out of session email update providing a revised report conclusion and overview of the organisations opinion of the test results.

11.3 Gifts, Benefits and Hospitality Compliance Reporting and Policy Update

RECOMMENDATION

That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 01 July 2020 to 31 December 2020.

OUTCOME/ACTIONS ARISING:

1. Nil.

11.4 Conflict of Interest - Compliance

RECOMMENDATION

That the Audit and Risk Committee receives and notes this report on the conflicts of interest review for 2020.

OUTCOME/ACTIONS ARISING:



Audit and Risk Committee Meeting Minutes - 4 March 2021

1. Nil.

11.5 Response to VAGO: Reducing Bushfire Risks

RECOMMENDATION

That the Audit and Risk Committee notes the report.

OUTCOME/ACTIONS ARISING:

1. Senior Compliance Officer to provide an update (by way of agenda paper) on this matter in March 2022.

11.6 Response to VAGO: Personnel Security

RECOMMENDATION

That the Audit and Risk Committee notes the report.

OUTCOME/ACTIONS ARISING:

1. Nil.

11.7 Response to Local Government Inspectorate: Councillor expenses and allowances

RECOMMENDATION

That the Audit and Risk Committee notes the report.

OUTCOME/ACTIONS ARISING:

1. Nil.

NOTE:

1. The Committee agreed that it was appropriate for annual reporting and oversight of councillor expenses in the current circumstances.

11.8 Audit Compliance Report

RECOMMENDATION

That the Audit and Risk Committee receive and notes this report and approves the extensions to audit action due dates as set out in this report.



Audit and Risk Committee Meeting Minutes - 4 March 2021

OUTCOME/ACTIONS ARISING:

1. Coordinator Risk to reconsider LMI Insurance Audit and the relevance and risk levels. Should this be considered in conjunction with the upcoming audit.
2. Compliance Officer to ensure that when audits by external parties are added to 'Sytle' that Council's risk ratings are being used.
3. Manager Governance to ensure Executive and Senior Leaders are aware that the audience for actions arising and internal audits are aware that the comments are going to an external parties. Consider methods to ensure these are being reviewed and looked at appropriately.
4. Manager Governance to report at June 2021 on Fraud and Corruption monitoring audit action.
5. Manager Governance and Compliance Officer to coordinate a review all high and medium actions over 3 years old including consider if:
 - If the risk rating is still correct given both the change in circumstances and actions already taken; and
 - Given that, whether the finding should be closed or the management action updated.

Committee recommends that HLB Mann Judd can undertake or support this work.

11.9 Local Government Act 2020 Deliverables

RECOMMENDATION

That the Audit and Risk Committee receives and notes the report.

OUTCOME/ACTIONS ARISING:

1. Nil.

12. PERFORMANCE REPORTING

12.1 Quarter 2 2020/21 People and Workcover Reports

RECOMMENDATION

That the Audit and Risk Committee note the Quarterly People and WorkCover Reports for Q2 of the 2020/21 financial year.

OUTCOME/ACTIONS ARISING:

1. GM Organisational Performance to provide an out of session email to Committee regarding other influences (not COVID related) into positive trends



Audit and Risk Committee Meeting Minutes - 4 March 2021

in people and work cover.

12.2 Quarter 2 2020/21 Performance Report Summary

RECOMMENDATION

That the Audit and Risk Committee note the Quarterly Performance Summary Reports for Q2 2020-21.

OUTCOME/ACTIONS ARISING:

1. Nil.

13. FINANCE

13.1 Quarterly Finance Report - December 2020

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Quarterly Finance Report for the period ended 31 December 2020, prepared in accordance with the requirements of the *Local Government Act 2020*.

OUTCOME/ACTIONS ARISING:

1. Manager Finance to present a 6 monthly report (in June and December each year) on investments.

14. REPORTING REQUIREMENTS

14.1 Policy Register Report

RECOMMENDATION

That the Audit and Risk Committee receive and note this report.

OUTCOME/ACTIONS ARISING:

1. Manager Governance to provide a list to Committee of policies that need to go to Audit and Risk Committee.
2. Compliance Officer to ensure policy register includes applicable approval and endorsing process for each policy.



Audit and Risk Committee Meeting Minutes - 4 March 2021

15. GENERAL BUSINESS

The Chair discussed the recent presentation to Council.

OUTCOME/ACTIONS ARISING:

1. Manager Governance to include in work plan an opportunity at a briefing session for the Chair to present the committees activities on an annual basis outside of tabling the biannual reports.

Next Meeting Date

The next Audit and Risk Committee meeting is to be held on Thursday 03 June 2021.

Meeting Closed at 1:09pm.

Agenda Item: 13.3

Agenda Item: **Authorisation of Council Officers under the Planning & Environment Act 1987**

Sponsor: **Chief Executive Office**

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

Status: **For Decision**

MOTION

Moved: Cr Harriman

Seconded: Cr Howe

That Council in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987* resolves that:

- 1. Annette Guilfoyle be appointed and authorised as set out in the instrument;**
- 2. The instrument comes into force either immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it; and**
- 3. The instrument be sealed.**

CARRIED UNANIMOUSLY

Executive Summary:

This report seeks to authorise Annette Guilfoyle, Statutory and Strategic Planning Officer under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

Council utilises Instruments of Appointment and Authorisation to identify specific officer's incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

By authorising Annette Guilfoyle, Statutory and Strategic Planning Officer the officer will be able to perform their duties with respect to the planning powers and functions of the Council.

Background:

This report seeks to authorise Annette Guilfoyle under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

Council utilises Instruments of Appointment and Authorisation to identify specific officers incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

Only a handful of Acts and Regulations require specific roles within an organisation to be identified to undertake a specific function. There are often clauses within Acts or Regulations that state an “authorised officer” can undertake a specific function. This is why Council needs to identify the authorised officer by role and officer name.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

Any reference in this Act to an Authorised officer of a responsible authority or of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.

Section 313 of the *Local Government Act 2020* provides for the following:

- (1) *The Secretary, a Council or a person authorised by the Council either generally or in a particular case may institute proceedings in the corporate name of the Council for—*
 - (a) *the recovery of any municipal rates, service charges, special purpose charges, fees or other money due to the Council under any Act, regulation or local law; or*
 - (b) *the enforcement of any provision of any Act, regulation or local law for which the Council is responsible; or*
 - (c) *the recovery of any penalty or surcharge in relation to any offence under any Act, regulation or local law the enforcement of which is the responsibility of the Council; or*
 - (d) *any other purpose specified by the Council.*
- (2) *A Chief Executive Officer or person authorised by the Council either generally or in a particular case may represent the Council in all respects as though the Chief Executive Officer or person authorised by the Council was the party concerned in any proceedings in which the Council is a party or has an interest.*
- (3) *Proceedings for a summary offence under this Act may be commenced within the period of 3 years after the commission of the alleged offence.*

Section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020* specifically require that the appointment of an authorised officer must come from Council.

Issues:*Strategy Implications*

Instruments of Appointment and Authorisation facilitate the statutory operations of Council and ensure that Council fulfils its obligations including Council Plan objective:

'to ensure Council operates openly, transparently and responsibly'.

Communication

Not Applicable.

Financial Implications

There are no financial or resource implications. However, if Council decides not to authorise the nominated officer, it will impede their ability to fully execute their duties.

Risk Analysis

If an officer is not authorised by Council, the officer will be unable to adequately perform their duties. Further implications to this are as follows:

- Delays in processing decisions on planning applications.
- Development and subdivision projects within the Latrobe City Council having time delays.
- Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.
- Planning officers that do not have the appropriate authorisation and delegation are unable to determine planning applications.

Appointments of authorised officers is also a risk management practice in that it clearly identifies which officer can act on a particular authorisation.

Legal & Compliance

Section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020* specifically require that the appointment of an authorised officer must come from Council.

By authorising the nominated officer, they will be able to perform and fulfil their role as described in their position description.

Community Implications

No community impact.

Environmental Implications

No environmental impact.

Consultation

There is no engagement required as part of this process.


Supporting Documents:

Nil.

Declaration of Interests:

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

Attachments

1   S11A Instrument of Authorisation - Annette Guilfoyle

13.3

Authorisation of Council Officers under the Planning & Environment Act 1987

- 1 S11A Instrument of Authorisation - Annette Guilfoyle..... 58**

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

Annette Guilfoyle

Statutory and Strategic Planning Officer

May 2021

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "officer" means -

Annette Guilfoyle

By this instrument of appointment and authorisation Latrobe City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) is automatically revoked upon the officer referred to in this instrument ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on the third of May 2021.

The Common Seal of **LATROBE CITY COUNCIL**
was affixed in accordance with Local Law No. 1
this day of 2021 in the presence of:

Steven Piasente – Chief Executive Officer

REGIONAL CITY GROWTH AND INVESTMENT

14. REGIONAL CITY GROWTH AND INVESTMENT**Agenda Item: 14.1**

Agenda Item: Draft Submission: Planning Permit Application for the Use and Development of a Solar Energy Facility at 436 & 545 Tramway Road, Hazelwood North

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Lund

That Council:

1. Endorse the attached submission to the Minister for Planning in relation to planning permit application PA 2000928 for the use and development of a solar energy facility and utility installations (battery and power lines), removal of native vegetation, and alteration of access to a Road Zone Category 1 at 436 and 545 Tramway Road, Hazelwood North (Lot 1 TP219245L, Lot 1 TP547597V, Lot 1 TP079490X, Lot 2 PS533418Q, Lot 2 PS725239V and Crown Allotments 6N and 2002). The submission details that Council does not object to the grant of a planning permit for the proposal subject to the inclusion of conditions that address concerns relating to:

- Landscaping to address offsite impacts;
- Removal of productive agricultural land;
- Traffic impacts; and
- Remediation.

If the documented concerns in Council's submission cannot be addressed through the inclusion of conditions on the planning permit, Council's submission would stand as an objection.

CARRIED UNANIMOUSLY

Executive Summary:

A planning permit application has been received by the Minister for Planning (DELWP), as the responsible authority, for the use and development of land for a solar energy facility at 436 and 545 Tramway Road, Hazelwood North. The facility would comprise approximately 230,000 tracking photovoltaic (PV) modules and associated infrastructure.

DELWP has advised Council Planning Officers that to date, no submissions to the proposal have been received.

Planning officers have assessed the proposal and have written a draft submission to the Minister. The purpose of this report is to receive endorsement from Council for the draft submission.

The draft submission details that Council does not object to the proposal subject to the inclusion of conditions that address concerns relating to:

- Landscaping to address offsite impacts
- Removal of productive agricultural land;
- Traffic Impacts; and
- Remediation.

It should be noted that if conditions are not included on any permit issued for the proposal to address the concerns raised Council can consider taking the matter to Victorian Civil and Administrative Tribunal (VCAT).

Background:*Summary*

On 17 September 2019, Planning Scheme Amendment VC161 was introduced into all planning schemes to implement a range of reforms relating to the development of renewable energy facilities; including specifying the Minister for Planning as the responsible authority for all renewable energy facilities above 1 megawatt generation. On 16 November 2020, Planning Scheme Amendment VC192 extended the Minister's responsibilities to all energy generation facilities with an installed capacity of 1 megawatt generation.

An application for the use and development of land for a solar energy facility at 436 and 545 Tramway Road, Hazelwood North was submitted to the Minister for Planning (DELWP) in August 2020. On 30 March 2021, Council received notification from the proponent that the application was open for public comment with the submission close date being 30 April 2021. An extension to the submission period was requested from DELWP of 5 May 2021 to allow consideration of the matter at the next available Council meeting. DELWP advised that it could accommodate this request.

Overview of the proposal:

The subject land is located at 436 and 545 Tramway Road, Hazelwood North and is comprised of two land holdings with a total area of approximately 170 hectares located diagonally opposite one another on either side of Tramway Road. 436 Tramway Road (Site 1) is located on the western side of Tramway Road and is approximately 74 hectares and 545 Tramway Road (Site 2) is located on the eastern side and is approximately 96 hectares. Bennetts Creek runs diagonally across the southern boundary of 436 Tramway Road and continues north-south on the western side of 545 Tramway Road.

The subject land is located in Farming Zone Schedule 1 and partly within the Road Zone Category 1, and is subject to State Resources Overlay Schedule 1, Design and Development Overlay Schedule 1, Flood Overlay, and Land Subject to Inundation Overlay.

The subject land is currently used for cattle grazing which is consistent with the surrounding agricultural land uses to the north, south and east of the site. Industrial uses including the Hazelwood Terminal Station, Jeeralang Power Station, Morwell Terminal Station, and the Hazelwood open cut coal mine are to the west of the site.

The applicant proposes to use and develop the land with a 70MW solar energy facility as follows:

- Installation of approximately 230,000 tracking PV modules each with a maximum height of approximately 4 metres;
- Underground power cables internally and beneath Tramway Road and Bonds Lane to connect Site 2 with Site 1 substation;
- Underground power cables to connect via existing AusNet easements to the Morwell Terminal Station for connection into the National Electricity Grid;
- Associated buildings and works (access tracks, construction compounds, worker office & amenities buildings);
- Removal of native vegetation (1 tree);
- Planting of vegetation screening along the eastern boundary of Site 1 and along both sides of the waterway corridor of Site 2;
- 2.4 m high perimeter security mesh fencing of both sites;
- Installation of CCTV for security;
- Business identification signage (subject to further detail); and
- Vehicular access from Tramway Road for both sites.

A copy of the site context plans and development plans for the proposed facility can be viewed at Attachment 1 to this report.

The applicant has detailed in its report that the proposal will provide an important contribution towards the reduction of CO₂ levels which will assist in meeting Victoria's

renewable energy target of 50 percent by 2030. In addition, the applicant detailed that the project will:

- Generate enough energy from a renewable source to power approximately 23,300 homes;
- Reduce the amount of CO₂ produced in generating this energy by approximately 146,500 tonnes per annum when compared to fossil fuels;
- Have an estimated cost of development of \$102 million;
- Create approximately 100 local employment opportunities during the construction phase; and
- Create jobs throughout the operational phase of the project (no specific details on numbers provided).

Planning officer's assessment:

Council Officers have undertaken a detailed review of the application documentation including the Glint and Glare Impact Assessment, Biodiversity Assessment, Bushfire Impact Assessment, Acoustic Impact Assessment, Flood and Erosion Impact Assessment, and Traffic Impact Assessment.

Officers are generally supportive of the proposal given its location next to existing electricity generation infrastructure and its relatively low amenity impacts on surrounding properties however the following issues are raised:

- ***Landscaping to address offsite impacts (Glint & Glare and Visual Impacts):***

The submitted Glint and Glare Impact Assessment concludes that the proposed landscape screening on the eastern side of Site 1 and along both sides of the waterway corridor on Site 2 would be sufficient to reduce the glare hazard from the facility to nearby roads and properties to negligible once the vegetation was established.

It also states however that two industrial properties to the north of Site 1 and three dwellings to the north and west of Site 2 have a potential glare hazard with these sites to be 'monitored and managed' with regard to potential impacts. The report states that this impact could be mitigated with screen planting on the northern boundary of Site 1 and the northern and eastern boundaries of Site 2. Council therefore requests that the landscaping plan be amended to show such planting.

The report also states that screen planting should be a combination of shrubs and trees of sufficient height and density to mitigate glare. The landscaping plan submitted with the proposal shows that only shrubs and grasses are proposed to be planted with most shrubs measuring up to 3 metres in height. Only two shrub species would grow to up to 4 metres in height. This is considered to be unsatisfactory as the height of the proposed photovoltaic panels is up to 4 metres and they will therefore not be suitably screened.

The Landscape Visual and Cumulative Impact Assessment details that the proposed landscaping plan would provide for adequate onsite mitigation of the visual impacts of the proposed facility and that additional onsite mitigation measures should also be undertaken, including that:

- Vegetation should ideally be able to grow to the height of the panels;
- Screening vegetation should be planted early in the construction timeline where practicable to aid in the mitigation of construction visual impacts and also to maximise the opportunity for vegetation to mature;
- Ancillary buildings, substations and other infrastructure should be constructed in a material and colour that has a low visual contrast to the existing environment; and
- Access tracks and roads should be constructed to facilitate water runoff and prevent dust and erosion.

It is submitted that the above points be included as planning permit conditions. In addition any planning permit issued should include conditions requiring that:

- the vegetation at the time of planting should be of a size so that it creates a dense screen;
- the vegetation should be at a more mature height when planted to mitigate impacts in the short-term; and
- the vegetation should be subject to an ongoing maintenance regime over the lifespan of the proposal.
- ***Removal of productive agricultural land:***

The site is located in the Farming Zone. An agricultural impact assessment or whole farm plan was not submitted with the application and therefore the agricultural merits of the proposal are unable to be assessed.

The Rural Land Use Strategy 2019 provides that the subject land is located in a productive agricultural land area based on a technical assessment of the land's:

- Agricultural capability;
- Lot size being suited to productive agricultural use; and
- Access to irrigation water sources.

The *Assessment of Agricultural Quality of Land in Gippsland* (Swan and Volum 1984) identifies that part of the site located to the east of Tramway Road as Class 3 which is very good dairying and grazing land and suitable for orchards and extensive area cropping. The part of the site on the western side of Tramway Road is identified as 'public land' and therefore has not been assessed for agricultural merit.

The planning report states that it is proposed to allow sheep to graze on the land but does not detail the number of sheep nor does the site plan submitted show how this 'agrophotovoltaic' use is to occur with regard to the management of the sheep on the land (e.g. stock water systems).

An assessment of the agricultural impacts of the proposal must detail that the proposal has been appropriately designed to ensure that sheep are able to graze the land, allowing for some agricultural activity to occur during the lifespan of the proposed solar facility.

It is considered that conditions should be included on any permit issued for the proposal requiring an agricultural assessment of the site with regard to the proposed use and that the recommendations in the report be implemented into the final design of the facility to ensure that the land can continue to be used for agricultural purposes during the lifespan of the proposal.

- ***Traffic Impacts***

The Traffic Impact Assessment report notes that access to the site will be obtained via Tramway Road with vehicles also using Firmins Lane. It is expected that during construction, up to 60 vehicle movements per day will occur comprising of 10 vans, 10 heavy rigid vehicles and 10 semi-trailers. During the operating phase, it is estimated that only 2 vehicles per week will require access to the site.

The application advises that a Construction Environmental Management Plan will be required during construction and this should include any road maintenance required along Tramway Road and Firmins Lane attributable to the development.

- ***Remediation Bond***

If the project is approved, Council requests that an appropriate remediation bond is put in place to ensure that on cessation of the use, that the development is decommissioned and the land is returned to primary agricultural use appropriately.

Next Steps

A submission has been drafted to the Minister for Planning detailing that Council does not object to the granting of a planning permit for the use and development of land for a solar energy facility at 436 and 545 Tramway Road, Hazelwood North, subject to the inclusion of conditions that address concerns as discussed.

A copy of the draft submission can be viewed at Attachment 2 to this report.

It should be noted that if conditions are not included on any permit issued for the proposal to address the concerns raised, Council can consider taking the matter to VCAT.

Issues:

Strategy Implications

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

Ensure Council operates openly, transparently and responsibly.

The proposal aligns with the Latrobe City Council Plan 2017-2021 as it will provide job opportunities and will diversify the City's economic base through the construction and operation of an appropriately located renewable energy facility.

Communication

The Minister for Planning is the responsible authority for the proposal. The details of the application are on Council's website with a link to all application documentation.

Council Planning Officers will continue to liaise with the community where necessary and provide an overview of Council's role in relation to the application.

Financial Implications

If Council is not satisfied with the Minister for Planning's decision, as a third party it will have appeal rights at VCAT. Based on the technical nature of the proposal, Council would need to engage a consultant and expert witnesses to attend on Council's behalf which would likely cost in excess of \$15,000.

There is no capacity currently within the operational budget of the Regional City Planning team to pay costs associated with seeking a review of any decision at VCAT.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk If Council is not supportive of the proposal it could be perceived that Council is not generally supportive of renewable energy projects in Latrobe City, with renewable energy generally perceived as being less damaging to the environment than other forms of energy production e.g. carbon fuels	3 – Possible	Any submission made needs to clearly articulate that its consideration relates solely on the subject proposal and it is not an indication of the official position of Council in relation to the establishment of renewable energy facilities more widely in Latrobe City.

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

Legal and Compliance

If a permit is issued it will be the onus of the operator of the permit to ensure that the use and development operates as allowed by the conditions of the permit or compliance action may be taken under the Planning and Environment Act 1987.

Community Implications

DELWP has advised that there have been no objections to the proposal to date.

Council's submission outlines planning permit conditions that should be included on any permit issued that will assist in mitigating any impact of the proposal on the community.

Environmental Implications

These have been discussed throughout this report.

Consultation

The applicant has detailed that community consultation has been undertaken including Community Open Days which were held at Kernot Hall on Monday 16 April 2018, and Morwell Bowling Club on Tuesday 10 March 2020.

The Minister for Planning has also directed the applicant to advertise the application however it is not known what level of notification is required.

Declaration of Interests:





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

Supporting Documents:

A copy of the application documentation can be viewed at:

<https://www.planning.vic.gov.au/permits-and-applications/ministerial-permits/browse-ministerial-permits?query=hazelwood+north#MinisterialPermits--PA2000928>

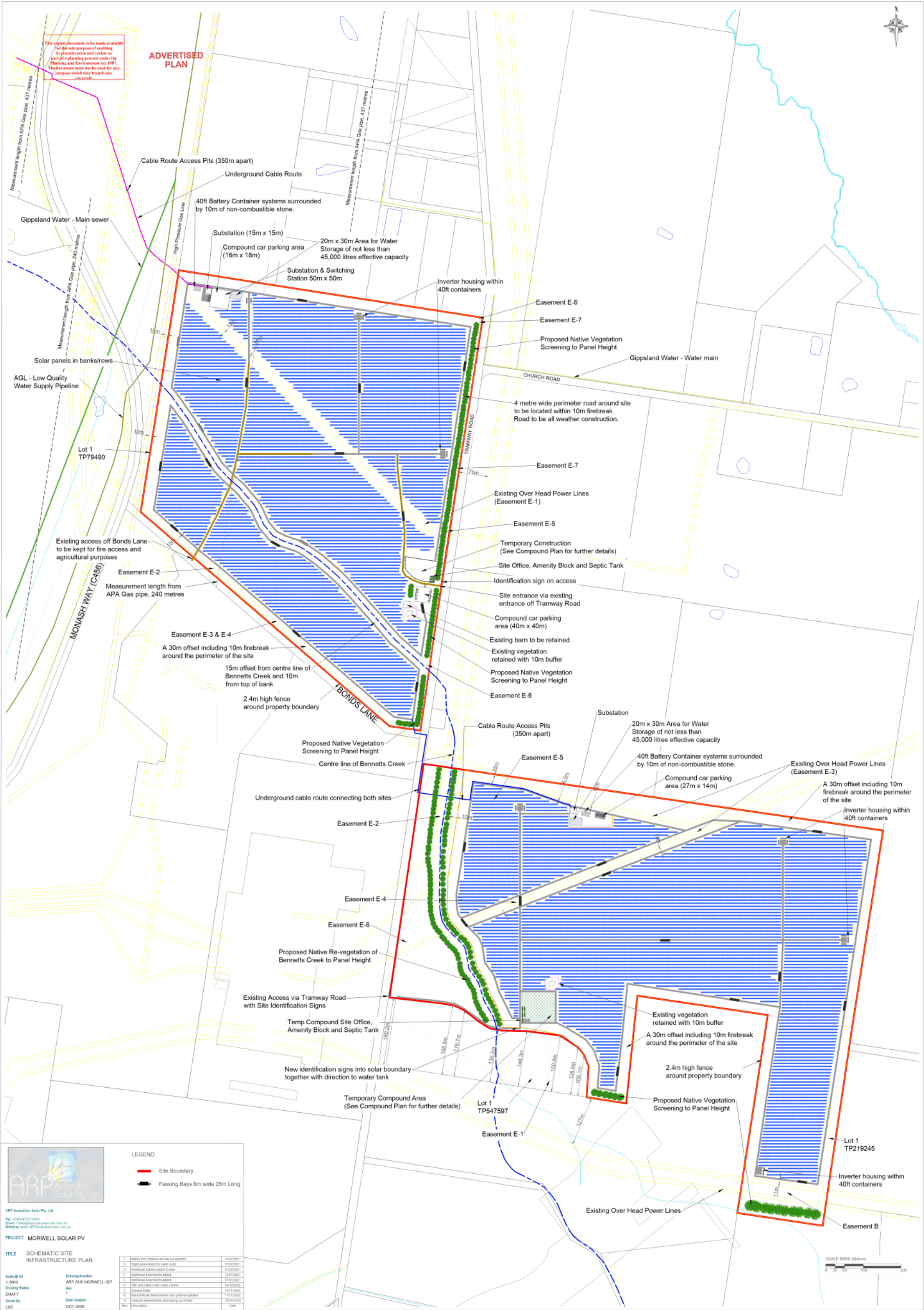
Attachments

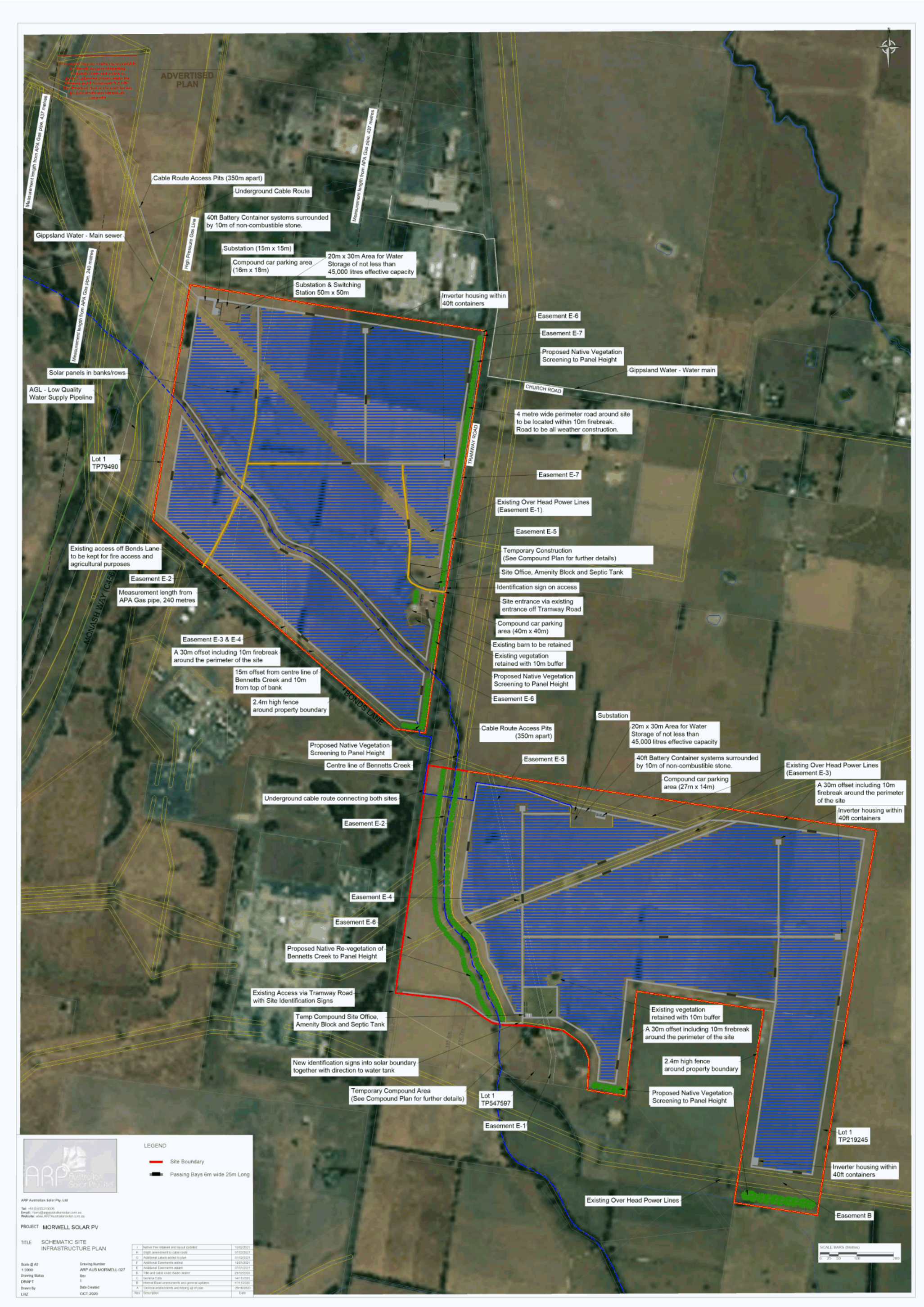
- 1   Site Context Plans and Development Plans
- 2   Draft submission to PA2000928

14.1

Draft Submission: Planning Permit Application for the Use and Development of a Solar Energy Facility at 436 & 545 Tramway Road, Hazelwood North

1	Site Context Plans and Development Plans	70
2	Draft submission to PA2000928	87



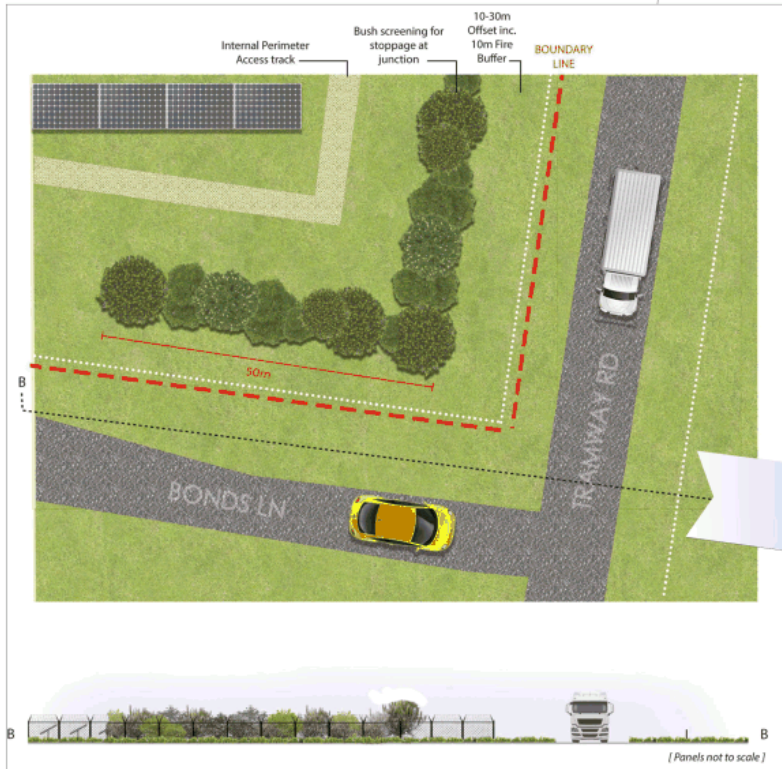


MWSF - Landscaping Plan
A detailed landscape plan and report has been produced for MWSF to ensure the site is screened appropriately and enhances the local area. These plans show the proposed landscaping and the varieties of vegetation to be used.

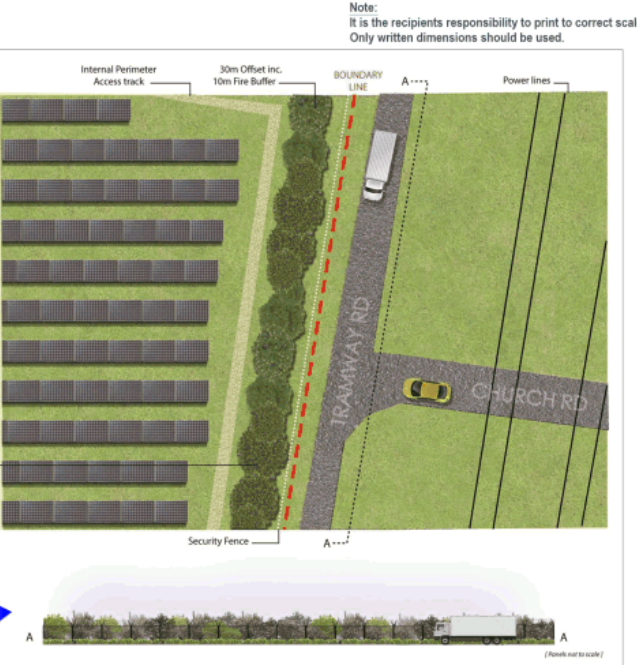
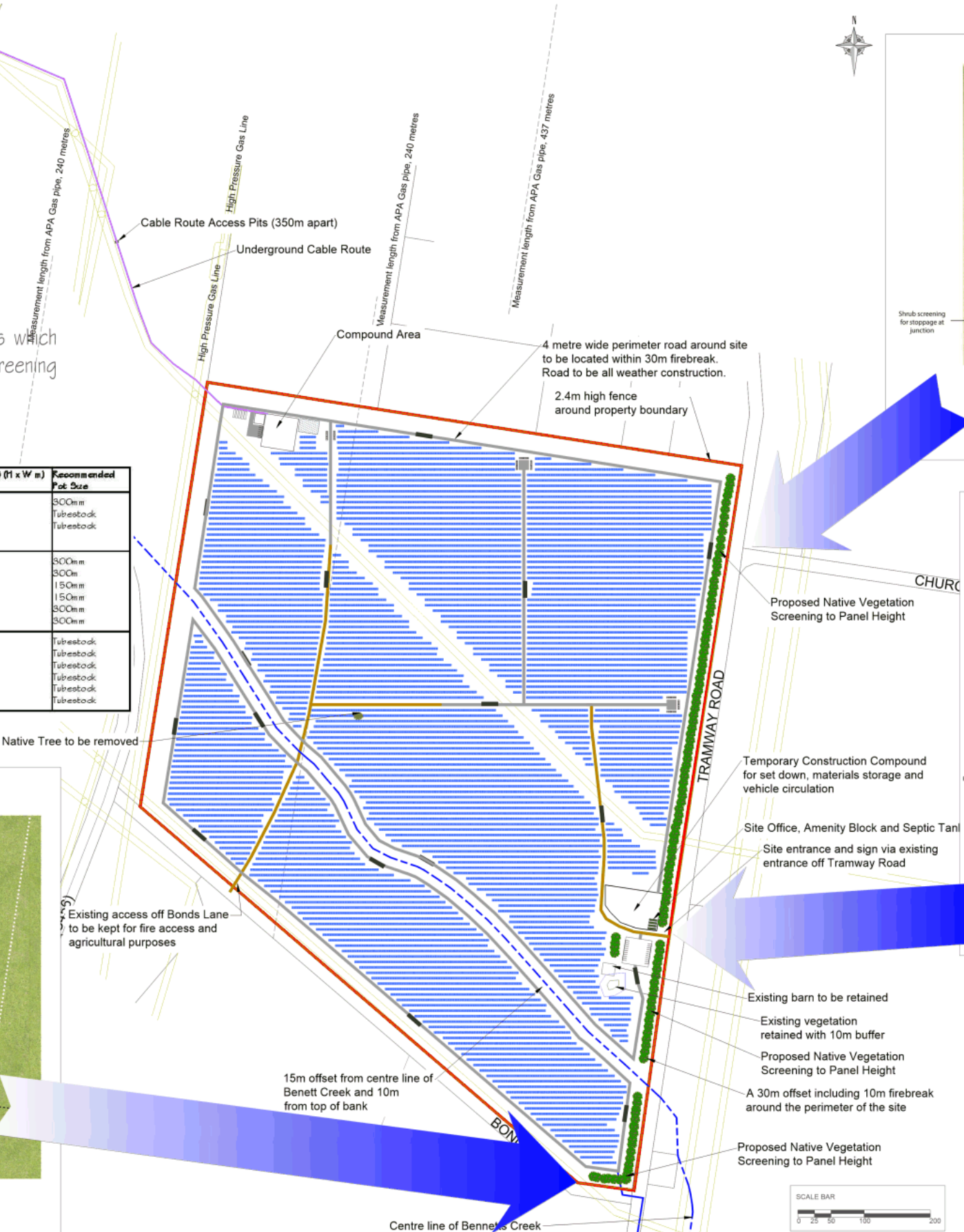
The species referenced in Table 1 are a range of options which will be considered and form the basis of the landscape screening and offset scheme for the Project.

Table 1

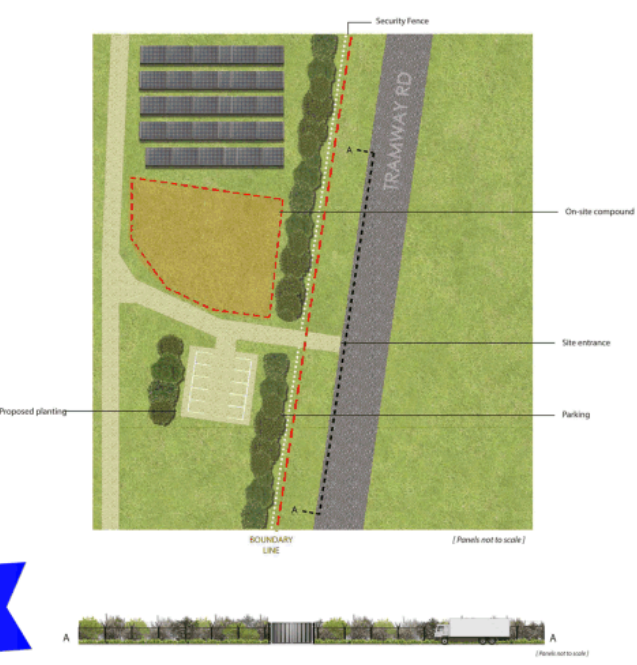
Type	Years to Maturity	Species include	Common name	Size (Maturity) (H x W m)	Recommended Pot Size
Native shrub	1 - 10 years	<i>Allocasuarina paludosa</i>	Scrub Sheoak	3 x 3	300mm
		<i>Leptospermum continentale</i>	Knolly tea tree	2 x 2	Tubestock
		<i>Spyridium parvifolium</i>	Dusty miller	0.5 x 1	Tubestock
Native shrub	5 - 25 years	<i>Acacia oxycedrus</i>	Silver wattle	4 x 3	300mm
		<i>Acacia paradoxa</i>	Hedge wattle	4 x 3.5	300mm
		<i>Acacia striata</i>	Hop wattle	2 x 1.5	150mm
		<i>Acacia suaveolens</i>	Sweet wattle	2 x OPEN	150mm
		<i>Cassinia aculeata</i>	Common cassinia	4 x 2	300mm
		<i>Ocotea ferruginea</i>	Tree everlasting	4 x 1	300mm
Native graminoid	0.5 - 2 years	<i>Austrodanthona setacea</i>	Bristly wallaby grass	0.6 x 0.3	Tubestock
		<i>Austrostipa rudis</i>	Vined spear grass	1.2 x 0.5	Tubestock
		<i>Dryocorys quadrifida</i>	Reed bent grass	1.5 x 1	Tubestock
		<i>Juncus pallidus</i>	Red anther wallaby grass	0.5 x 1	Tubestock
		<i>Schoenus apogon</i>	Common bog rush	0.3 x 0.2	Tubestock
		<i>Themeda triandra</i>	Kangaroo grass	1 x 1	Tubestock



Zone C (not to scale)



Zone A (not to scale)



Zone B (not to scale)

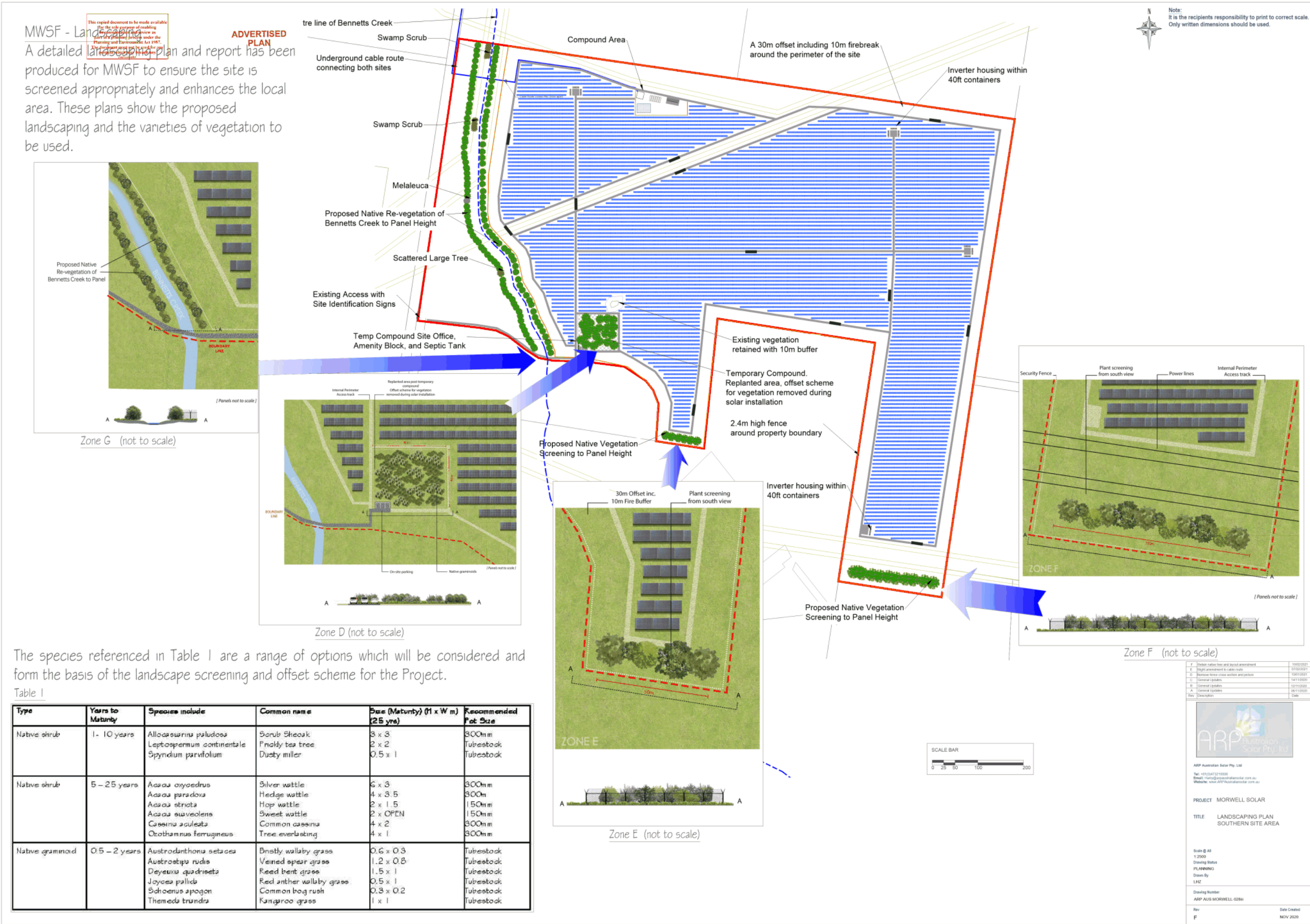
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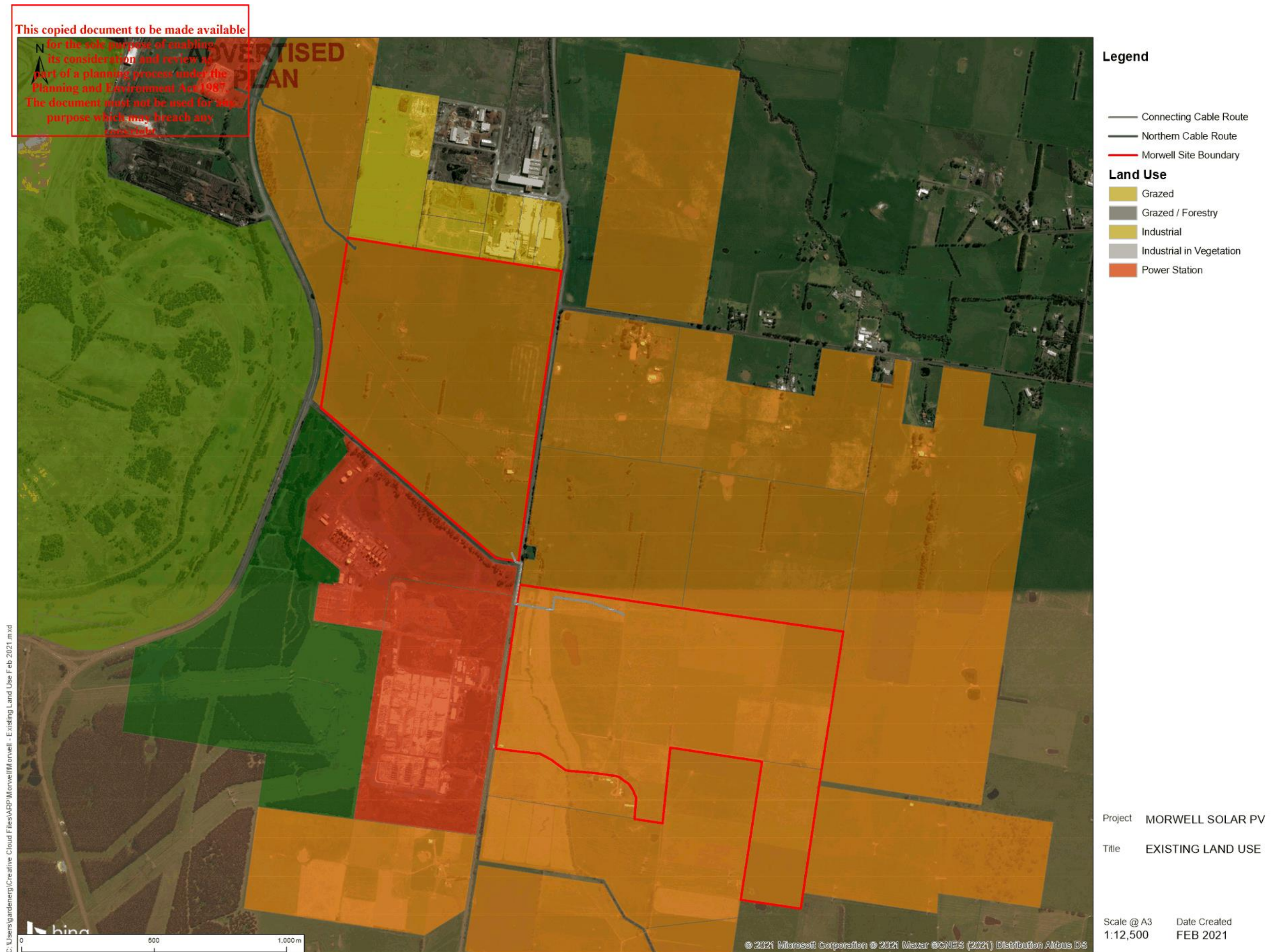
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F <td>Issue native tree and layout amendment</td> <td>10/02/2021</td>	Issue native tree and layout amendment	10/02/2021
E <td>Single amendment to cable route</td> <td>7/02/2021</td>	Single amendment to cable route	7/02/2021
D <td>Remove fence line section and parking</td> <td>03/01/2021</td>	Remove fence line section and parking	03/01/2021
C <td>General updates</td> <td>16/11/2020</td>	General updates	16/11/2020
B <td>General updates</td> <td>12/11/2020</td>	General updates	12/11/2020
A <td>General updates</td> <td>06/11/2020</td>	General updates	06/11/2020

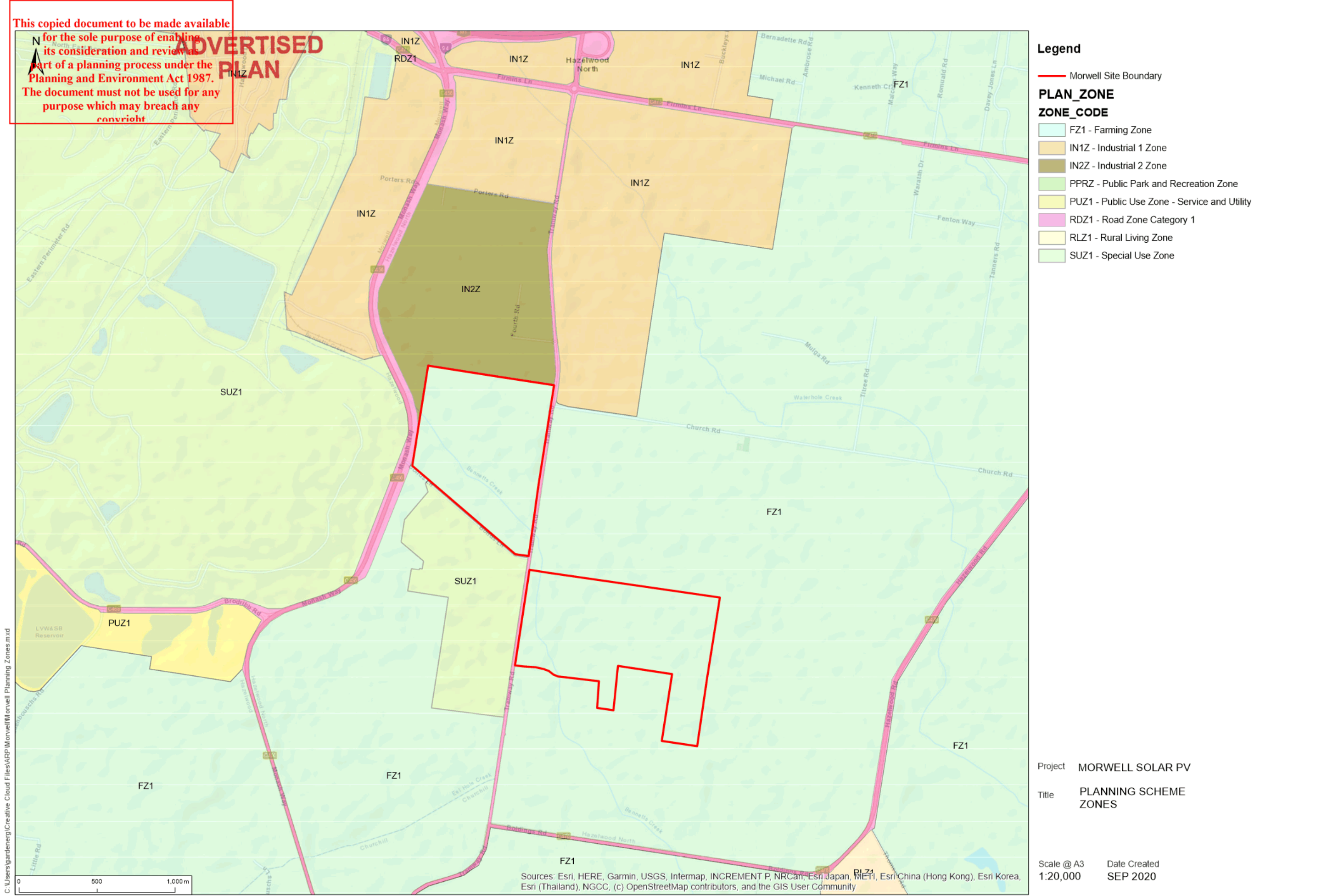
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Title: LANDSCAPING PLAN
Northern Site Area

Scale @ A3
1:2500
Drawing Status: PLANNING
Drawn By: LHZ
Drawing Number: ARP AUS MORWELL 0286
Rev: F
Date Created: NOV 2020

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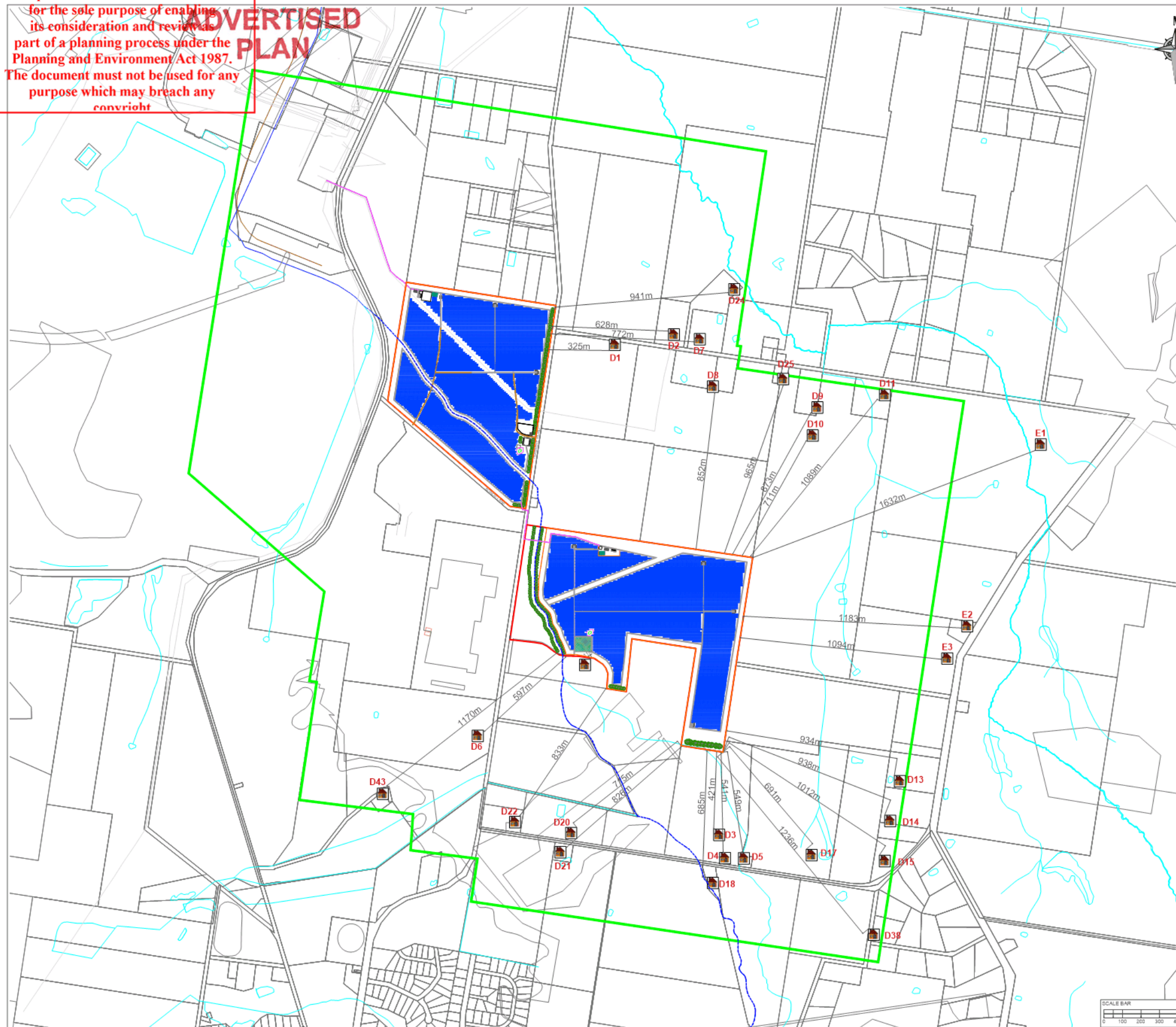






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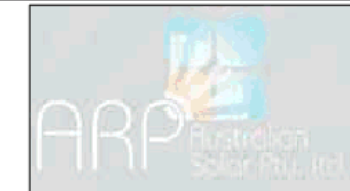
**ADVERTISED
PLAN**



Note:
It is the recipients responsibility to print to correct scale. Only written dimensions should be used.

LEGEND	
—	SITE BOUNDARY
—	1km BUFFER FROM SITE BOUNDARY
	DWELLING
—	CENTRE LINE OF BENNETTS CREEK

E	Layout changes	10/02/2021	LHZ	GH
D	Additional Dwellings Added	16/12/2020	LHZ	GH
C	Dwelling Numbers Added	18/11/2020	LHZ	GH
B	General Edits	14/11/2020	LHZ	GH
A	Measurement to red line	29/10/2020	LHZ	HS
Rev	Description	Date	Initial	Checked



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PROJECT MORWELL SOLAR PV

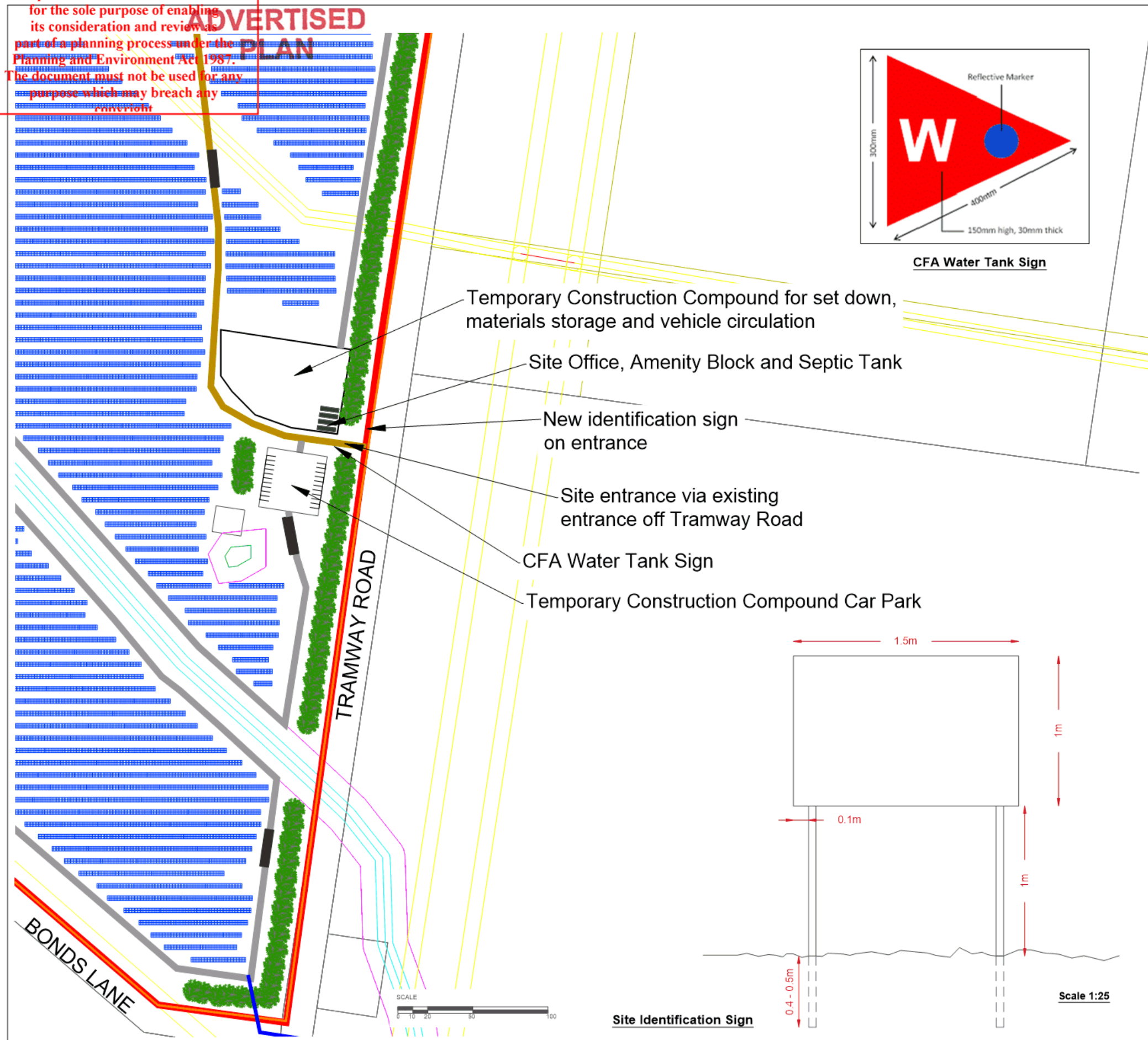
TITLE SURROUNDING DWELLINGS
AND BENNETTS CREEK

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Drawing Status
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Drawn By
LHZ

Drawing Number
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Rev	Date Created
E	NOV-2020

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B	Connecting cable route amendments	15/02/2021	LHZ	GH
A	Layout amendments	10/02/2021	LHZ	GH
Rev	Description	Date	Initial	Checked



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PROJECT MORWELL SOLAR PV

TITLE PROPOSED NORTHERN SITE ENTRANCE SIGNAGE & CONSTRUCTION COMPOUND

Scale @ A3

1:2500

Drawing Status

STATUS

Drawn By

LHZ

Drawing Number

ARP AUS MORWELL-031i

Rev

B

Date Created

JAN-2021

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ADVERTISED PLAN

New identification sign on entrance

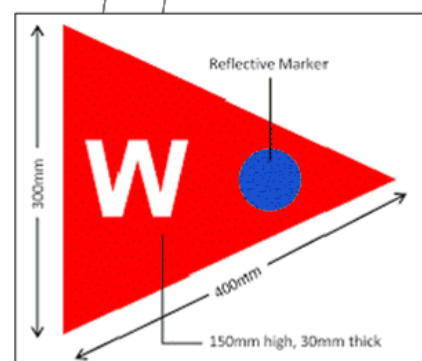
Temp Compound Site Office, Amenity Block and Septic Tank

New identification sign into solar boundary together with direction to water tank

Temporary Compound for set down, material storage and vehicle circulation.

Replanted area post temporary compound use.

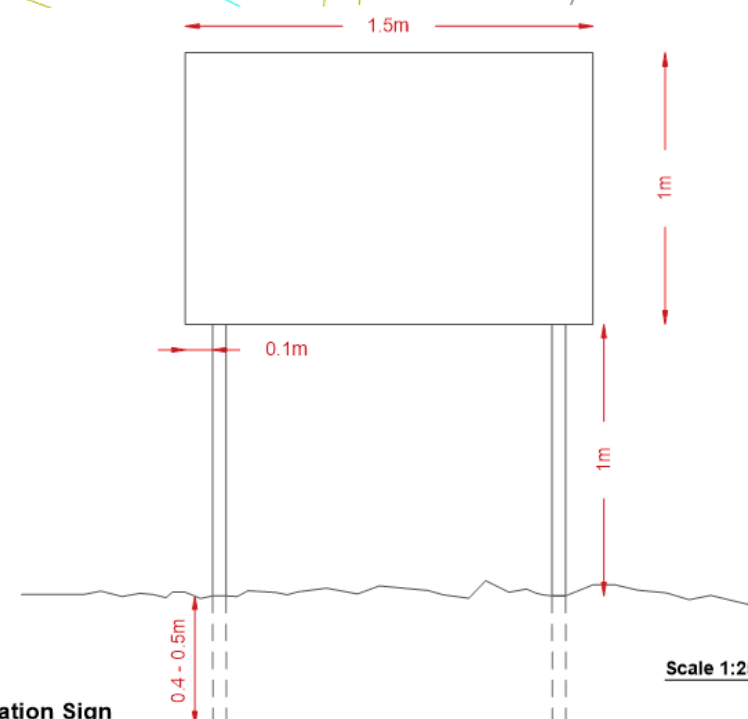
Offset scheme for vegetation removed during solar installation.



CFA Water Tank Sign



Site Identification Sign



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A	Layout amendments	10/02/2021	LHZ	GH
Rev	Description	Date	Initial	Checked



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PROJECT MORWELL SOLAR PV

TITLE PROPOSED SOUTHERN SITE
ENTRANCE SIGNAGE &
CONSTRUCTION COMPOUND

Scale @ A3

1:2500

Drawing Status

STATUS

Drawn By

LHZ

Drawing Number

ARP AUS MORWELL-031ii

Rev

A

Date Created

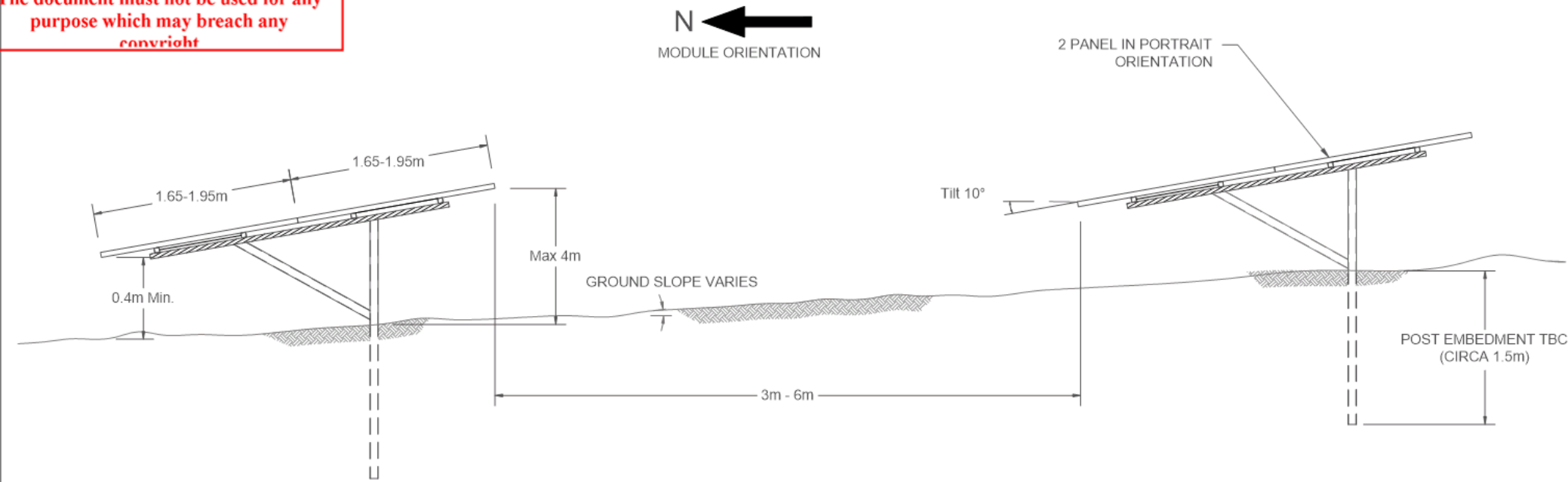
JAN-2021

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PLAN**

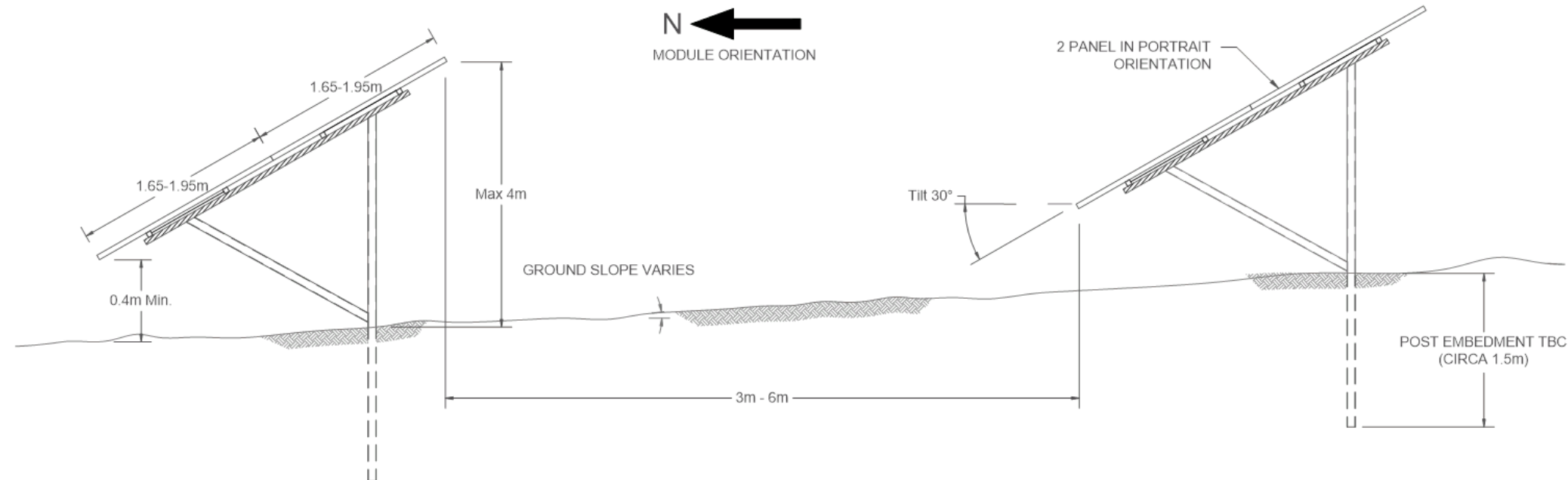
Note:

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TYPICAL SECTION THROUGH SINGLE POST TYPE PANEL MODULE 10 DEGREE (SUMMER)

SCALE 1:50



TYPICAL SECTION THROUGH SINGLE POST TYPE PANEL MODULE 30 DEGREES (WINTER)

SCALE 1:50

Rev	Description	Date	Initial	Checked



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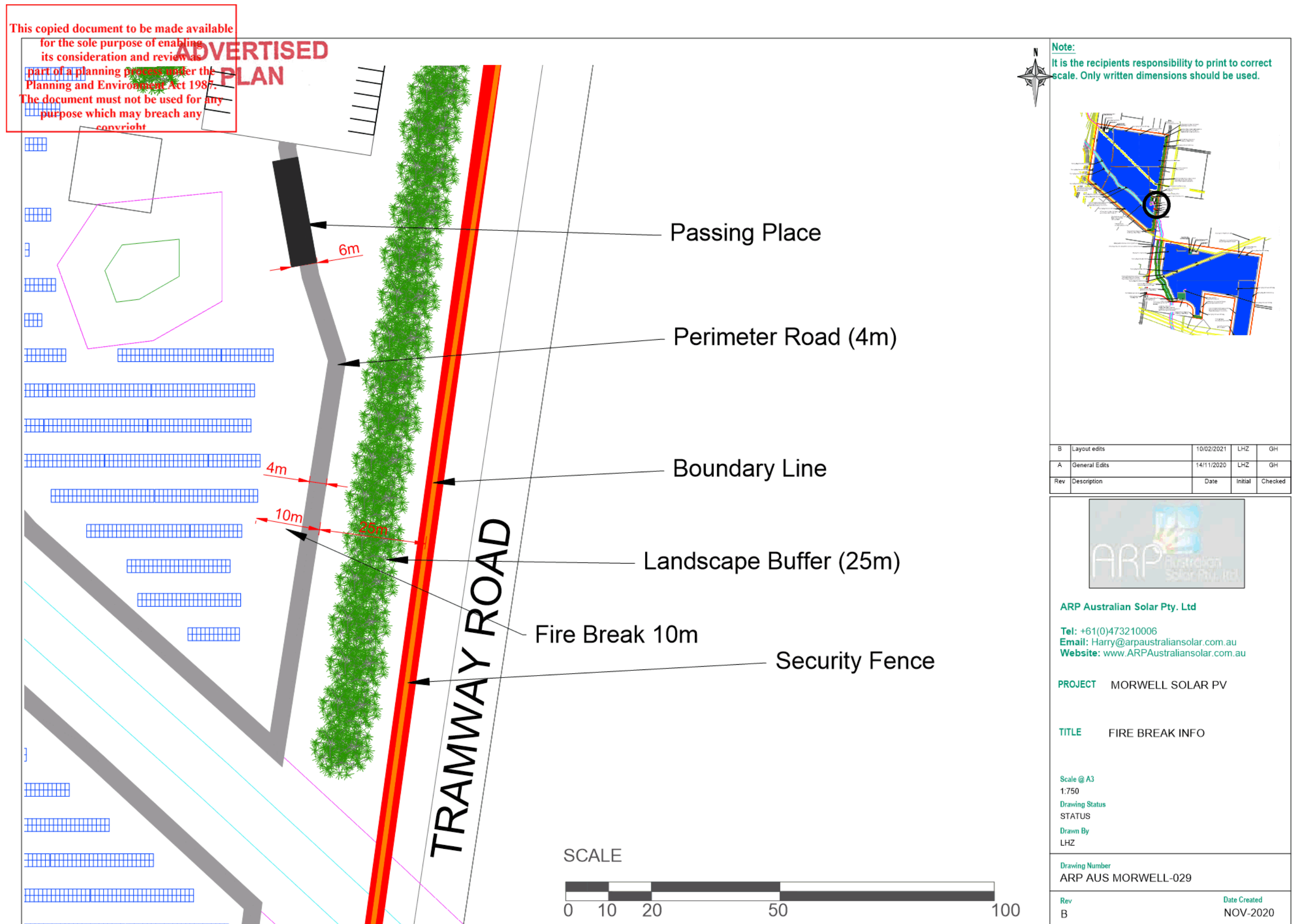
PROJECT ARP AUSTRALIAN
SOLAR DOCUMENTS

TITLE PANEL DETAIL
10 and 30 DEGREES TILT

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Drawing Status
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Drawn By
LHZ

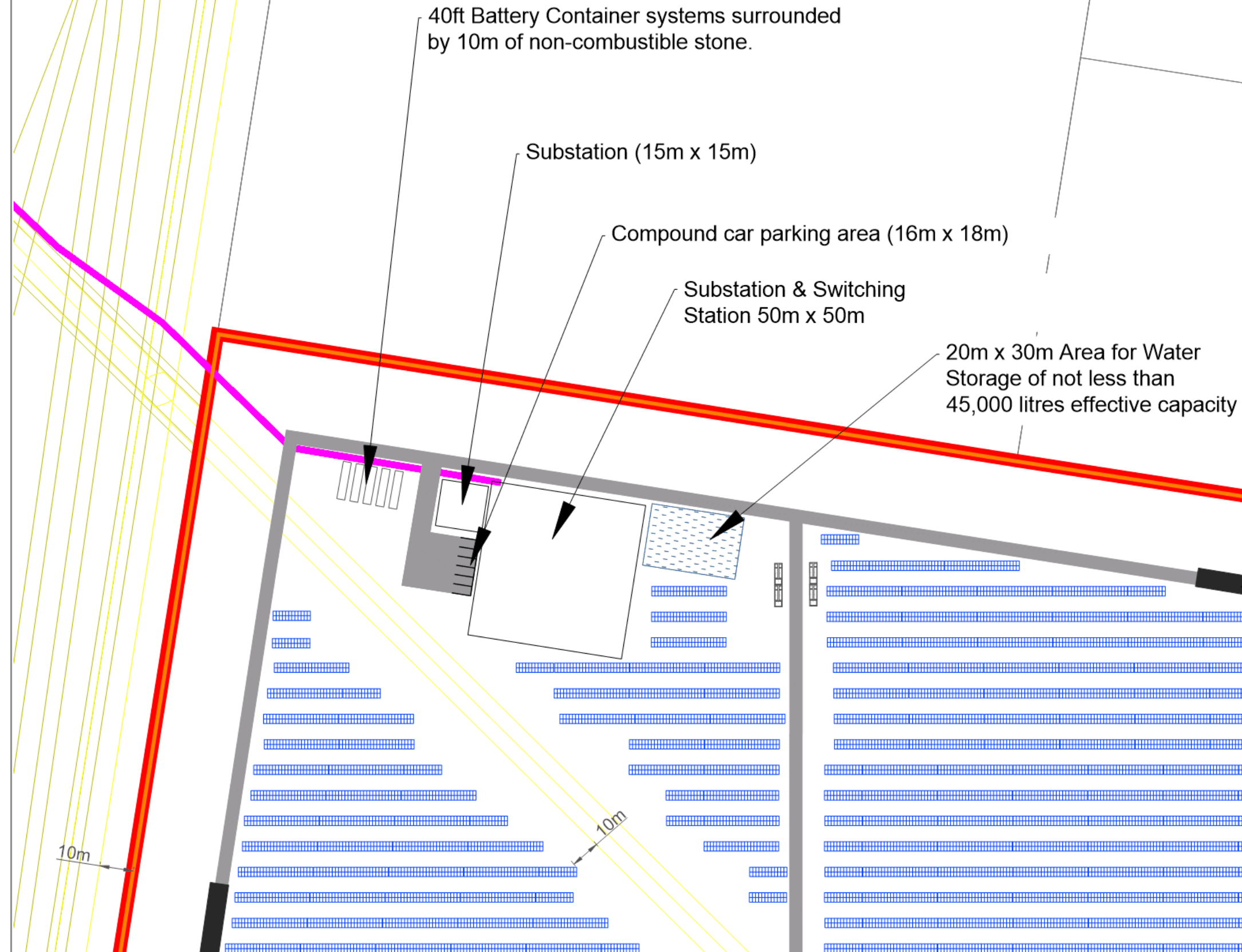
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Rev - **Date Created** NOV-2020

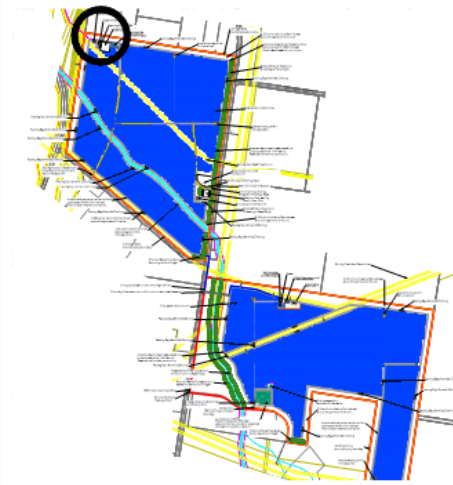


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Rev	Description	Date	Initial	Checked
A	General Edits	14/11/2020	LHZ	GH



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PROJECT MORWELL SOLAR PV

TITLE CAR PARKING AREAS
NORTHERN AREA

Scale @ A3

1:1250

Drawing Status

STATUS

Drawn By

LHZ

Drawing Number

ARP AUS MORWELL-022i

Rev

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Date Created

NOV-2020

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ADVERTISED PLAN

20m x 30m Area for Water Storage of not less than 45,000 litres effective capacity

Substation

40ft Battery Container systems surrounded by 10m of non-combustible stone.

Compound car parking area (27m x 14m)



Note:
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A	General Edits	14/11/2020	LHZ	GH
Rev	Description	Date	Initial	Checked



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PROJECT MORWELL SOLAR PV

TITLE CAR PARKING AREAS SOUTHERN AREA

Scale @ A3

1:1250

Drawing Status

STATUS

Drawn By

LHZ

Drawing Number

ARP AUS MORWELL-022ii

Rev

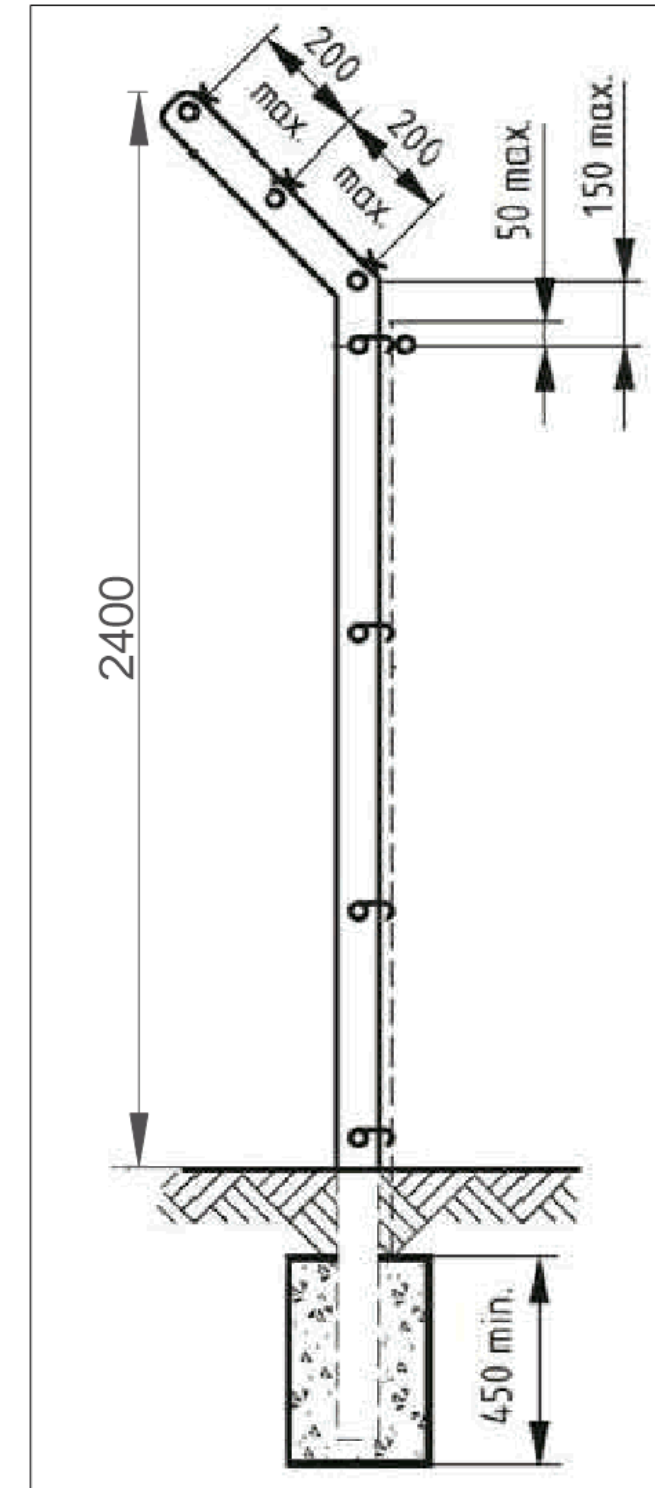
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Date Created

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PLAN**



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D	Revised fence details	29/10/2020	LHZ	HS
C	Revised fence type	02/10/2020	LHZ	HS
B	Revised fence type	16/03/2020	LHZ	HS
A	Revised fence type	18/02/2020	LHZ	HS
Rev	Description	Date	Initial	Checked



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PROJECT ARP AUSTRALIAN
SOLAR DOCUMENTS

TITLE TYPICAL SECURITY FENCING

Scale @ A3

NTS

Drawing Status

DRAFT

Drawn By

LHZ

Drawing Number

ARP-AUS-MORWELL-007

Rev

D

Date Created

NOV-2020

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COLOUR - OLIVE GREEN

EXAMPLE HOUSING FOR INVERTER HOUSING, ELECTRICAL SWITCH GEAR & NSP EQUIPMENT AND SUBSTATION - COLOUR OLIVE GREEN

Note:
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A	Colour change	14/10/2020	LHZ	GH
Rev	Description	Date	Initial	Checked



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PROJECT ARP AUSTRALIAN SOLAR DOCUMENTS

TITLE TYPICAL INVERTER, MWSF AND NSP SUBSTATION CONTAINERS

Scale @ A3
NTS
Drawing Status
DRAFT
Drawn By
LHZ

Drawing Number
ARP-AUS-MORWELL-026

Rev	Date Created
A	OCT-2020

ADVERTISED PLAN

A diagram showing a rectangular door in the center of a wall. The wall is represented by a light blue rectangle with a black border. The door is a smaller black rectangle with the word "Door" written in white text in the center.

FLOOR PLAN

Note:
It is the recipient's responsibility to print to correct scale. Only written dimensions should be used.

A	Minor updates	18/02/2020	LHZ	HS
Rev	Description	Date	Initial	Checked



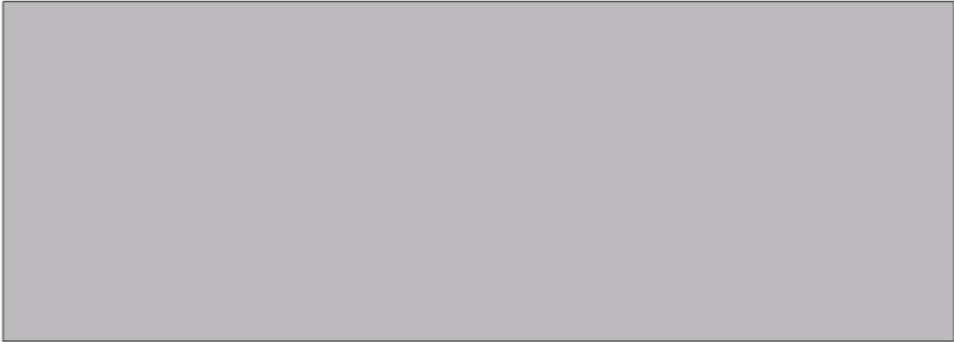
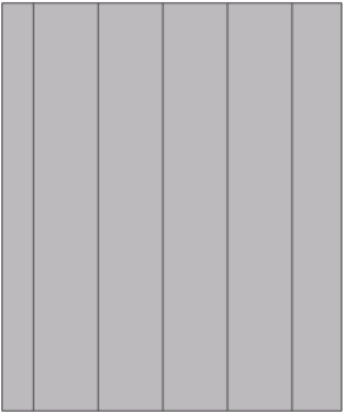
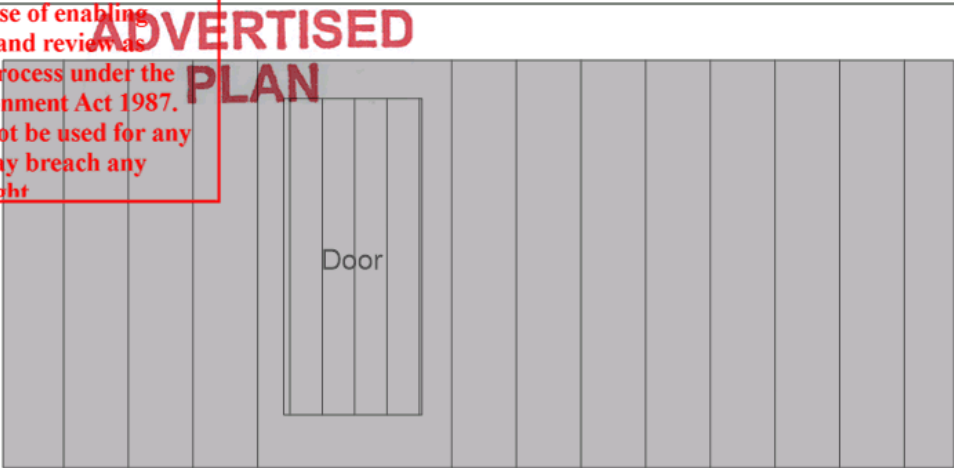
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TITLE TYPICAL SWITCHGEAR DETAIL

Drawing Number
ARP-AUS-MORWELL-008

Rev	Date Created
A	FEB-2020

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TYPICAL INVERTOR SUBSTATION
ALL SUBJECT TO FINAL DESIGN

Note:
It is the recipients responsibility to print to correct scale. Only written dimensions should be used.

A	Minor updates	18/02/2020	LHZ	HS
Rev	Description	Date	Initial	Checked



ARP Australian Solar Pty. Ltd

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PROJECT ARP AUSTRALIAN SOLAR DOCUMENTS

TITLE TYPICAL INVERTER

Scale @ A3
NTS
Drawing Status
DRAFT
Drawn By
LHZ

Drawing Number
ARP-AUS-MORWELL-005

Rev	Date Created
A	FEB-2020



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Our ref: 2407489
Your ref: PA2000928

03 May 2021

The Hon. Richard Wynne
Minister for Planning
PO Box 500
EAST MELBOURNE VIC 8002

Dear Minister,

RE: SUBMISSION TO PA2000928
USE AND DEVELOPMENT OF A SOLAR ENERGY FACILITY AND
UTILITY INSTALLATIONS (BATTERY AND POWER LINES), REMOVAL
OF NATIVE VEGETATION, AND ALTERATION OF ACCESS TO A ROAD
ZONE CATEGORY 1
436 & 545 TRAMWAY ROAD, HAZELWOOD NORTH

Thank you for the opportunity to make a submission to the abovementioned renewable energy facility proposed in Latrobe City.

Council has carefully considered the advertised documentation and wishes to advise that it does not object to PA000928 subject to the inclusion of conditions that address the following concerns:

- ***Landscaping to address offsite impacts (Glint & Glare and Visual Impacts):***

The submitted Glint and Glare Impact Assessment concludes that the proposed landscape screening on the eastern side of Site 1 and along both sides of the waterway corridor on Site 2 would be sufficient to reduce the glare hazard from the facility to nearby roads and properties to negligible once the vegetation was established.

It also states however that two industrial properties to the north of Site 1 and three dwellings to the north and west of Site 2 have a potential glare hazard with these sites to be 'monitored and managed' with regard to potential impacts. The report states that this impact could be mitigated with screen planting on the northern boundary of Site 1 and the northern and eastern boundaries of Site 2. Council therefore requests that the landscaping plan be amended to show such planting.

The report also states that screen planting should be a combination of shrubs and trees of sufficient height and density to mitigate glare. The landscaping plan submitted with the proposal shows that only shrubs and grasses are proposed to be planted with most shrubs measuring up to 3 metres in height. Only two shrub species would grow to up to 4 metres in height. This is considered to be unsatisfactory as the height of the proposed photovoltaic panels is up to 4 metres and will therefore not be suitably screened.

The Landscape Visual and Cumulative Impact Assessment details that the proposed landscaping plan would provide for adequate onsite mitigation of the visual impacts of the proposed facility and that additional onsite mitigation measures should also be undertaken, including that:

- Vegetation should ideally be able to grow to the height of the panels;
- Screening vegetation should be planted early in the construction timeline where practicable to aid in the mitigation of construction visual impacts and also to maximise the opportunity for vegetation to mature;
- Ancillary buildings, substations and other infrastructure should be constructed in a material and colour that has a low visual contrast to the existing environment; and
- Access tracks and roads should be constructed to facilitate water runoff and prevent dust and erosion.

The above points should be included as planning permit conditions. In addition, any planning permit issued should include conditions requiring that:

- the vegetation at the time of planting should be of a size so that it creates a 4 metre dense screen;
- the vegetation should be at a more mature height when planted to mitigate impacts in the short-term; and
- the vegetation should be subject to an ongoing maintenance regime over the lifespan of the proposal.

- ***Removal of productive agricultural land:***

An agricultural impact assessment or whole farm plan was not submitted with the application and therefore the agricultural merits of the proposal are unable to be assessed.

The Rural Land Use Strategy 2019 provides that the subject land is located in a productive agricultural land area based on a technical assessment of the land:

- o Agricultural capability;
- o Lot size being suited to productive agricultural use; and
- o Access to irrigation water sources.

The *Assessment of Agricultural Quality of Land in Gippsland* (Swan and Volum 1984) identifies that part of the site located to the east of Tramway Road as Class 3 which is very good dairying and grazing land and suitable for orchards and extensive area cropping. The part of the site on the western side of Tramway Road is identified as 'public land' and therefore has not been assessed for agricultural merit.

The planning report submitted details that it is proposed to allow sheep to graze on the land but does not detail the number of sheep nor does the site plan submitted show how this 'agrophotovoltaic' use is to occur with regard to the management of the sheep on the land.

An assessment of the agricultural impacts of the proposal must detail that the proposal has been appropriately designed to ensure that sheep are able to graze the land, allowing for some agricultural activity to occur during the lifespan of the proposed solar facility.

It is considered that conditions should be included on any permit issued for the proposal requiring an agricultural assessment of the site with regard to the proposed use and that the recommendations in the report be implemented into the final design of the facility to ensure that the land can continue to be used for agricultural purposes during the lifespan of the proposal.

- ***Traffic Impacts***

The Traffic Impact Assessment report notes that access to the site will be obtained via Tramway Road with vehicles also using Firmins Lane. It is expected that during construction, up to 60 vehicle movements per day will occur comprising of 10 vans, 10 heavy rigid vehicles and 10 semi trailers. During the operating phase, it is estimated that only 2 vehicles per week will require access to the site.

The application advises that a Construction Environmental Management Plan will be required during construction and this should include any road maintenance required along Tramway Road and Firmins Lane attributable to the development.

- ***Remediation Bond***

If the project is approved, Council requests that an appropriate remediation bond is put in place to ensure that on cessation of the use, that the development is decommissioned and the land is returned to primary agricultural use appropriately.

Conclusion

In summary, while Council is 'in principle' supportive of the proposal, it is considered that there are some shortcomings that could be largely managed through the inclusion of detailed conditions on any planning permit issued for the proposal. If the documented concerns cannot be addressed through the inclusion of conditions, Council's submission would stand as an objection.

If you require additional information, please contact Jody Riordan– Manager
Regional City Planning (03) 5128 6178 or via email at
Jody.Riordan@latrobe.vic.gov.au

Yours sincerely

CR SHARON GIBSON
Mayor

Agenda Item: 14.2

Agenda Item: Development of a Social and Affordable Housing Strategy

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Middlemiss

That Council:

- 1. Commence the staged development of a Latrobe City Social and Affordable Housing Strategy; and**
- 2. Allocate \$100,000 from the Accumulated Unallocated Cash Reserve to fund the commencement of the strategy.**

CARRIED UNANIMOUSLY

Executive Summary:

- At the 1 March 2021 Ordinary Council Meeting a motion was carried which resolved:

That Council:

- 1. Requests officers prepare a further report for the May 2021 Ordinary Council Meeting to allow additional time to investigate the options available for the creation of a Social and Affordable Housing Policy, including the current work being produced by the State government;*
- 2. Investigate options to fund the preparation of a Social and Affordable Housing Strategy for Latrobe City; and*
- 3. Requests officers prepare a submission to the State government's discussion paper for the 10-Year Social and Affordable Housing*

Strategy for Victoria.

- The State government has released a discussion paper on the development of a state-wide 10-Year Social and Affordable Housing Policy. A submission was made to the discussion paper on 12 April 2021, satisfying the third part of the Council resolution.
- The discussion paper does not delve into planning tools and treatments to assist with the provision of social and affordable housing and is not expected to be finalised until late 2021.
- As a result of Ministerial Amendments VC187 and VC190 the Minister for Energy, Environment and Climate Change is the Minister responsible for determining applications that are assessed as part of Victoria's Big Housing Build with some notable exceptions such as the development of 10 or less dwellings where the application is made on behalf of the Director of Housing
- Council officers have been verbally advised by Homes Victoria that the development of Council-specific strategies is not eligible for funding under the Social Housing Growth Fund (i.e. Victoria's Big Housing Build program).
- Therefore, at the 12 April 2021 Council Meeting, Council resolved:

That Council:

1. *Adopts the submission at Attachment 3 to the Department of Families, Fairness and Housing.*
 2. *Acknowledges the opportunity for positive community outcomes from the implementation of the state government's 10 year Social and Affordable Housing Strategy and the Big Housing Build Program provided local community needs are included in the process.*
 3. *Writes to the Minister for Housing and the Minister for Energy, Environment and Climate Change to request that no social and affordable housing projects progress, until such time as Latrobe City Council has a local policy in place that identifies suitable housing locations and suitable design considerations relevant to the needs of the local community.*
 4. ***Refers an allocation of \$100,000 to the 2020/2021 budget surplus process for consideration, for the purpose of preparing a local Social and Affordable Housing policy (emphasis added).***
- However, given the desire of Council is to deliver the Strategy by the end of 2021 / early 2022, funding will be required earlier than September (when decisions around the budget surplus allocation will be made) to ensure there is sufficient time for the procurement of appropriate consultants, adequate engagement with key stakeholders and finalisation of the strategies can be completed on time.

- The strategy can be delivered in three stages:
- Stage 1 consists of identification of surplus Council land that can be utilised for social and affordable housing projects as part of the Big Housing Build and development of design considerations as to how these sites should be developed.
- Stage 2 would see the development of assessment criteria for social housing applications that require Council approval and associated formation of a policy position that is external to the Planning Scheme.
- Stage 3 would involve the production of the final Latrobe City Social and Affordable Housing Strategy.
- When considering disposal of surplus Council land, caveats can be applied to ensure that the land is used and developed for the purposes intended by Council.
- A continuing priority is the need to have ongoing negotiation and collaboration between Homes Victoria and Council in regards to the proposed Housing Compact.

Background:

Housing market in Latrobe City

The table below provides ABS (2016) data in relation to the current housing market breakdown in Latrobe City compared to state and national averages.

Tenure	Latrobe Valley	%	Victoria	%	Australia	%
<i>Occupied private dwellings</i>						
Owned outright	10,024	35.6	682,685	32.3	2,565,695	31.0
Owned with a mortgage	9,579	34.0	746,502	35.3	2,855,222	34.5
Rented	7,444	26.4	607,354	28.7	2,561,302	30.9
Other tenure type	172	0.6	17,178	0.8	78,994	1.0
Tenure type not stated	934	3.3	58,983	2.8	224,869	2.7

Of occupied private dwellings in Latrobe Valley (Statistical Area Level 3), 35.6% were owned outright, 34.0% were owned with a mortgage and 26.4% were rented.

Rent and mortgage stress is identified as persons paying in excess of 30% of their household income in rental or mortgage payments. The table below shows that a lower proportion of Latrobe Valley residents at the time of the 2016 census were in rental or mortgage stress when compared to the state and nation.

Rent weekly payments	Latrobe Valley	%	Victoria	%	Australia	%
Median rent	200	--	325	--	335	--
Households where rent payments are less than 30% of household income	--	90.5	--	89.6	--	88.5
Households with rent payments greater than or equal to 30% of household income	--	9.5	--	10.4	--	11.5

The number of households where rent payments were 30% or more of an imputed income measure are expressed in this table as a proportion of the total number of households in an area (including those households which were not renting, and excluding the small proportion of visitor-only and other non-classifiable households). The nature of the income imputation means that the reported proportion may significantly overstate the true proportion.

[View the data quality statement for Rent weekly payments \(RNTD\)](#)

Mortgage monthly repayments	Latrobe Valley	%	Victoria	%	Australia	%
Median mortgage repayments	1,200	--	1,728	--	1,755	--
Households where mortgage repayments are less than 30% of household income	--	95.2	--	92.5	--	92.8
Households with mortgage repayments greater than or equal to 30% of household income	--	4.8	--	7.5	--	7.2

The number of households where mortgage repayments were 30% or more of an imputed income measure are expressed in this table as a proportion of the total number of households in an area (including those households which were renting, and excluding the small proportion of visitor only and other non-classifiable households). The nature of the income imputation means that the reported proportion may significantly overstate the true proportion.

It is noted however, that information from the housing market suggests these statistics are quickly changing, particularly following the coronavirus pandemic.

Current work being produced by the State government

The Department of Families, Fairness and Housing (DFFH) is in the process of preparing a ten year social and affordable housing strategy for the state.

This discussion paper is a community-led qualitative document that provided an overview of social and affordable housing, set a vision for the future, identified principles that should be embedded in a strategy, identified four focus areas with actions and identified the need to decipher next steps. A high level of focus was placed on health and safety outcomes for future residents of the facilities.

A draft submission to this discussion paper on behalf of Council was considered at the 12 April 2021 Ordinary Council Meeting and a submission made to DFFH on 13 April 2021 (following the grant of an extension by DFFH).

The development of the strategy is scheduled to commence in mid-2021 with a strategy launch in late 2021. However, it is noted that there is no further consultation scheduled between the discussion paper engagement period (already concluded) and the launch of a strategy.

As part of Council's submission to the strategy discussion paper, it was requested in writing that DFFH consider utilising Victoria's Big Build funding (Social Housing Growth Fund) for the development of local social and affordable housing strategies, particularly one for Latrobe City.

Discussions with Homes Victoria have suggested that the funding eligibility criteria is very specific and is focused on construction as opposed to supporting policy creation that relates to social and affordable housing. The Social Housing Growth Fund is being jointly administered by the Minister for Housing and the Treasurer at the Department of Treasury and Finance.

Given the above and the lack of discussion by the State in regards to potential planning tools to ensure the ongoing provision of social and affordable housing, it is

not yet known whether or not the proposed state-wide strategy will adequately meet the needs of Latrobe City.

It is important to note that any local social and affordable housing strategy created will not require consideration by the Minister for Energy, Environment and Climate Change as the responsible authority for applications that are generally:

- Funded wholly, or partly under Victoria's Big Housing Build program;
- Carried out by or on behalf of the director for Housing; or
- The application is made by or on behalf of the Director of Housing.

This also is applicable for applications submitted for less than 10 dwellings where Latrobe City Council are the Responsible Authority for the assessment of the application based on the provisions of Clause 52.20 *Victoria's Big Housing Build* of the Latrobe Planning Scheme.

For the life of the Victoria's Big Housing Build program (scheduled to conclude in 2024), the strategy will only apply to applications that are not funded in any way by the Victoria's Big Housing Build program or made by or on behalf of the Director of Housing. This may continue to be the case for applications in future that are made by or on behalf of the Director of Housing. An expiry clause has not been attached to these particular provisions.

Given the above, at the 12 April 2021 Council resolved to refer an allocation of \$100,000 to the 21/22 budget for the preparation of a Social Housing Strategy.

Preparation of a Social and Affordable Housing Strategy

The strategy can be delivered in three stages:

Stage 1

Identification of surplus Council land that can be utilised for social and affordable housing projects as part of the Big Housing Build. This will involve a review of all Council owned surplus land and its characteristics and development of design considerations as to how these sites should be developed. If considered potentially appropriate for social and affordable housing projects, the Sale of Council Land process will need to be followed with caveats applied to land to ensure it is used and developed as per the specifications of Council. It is anticipated that this component of the strategy will take approximately 4 months and require \$30,000 of funding to be undertaken.

Stage 2

The development of assessment criteria for social housing applications that require Council approval and associated formation of an interim policy position that is external to the Planning Scheme. This policy position would remain in place until the strategy is completed. Assessment criteria can consider location, access to services, design objectives, etc. This component of the project could be delivered in 3-4 months.

Stage 3

Stage 3 would involve the production of the final Latrobe City Social and Affordable Housing Strategy. The development of this strategy would run parallel to the projects above and with the assistance of consultants, could be produced in approximately 10 months' time at an estimated cost of \$70,000.

It is projected that the overall three-stage project would take 10-12 months to complete at a cost of \$100,000.

As per the Council resolution at the 12 April 2021 Ordinary Council Meeting, a letter is to be sent to the Minister for Housing the Honourable Richard Wynne and the Minister for Energy, Environment and Climate Change the Honourable Lily D'Ambrosio to request that no social and affordable housing projects progress until such time as Latrobe City Council has a local policy in place that identifies suitable housing locations and suitable design considerations relevant to the needs of the local community.

Issues:

Strategy Implications

Strategy 9 – Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City

Consideration of options for the development of Social and Affordable Housing Strategy will ensure that members of the Latrobe City community are given consideration when it comes to the provision of appropriate housing and access to services when planning scheme exemptions aren't in place.

Strategy 14 – Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.

Any consideration of options for the development of Social and Affordable Housing Strategy will have regard to service and infrastructure provision for some of our most vulnerable residents. Requesting funding for the development of a Latrobe-specific strategy demonstrates our desire to advocate for very low to moderate income earning members of the community.

Communication

Any future Social and Affordable Housing Strategy will be developed in consultation with the community, key stakeholders, agencies and authorities including Registered Housing Agencies (RHAs), the Department of Families, Fairness and Housing (DFFH), the Department of Environment, Land, Water and Planning (DELWP) and other Victorian Municipal Councils.

Financial Implications

To date, there have been no financial implications as a result of researching options for the development of a Social and Affordable Housing Strategy. All work

undertaken has been done as part of the BAU for Strategic Planning and Active & Liveable Communities.

At the 12 April 2021 Council Meeting, Council resolved to *“Refers an allocation of \$100,000 to the 2020/2021 budget surplus process for consideration, for the purpose of preparing a local Social and Affordable Housing policy.”* Outcomes of this process will not become known until the second quarter of the 2021/22 financial year. Alternatively, council currently has a balance of \$404,000 in the Accumulated Unallocated Cash Reserve, it is recommended in order to commence this project that an amount of \$100,000 be allocated from this reserve to enable the immediate development of the Social and Affordable Housing policy.

Further, it is noted that Homes Victoria have highlighted their desire to explore mechanisms with Councils to bring social housing closer to the treatment of other public infrastructure such as schools and hospitals, which are exempt from Council rates. If social housing projects are to be exempt from paying rates, there will be an impact on Council's annual revenue.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk Council seen as not playing their part in assisting with the appropriate location of social and affordable housing.	3 - Possible	Prepare a social and affordable housing strategy to ensure appropriate tools are provided in the Latrobe Planning Scheme to guide the provision and location of social and affordable housing. Advocate with Homes Victoria with the intention of guiding locations for social and affordable housing that is funded by Victoria's Big Housing Build. Identify surplus Council land and consider sale of appropriate land for development with social and affordable housing projects.
Reputational Risk The community will	5 – Almost certain	Community expectations must be managed given the limited consideration

expect that any strategy created will apply to all social and affordable housing projects.		<p>such a strategy will be given as all applications as local strategies and policies can be disregarded due to the specific exemption provisions introduced by the State Government.</p> <p>This will need to be made clear in all associated engagement and consultation with the community. The portion of proposals that will fall within these exemptions will not be clear until the funding has been open for a longer period of time and trends can be identified.</p>
<p>Strategic Risk</p> <p>The Latrobe Planning Scheme to remain silent on how to appropriately locate social and affordable housing projects, in the interest of all residents.</p>	3 - Possible	<p>Prepare a social and affordable housing strategy that makes appropriate recommendations for changes to the Latrobe Planning Scheme.</p>
<p>Strategic Risk</p> <p>The prioritisation of the development of a social and affordable housing strategy will result in delays for other strategic planning projects such as the Yallourn North Structure Plan.</p>	5 – Almost certain	<p>Utilise consultants as much as possible to free-up Council officer time and review business plans to identify changes to estimated delivery dates of projects.</p>

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

Legal and Compliance

No legal implications are relevant for this matter. The community and key stakeholders, agencies and authorities will be notified of any proposed strategy. This will be an opportunity to gauge feedback in relation to any advocacy, partnerships,

Planning Scheme changes and financial contributions of Council proposed in a subsequent Social and Affordable Housing Strategy.

Community Implications

The development of a Social and Affordable Housing Strategy would seek to ensure that the members of the Latrobe community that are in housing stress and are on a very low, low or moderate income have access to safe and suitable housing that is appropriately located. Community consultation would occur to inform the development of a Social and Affordable Housing Strategy, with feedback regarding strategies and actions gauged at this stage of the project. The community would also be informed in regards to when and how a strategy would apply given Ministerial Amendments VC187 and VC190.

It is acknowledged that social housing can be negatively viewed by members of the community and that differentiation between social and affordable housing will be a key outcome of community consultation and the subsequent strategy. As will the differentiation between public housing and community housing.

Environmental Implications

No environmental implications are anticipated in relation to the creation of a Social and Affordable Housing Strategy for the municipality.

Health Implications

The development of a strategy has the potential to assist in the provision of safe social and affordable housing that has access to services, employment, transport and education. Appropriately located and designed social and affordable housing projects will positively impact the health of some of the most vulnerable members of our community.

Consultation

Engagement and consultation will be undertaken with the community, key stakeholders, agencies and authorities if a Social and Affordable Housing Strategy is to be developed. Further consultation would take place once a draft strategy was finalised through a Planning Scheme Amendment process. This would include:

- Documents available on the Latrobe City Council website;
- Have Your Say page created;
- Letters/emails seeking feedback from key stakeholders, agencies, authorities and prescribed ministers;
- Hard copy surveys distributed to Council and community venues;
- Community group newsletters;
- Social media promotions;

- Notices on the Latrobe Valley Express Council Noticeboard; and
- Opportunities to meet with Council officers to discuss 1:1 (as appropriate with any COVID-19 restrictions that may be in place at the time).

Declaration of Interests:

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

Supporting Documents:

Council Meeting Minutes 01 March 2021 (CM650), Agenda Item 14.1, Options available for the development of a Social and Affordable Housing Strategy.

Attachments

Nil

Agenda Item: 14.3

Agenda Item: Freeway Overhead Signage

Sponsor: General Manager, Regional City Growth and Investment

Council Plan Objective: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Status: For Decision

MOTION

Moved: Cr Clancey

Seconded: Cr Law

That Council notes the policy position of Regional Roads Victoria (RRV) not to allow use of the freeway overhead signs for tourism messaging.

CARRIED UNANIMOUSLY

Executive Summary:

The following notice of Motion was carried unanimously on 5 February 2018:

That Council:

1. *Requests a report to be brought back to Council exploring the options of the installation of large digital signage on the overhead bridges of Princes Freeway in Latrobe City; and*
2. *Explore the options of Public - Private Partnership, costs and revenue streams.*
3. *Explore Federal and State funding for ongoing promotion and branding of Latrobe City via these digital signs and events within our city.*

Councillors have previously been advised that:

- Officers had been seeking information on the possibility to install signage on overhead bridges since 2018;
- The response from Regional Roads Victoria (RRV) had been that their policy does not currently allow for this type of signage in a rural area;
- Destination Gippsland (DG), in conjunction with the Latrobe Valley Authority

(LVA), are working on a project that will seek to change, or negotiate an exemption from the current RRV policy.

Since this time, repeated approaches have been made to RRV with the recurrent response being that the policy remains unchanged.

Destination Gippsland report making similar appeals to RRV in relation to the use of overhead highway signage to promote regional visitation with the same response.

Officers have queried the use of recent overhead signage which has been installed along the Princes Freeway (for example, at Officer and Flynn) and have been advised that these are to be utilised for pandemic information and emergency management only, and cannot be used for tourism purposes.

Council will invest in suitable tourism signage within the road reserves when appropriate opportunities arise.

Background:

To date, Latrobe City Council has sent four letters to RRV seeking their position on the matter of signage on overhead bridges on freeways (March 2018, September 2018, April 2019 and August 2020). In addition, the issue has been raised twice in meetings with RRV, including at an executive level (January 2019 and March 2021).

While Council has not received return written correspondence, verbal advice provided is that installation of overhead freeway signs does not align with RRV policy and criteria and will not be approved. Additional advice includes:

- The factors considered in making decisions about signage are primarily in relation to safety and current and future impact on the operation of the road; and
- The focus in rural areas is to provide destination information or other, that ensures safe and efficient operation of the road.

Queries have been made about the potential use of the overhead signs which have recently been installed along some sections of the Princes Freeway for tourism messaging. The response from RRV is that these signs are to be utilised for pandemic information and emergency management only.

Issues:

Strategy Implications

This report aligns with the following objective under the Council plan:

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

Communication

Community implications are not considered a factor within the context of this report.

Financial Implications

There are no financial implications of this report.

Risk Analysis

The only risk associated with this report is reduced capacity for tourism messaging for the Latrobe Valley.

Legal and Compliance

There are no legal and compliance issues in relation to this report.

Community Implications

There are no community implications resulting from this report.

Environmental Implications

There are no environmental implications resulting from this report.

Consultation

Consultation is not required for this issue.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

Nil

Agenda Item: 14.4

Agenda Item: Bid to host the Australian Netball Championships 2021

Sponsor: General Manager, Regional City Growth and Investment

Council Plan Objective: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Status: For Decision

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Howe

That Council supports the bid to host the Australian Netball Championships 2021 in Latrobe City.

CARRIED UNANIMOUSLY

Executive Summary:

- State and Federal Governments have supported Council to develop the Gippsland Regional Indoor Sports Stadium (GRISS) with \$19M in funding.
- These funding partners have an expectation that these venues are leveraged to provide maximum value to the community. These objectives include;
 - Driving economic benefit to the region,
 - Enhancing the reputation of Latrobe City as a great place to live and work with high class facilities,
 - Providing access to top class events without the need to travel to Melbourne,
 - Providing a top class venue for use by local organisations that assist with the development of elite performers and increased participation in activities that promote community health and amenity.

- The Australian Netball Championships 2021 (ANC) is due to take place over 8 days in the window between 6 – 19 September 2021.
- This event will bring 10–12 teams of 12 players and 5 officials playing in a round-robin competition culminating in an Australian Champion team. No more than any one team from an Association will be permitted entry so players will come from across Australia. There will also be 20-30 technical officials appointed from across the country.
- The total cost of the event has been estimated at \$110,000 with Council contributing \$20,000 from the Major Events Attraction budget and the cost of the venue hire (\$12,000) as value in kind towards the project. This allocation is in keeping with other major events supported in previous years and is representative of the type of new event sought in each financial year.
- A major event assessment has been completed which shows \$3,178,572 economic benefit from 300 visitors, 2,400 bed nights, 31:1 return on investment (see attachment 1)
- Due to the tight deadlines of the bid process, officers commenced the process and submitted a bid clearly advising that it is pending Council approval. (see attachment 1)
- In order to deliver this event, GRISS would need to be made available for at least 8 days between 6 and 19 September 2021.
- Officers have identified all user group clashes within this period. Following a successful bid, officers would negotiate suitable alternative arrangements for impacted user groups.
- Tourism and Major Events Advisory Committee (TAMEAC) reviewed this event at the meeting on 7 April, 2021 and moved a motion to support the bid.
- Consistent with TAMEAC's Terms of Reference and Major Events Selection and Funding Framework, the recommendation of TAMEAC to support the bid for this event, is being put forward for Council's consideration and decision.

Background:

With state of the art venues such as Gippsland Regional Indoor Sports Stadium (GRISS) coming online, a number of major event opportunities which bring economic benefit and enhanced reputation to the region are presenting for consideration.

One such opportunity is the Australian Netball Championship 2021.

Netball Australia sought Expressions of Interest from interested groups to host and organise this event. They issued a detailed EOI and based on the major event assessment, officers expressed interest to enter the bid process.

The event involves the pre-qualification of 10-12 women's teams from senior netball associations across Australia. Each team comprises 12 players and 5 officials. In addition, 20-30 technical officials will be involved as appointed by Netball Australia.

All costs associated with conducting the event will be borne by the Host Organising committee. It is estimated that the event will cost \$110,000 to deliver, with revenue from ticketing, catering, merchandising and sponsorship estimated at \$40,000, commitment from the Gippsland Regional Event Acquisition Fund (GREAF) anticipated at \$28,000, other funding sources \$10,000, leaving Council a figure of \$32,000 (\$20,000 from the Major Events Attraction budget and \$12,000 VIK for venue hire).

The GREAF is a fund established in conjunction with Destination Gippsland, LVA and the Gippsland LGAs to secure new events to the region.

The Host Organising Committee is responsible for:

- Competition Management
- Competition and training venues
- In arena match day sports presentation and technical services
- Timing, scoring and results processing
- Workforce recruitment and training
- Technical Official services
- Event meetings and functions

A major event assessment has been completed and was presented to Council's Tourism and Major Events Advisory Committee (TAMEAC) on 7 April, 2021. TAMEAC supported the submission of the bid at this meeting. (see attachment 2).

Officers have identified all user group clashes at GRISS within this period. Following a successful bid, officers will negotiate suitable alternative arrangements for impacted user groups.

Issues:

Strategy Implications

This approach aligns with the following Council Plan objectives:

OBJECTIVE 3: Improve the liveability and connectedness of Latrobe City

OBJECTIVE 4: Improve the amenity and accessibility of Council services

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

Health Implications

This event supports the promotion of netball in the region and encourages participation in the sport with its associated health benefits.

Communication

A detailed communication strategy is associated with the bid.

Financial Implications

\$20,000 event fee which will come from the Major Events Attraction budget along with \$12,000 VIK

Economic benefit of this event has been assessed as \$3,178,572.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Financial Risk Opportunity cost of lost economic benefit from this event	5 (Almost Certain)	Council approval for the conditions of the bid.
Strategic Risk LCC seen as a problematic location for hosting major events	4 (Likely)	Ensure a consistent approach in securing major event opportunities.
Reputational Risk Negative responses from user groups affected by displacement from the venue	3 (Possible)	Extensive communication and pre warning to user groups Fair and reasonable compensation options offered to user groups during displacement period

* Inherent likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost

Legal and Compliance

There are no legal and compliance implications in relation to this report.

Community Implications

Possible negative community sentiment particularly from affected user groups.

Positive outcomes for the wider community who receive the benefits of having the national championships of a major sport in their region.

Environmental Implications

There are no environmental implications in relation to this report.

Consultation

The TAMEAC, LCC Executive team, Gippsland Netball Association, LVA and other relevant internal stakeholders such as Leisure and Events have been consulted regarding this opportunity.

Other

N/A

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1. ANC2021 Bid Proposal (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. NDA signed with Netball Australia to allow the bid to proceed.

2. ANC2021 Major Event Assessment

14.4

Bid to host the Australian Netball Championships 2021

2	ANC2021 Major Event Assessment.....	110
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MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: March 2021

ASSESSED BY: Peter Stewart

EVENT DETAILS			
Event name:		Event date / Proposed Date:	
Australian Netball Championship 2021		8 days between 6 th – 19 th September 2021	
Event type: (please select)			
Arts/Culture <input type="checkbox"/> /Food & Wine <input type="checkbox"/> /Sponsorship <input type="checkbox"/> / Sport X <input checked="" type="checkbox"/> /Business & Conference <input type="checkbox"/> /Community <input type="checkbox"/> /Other <input type="checkbox"/>			
Event Category: (please select) **		Funding - CASH	Funding – IN KIND
Hallmark	<input type="checkbox"/>	Yr 1 : \$20,000 + GST	Venue Hire \$12K
Major	X	Yr 2 :	
Significant	<input type="checkbox"/>	Yr 3 :	
Community	<input type="checkbox"/>	Other :	
Event description:			
<p>ANC2021 is a single sex competition (for women) played according to the 2019 DUANL rules. The rules, event format & operating procedures are explained in full in the ANC2021 event manual, but the key elements are as follows:</p> <ul style="list-style-type: none"> • 10-12 Teams of 12 Players and 5 Team Officials • The duration of the ANC shall not exceed 8 playing days. Two (2) sections of five (5) – six (6) teams. • No more than one team from the same MO/State/SSN Club may be in an initial section. • Preliminary round robin stage and then semi-finals & a final stage to determine a final ranking for each team. Between 27-32 matches in total. • Between 27-32 National Technical Officials - Umpire Officials (11-13) & Bench Officials (12-14), Umpires Appointment Panel (3-4), Technical Delegate (1). <p>The event window shall be Monday 6 September through to Sunday 19 September 2021.</p>			



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Expression of Interest close	5pm, 15 March 2021
Enquiry cut-off date:	4pm, 2 April 2021
Submissions close	Midnight, 9 April 2021
Tender evaluation and short listing	From, 12 April 2021
Short list interviews (if required)	From, 19 April 2021
Finalization of proposal and contract terms	Before 25 April 2021
Appointment of Host Organization	1 May 2021

Event Term in region - commitment to region hosting:	
1 year only <input checked="" type="checkbox"/>	2 years <input type="checkbox"/> 3 years <input type="checkbox"/> roll over rights i.e. 3 + 3 <input type="checkbox"/>
Contact name: Lindy Murphy	Email: lindy.murphy@netball.com.au
Title/position: Events Project Lead	Phone: 03 8621 8610

EVENT DELIVERABLES

**Purpose /
Aims /
Objectives:**

The objectives of the Australian National Championships are:

- Deliver a true pathway tournament and opportunity to identify emerging athletes and foster the continued development of athletes through peripheral programs that provide support focusing on whole of person, not just technical.
- Deliver a pathway tournament that contributes to preparing developing coaches, administrators, and officials for Suncorp Super Netball and international level competition.
- Create a new brand identity for ANC.
- Showcase state netball rivalry in a contemporary high-profile tournament.
- Provide a national competition opportunity that currently does not exist for Tasmania, Northern Territory and Australian Capital Territory.
- Increase commercial opportunities for the sport.
- Create peripheral engagement opportunities for existing partners and develop a tournament experience that adds value to new local partner opportunities.
- Provide hosting opportunities in regional areas of Australia.
- Develop a financially sustainable competition.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Outcomes / Vision:	To assist in positioning Latrobe City as a major events and sporting destination.							
Budget estimate:	\$100,000 Possible Funding Sources: LCC Events - \$20,000 + 12,000 VIK GREAF – \$30,000 Sponsorship - \$20,000 Ticketing & Merchandising – \$20,000							
EVENT GRADING								
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?		ROI	Rating (circle only 1)					
Explanation / justification (if less than \$5 please expand ie. new event) :		\$5 - \$10	1					
		\$11 - \$19	2					
		\$20 +	3					
<table border="1"> <tr> <td>Direct \$</td> <td>\$2,119,048.00</td> </tr> <tr> <td>Indirect \$</td> <td>\$1,059,524.00</td> </tr> <tr> <td>Total \$</td> <td>\$3,178,572.00</td> </tr> </table>	Direct \$	\$2,119,048.00	Indirect \$	\$1,059,524.00	Total \$	\$3,178,572.00		
Direct \$	\$2,119,048.00							
Indirect \$	\$1,059,524.00							
Total \$	\$3,178,572.00							
2. Event commitment/ term to region								
1 year only where the event is a roving event or a once off event.			1					
2 year commercial deal			2					
3 year commercial deal			3					
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.			(Could be more than 1)					
A. None allocated			0					
B. Latrobe City only			1					
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)			1					
D. Metro Melbourne			1					
E. Other Intrastate regions			1					
F. Nationally			1					
G. In addition to the above, does the event provide opportunity to market and promote Latrobe City as a tourist destination through the events existing and established marketing channels? i.e. membership data base, TV / live streaming digital media other. Netball Australia is one of the nation's largest and most influential sporting federations with huge participation rates. This event would showcase GRISS and the region and further enhances the City as a sporting destination.			1					



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

4. Proposed program of sport development and community engagement activities		(Could be more than 1)
A. Is there a proposed community engagement plan / content?	Y / N	1
B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	1
C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details:	Y / N	1
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)
Rationale for rating: Securing this event would be a major coup for the City and would assist positioning GRISS as one of the premier sporting venues in Australia.	Poor	1
	Good	2
	Excellent	3

Grading guide: 0 – 6 = GOOD | 7 – 12 = V GOOD | 13 and above = EXCELLENT

Score

13 / 17

STRATEGIC GOALS / FOCUS

Does the event support the following strategic goals:

• Adding to our region's Economic prosperity	Y / N	
• Being complementary to community members and groups	Y / N	
• Increasing the regions image and visibility	Y / N	

IDENTIFY KEY ISSUES/BENEFITS

This event leverages the successful delivery of the recent netball matches held in March between National Netball sides Collingwood Magpies, Adelaide Thunderbirds and Queensland Firebirds.

At this stage LCC are only submitting a bid to host the event. The process will be managed by Netball Australia over the next month.

RECOMMENDATION

Rationale:

The event complements the calendar of events being prepared to assist local businesses emerge from the COVID-19 restrictions. In addition to showcasing the GRISS venue, it also provides an opportunity, in conjunction with some of LCC's key stakeholders, to demonstrate the capacity of the City to coordinate the delivery of another major event and reinforces our standing as a centre for event tourism.

This event supports the **Latrobe City Events and Tourism Strategy 2018 – 2022** Objectives:

1 (Increase Visitation),



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

3 (Increase destination profile) and

4 (Promote community connectedness.

It also supports the **Latrobe City Council Plan 2017 -2021** Objectives:

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

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

DEFINITIONS

** Event Category

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.

Agenda Item: 14.5

Agenda Item: Latrobe City Council submission - Inquiry into the impact of the COVID-19 pandemic on the tourism and events sectors

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Ferguson

That Council endorses the Latrobe City Council Submission - Inquiry into the impact of the COVID-19 pandemic on the tourism and events sector.

CARRIED UNANIMOUSLY

Executive Summary:

The implications of COVID-19 on the tourism and events sectors have been significant, with these industries coming to a standstill during the lockdown periods. These standstills have had impacts on these industries across the entire region.

The impacts have been mainly caused by issues related to resourcing of staff and volunteers caused by COVID-19 as well as the measures used to control the spread of the pandemic impacting on these sectors directly. There have also been some identified issues related to the implementation of the DHHS (Department of Health and Human Services) Events framework.

The events and tourism industries have also been significantly impacted by:

- Heavy reliance on Federal JobKeeper financial assistance
- Uncertainty about the future for tourism with international and state border closures

- Uncertainty regarding further snap or extended lockdowns
- Lack of consumer confidence
- Heavily discounted flights to other destinations
- Staff shortages in some areas or not enough work in others

There has also been innovation within the industry with the use of online events and new business ideas emerging in the catering sector.

The Latrobe City Council's submission (Attachment 1) outlines these key impacts and puts forward eleven recommendations to help revive the tourism and event sectors in Latrobe City.

These recommendations include short- and long-term measures to support these sectors. Short-term recommendations include funding for events, access to low cost finance for events, grants for community events, the continuation of the streamlining of the Public Events Framework, and the promotion of regional tourism and marketing to build confidence in interstate travellers. The long-term recommendations include investing to acquire new major events, funding for large existing regional events, access to trade missions, support for community event organisers, and funding tourism and event infrastructure.

Background:

Nil

Issues:*Strategy Implications*

This report is primarily aligned with the Latrobe City Council Plan Objectives 1: Support job creation and industry diversification to enable economic growth in Latrobe City.

Health Implications

There are no health implications from this report.

Communication

Internal communication primarily with Council's Creative Venues Events & Tourism, Community Health & Wellbeing and Economic Investment & Transition teams to gather information and feedback for this report and the enclosed submission.

Financial Implications

No foreseen implications on Council budget from this report.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Financial Risk Latrobe City tourism and event sectors not gaining appropriate financial and other supports; possible financial implications to Council if these businesses are required to be supported.	3	Support requirements clearly outlined in the Latrobe City Council submission.

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

Legal and Compliance

There are no foreseen legal or compliance issues associated with this report.

Community Implications

Potential positive implications to local event and tourism businesses and in relation to community events if some of the recommendations are adopted.

Environmental Implications

No foreseen environmental implications from this report.

Consultation

Internal consultation with Council's Creative Venues Events & Tourism, Community Health & Wellbeing and Economic Investment & Transition teams.

Other

Nil


Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1.  Latrobe City Council Submission - Inquiry into COVID-19 impacts on tourism and events sectors

14.5

Latrobe City Council submission - Inquiry into the impact of the COVID-19 pandemic on the tourism and events sectors

- 1 Latrobe City Council Submission - Inquiry into COVID-19
impacts on tourism and events sectors 119**



Inquiry into the impact of the COVID-19 pandemic on the tourism and events sectors

Latrobe City Council Submission

April 2021

For any enquiries about this submission, please contact:

Steven Piasente

Chief Executive Officer

Tel: 1300 367 700

Email: Steven.Piasente@latrobe.vic.gov.au



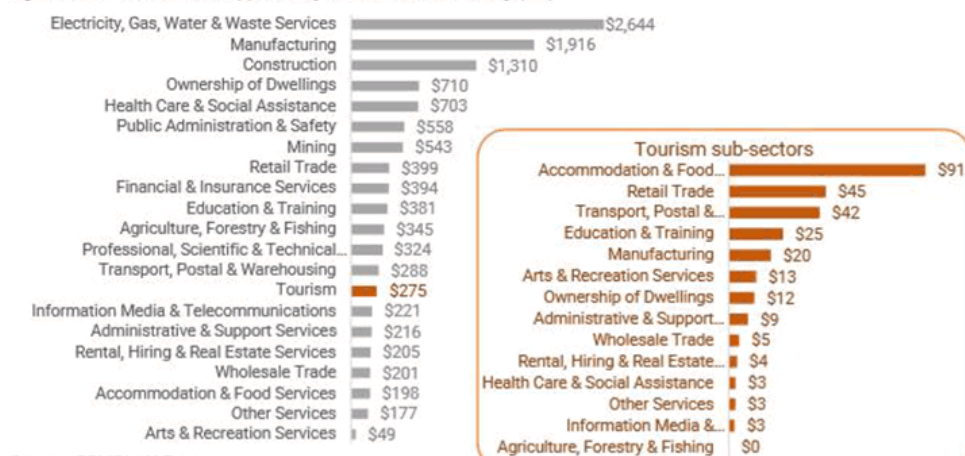
Introduction

Latrobe City Council welcomes the opportunity to provide its response to the *Inquiry into the impact of the COVID-19 pandemic on the tourism and events sectors* conducted by the Economy and Infrastructure Committee of the Victorian Parliament's the Legislative Assembly.

Latrobe City is one of Victoria's four major Regional Cities, located 135 km east of Melbourne. The City has a diverse tourism offering, including an annual schedule of major events, a variety of recreational and cultural facilities of an international standard, an impressive tourism and recreational infrastructure, and many natural attractions. Latrobe City hosts and delivers significant sporting events with an impressive list of World, National and State titles across diverse disciplines, underpinned by related infrastructure development. Tourism also encompasses activities across other industry sectors such as accommodation and food services, which form a major component of our local tourism industry significantly impacted by the COVID-19 pandemic.

The role of tourism and the visitor in Latrobe City supports 4.8% of all employment and approximately \$274.822 million in revenue (or 2.3% of the total GDP). The City attracts over 1.1 million visitors annually which generates over 670,000 visitor nights. Major events are a significant contributor to these figures and these contribute in excess of \$12 million annually to the local economy. Accommodation and Food Services contribute \$91.029 million to tourism output, Tourism also is an important activity in supporting the continued growth in Arts and Recreation with 20.8% of industry output supported by tourism (\$12.827 million).

Figure 2-4 Gross Revenue Supported by Tourism in Latrobe City (\$M)

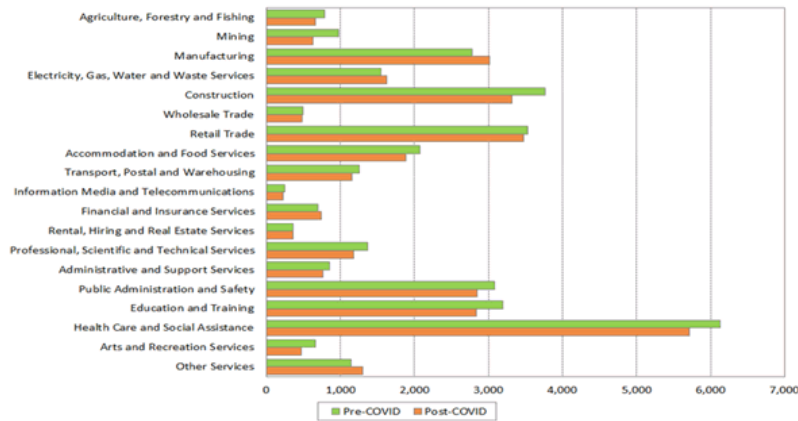


Source: REMPLAN Economy

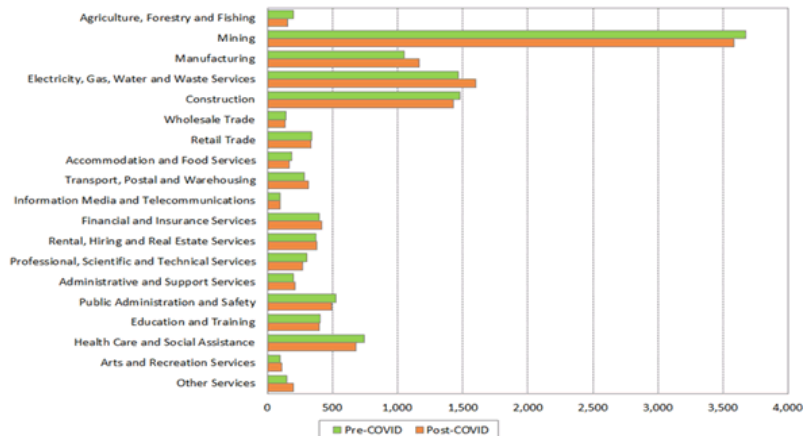
Latrobe City Council – Submission | Page 3

The below graphs outline the impact on the tourism and events sectors compared with other industries.

Industry employment trends pre and post COVID-19, 2022



Industry sales pre and post COVID-19, 2022 (\$ million)



The impact of COVID-19

Pre-COVID-19 overall employment in Latrobe City is estimated to be 32,389 jobs. The impact of the pandemic on jobs reached a low point of 28,227 in June 2020, with a gradual recovery in line with the easing of restrictions occurring over the following months. For Latrobe City it is forecast that the net loss of jobs over the 12 months from February 2020 to February 2021 was 1,536, representing a -4.74% reduction in employment.

More specifically there was a significant reduction in visitor economy activity over the lockdown period, undergoing an almost complete contraction in the early months, followed by a period of gradual recovery.

Impact of the pandemic on event organisers and the event supply chain

Given there has been almost no work in the industry during 2020, many organisations are hanging on by a thread. They have lost experienced staff, and cash reserves to fund future projects have been expended. The lead times for many events are long and there is great uncertainty in the industry regarding the path forward. The DHHS (Department of Health and Human Services) Events Framework at least provides a guide, however we believe that DHHS are not best placed to make judgements on how to deliver events in a COVID safe manner. Smaller community events are reliant on local volunteers and community support to run their event. Most community events were cancelled or postponed during this time. The Public Events Framework has put additional conditions and requirements on small community events such as fencing of events which is cost inhibitive.

Event managers have tried to pivot, however the late delivery of the DHHS Event Framework made it difficult for event organisers to know what they needed to do to meet COVID guidelines. If they had been provided COVID health parameters by DHHS, the industry could have determined how best to implement the restrictions and still deliver safe events. Smaller community events were left floundering waiting for more information. More clarity and consistency delivered expediently would have been very helpful.

Catering companies have been able to develop innovative options such as take aways, and individual packaged meals for catering purposes that partially met their revenue requirements and allowed for some businesses to remain afloat. However, in many cases the revenue was insufficient to retain staff. Some arts focused events were able to continue in a virtual format.

Other issues caused by the pandemic

While the continued JobKeeper funding has allowed individuals to have disposable income to allow travel once restrictions eased, this funding has been a double-edged sword. The tourism and events industry relies heavily on casual staff, often only working two or three days a week. For many of these people the Jobkeeper allowance was more than they earned doing a small number of shifts and therefore this had not encouraged them to return to the workforce. The other key source of staff for many tourism and events companies are backpackers. The closure of international borders has seen a huge decrease in numbers of this resource. In regional areas, the lack of casual staff has been compounded by the requirement of agriculture for the same type of workforce, resulting in competition for limited numbers of casual and transient workers.

In the tourism sector there is also a reliance on volunteers. Visitor Information Centres, attractions and other information services are often staffed predominantly by volunteers, many of whom are retired and in older demographic. These individuals are in the high-risk categories for COVID-19 and many have been reluctant to return to their volunteer roles until an appropriate level of vaccination has been achieved.

Many experienced staff have also left the industry due to either forced retirement or the need to find employment in other industries where their skills were transferrable. Some will never return to the events industry. This level of experience will take many years to replace. In addition, several associated support industries such as hire equipment, catering, security, lighting and other equipment providers have had companies go through a forced closure and likely not to return. This leads to a lack of expertise in these areas and less competition resulting in higher costs in the medium-term as well as the possibility of

standards declining in the future.

In summary, the events and tourism industries have been significantly impacted by:

- heavy reliance on Federal JobKeeper financial assistance
- uncertainty about the future for tourism with international and state border closures
- uncertainty regarding further snap or extended lockdowns
- lack of consumer confidence
- heavily discounted flights to other destinations
- and staff shortages in some areas or not enough work in others

The above combined with confusion over COVID-19 regulations and fatigue after enduring drought, bushfires and then the pandemic, has left the industry in a dire position.

Recommendations

Short Term

1. Funding for events to allow event professionals to source work and begin earning income again. This may take the form of grants to event organisers or contracted work for government secured events.
2. Access to low-cost finance to allow event organisations to recover repossessed equipment, pay down loans and to fund event marketing initiatives.
3. Additional funding grants for community events that assist local event suppliers and contractors to source work close to home.
4. Continue streamlining the Public Events Framework and approvals process for event organisers and assist with the development of technology for events and venues that supports the attendance of larger crowd numbers.
5. Increased promotion of the region through continuing incentives to travel regionally such as the current initiatives for \$200 accommodation and organised tour vouchers. Extend this initiative to incorporate; attractions, hospitality and event tickets.
6. Develop marketing campaigns to build confidence in interstate travellers to enter Victoria without fear of border closures.

Long Term

7. Continue to invest in acquiring new major events that deliver broad supplier opportunities, particularly those that incorporate components in regional areas. Events of international or high profile national standard assist not only in employment, but also help to promote visitation to regional areas.
8. Funding for large existing regional events such as the International Rose Garden Festival in Morwell and similar regional signature events.

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9. Access to trade missions, government support and marketing initiatives at no cost for suitable Australian event businesses to assist them to secure major international event contracts.

10. Fund tourism and event infrastructure to assist a speedy recovery. This may take the form of roadways and roadside signage that assists visitation, toilets and long bay parking sites that encourage caravans and other travellers to stop in regional towns, improved internet connectivity in regional areas that allows movement for individuals able to work from any location while they travel and improved access to suppliers that support the events industry.

11. Training and support for community event organisers by funding resources that assist community events to operate in a COVIDSafe environment. In addition, providing employment pathways for tourism and events staff to encourage the capacity building of the industry through study.

ASSETS AND PRESENTATION

15. ASSETS AND PRESENTATION

Nil reports

COMMUNITY HEALTH AND WELLBEING

16. COMMUNITY HEALTH AND WELLBEING**Agenda Item: 16.1****Agenda Item: Council Policy Review - Community Compliance and Enforcement Policy****Sponsor: General Manager, Community Health and Wellbeing****Council Plan Objective: Ensure Council operates openly, transparently and responsibly.****Status: For Decision****MOTION****Moved: Cr Middlemiss****Seconded: Cr Lund****That Council:**

- 1. Rescinds the Community Compliance and Enforcement Policy 2017; and**
- 2. Removes the Community Compliance and Enforcement Policy 2017 from Council's website and service centres.**

CARRIED UNANIMOUSLY**Executive Summary:**

- The Community Compliance and Enforcement Policy (the Policy) was endorsed in June 2017 and is due for review.
- The Policy was created following a recommendation from the Audit and Risk committee in 2016 that strong controls should be documented as a guide to Officers undertaking compliance and enforcement activities.
- The key objective of the Community Compliance and Enforcement Policy was to guide Council's Authorised Officers in their decision-making processes of enforcement matters.
- Advice from the current auditor is that the requirement for a council level policy may be superseded by the internal processes and policies Council now have in place.
- With the amendments within the Local Government Act 2020, endorsed

operational procedures and best practice models, the Policy can be viewed as a duplication of more robust controls.

Background:

Council adopted the Council Policy Development Policy at the Ordinary Council Meeting held on 29 February 2016 to govern the establishment and review of Council policies.

In accordance with this Policy and in response to risks identified during an internal audit program in 2017, a Community Compliance and Enforcement Policy was created.

The creation of the Policy included internal consultation and input from the Audit and Risk Committee in March 2017. Council endorsed the Policy at the Ordinary Council Meeting in June 2017.

The key objective of the Policy was to guide Council's Authorised Officers in their decisions with enforcement matters.

Following a review of the Policy and feedback from the current auditors, it has been determined that the Policy is no longer required as it is a duplication of more robust controls, for example:

- *Local Government Act 2020* provides for a scheme for the Minister for Local Government to publish good practice guidelines;
- The principles of management currently referred to in the Policy, are duplicated within operational policies;
- Council are required to bi-annually report to the Attorney General on all matters relevant to the issuance and management of infringement notices;
- Council have completed a large body of work in implementing a revised staff Code of Conduct that is specifically aligned with Councils defined values, which are Accountability, Trustworthy, Collaborative and Innovative;
- The Policy defines roles and responsibilities that are already captured in Councils schedule 6 instrument of delegation as adopted by Council and 7 instruments of delegation;
- The risk matrix contained within the Policy, will be transferred and used within a Safe Communities Operational Procedure; and

- Officers of Council are guided by the Victorian Model Litigant Guidelines which effectively articulate the standards to which Officers are required to operate within in the context of legal proceedings.

However, if Councillors prefer to retain the Policy, the attached amended Policy now includes the *Council led Planning Scheme Amendments* within Principle one-Communication following consultation with the Senior Leaders Team:

Principle one – Communication

Council will:

- Actively inform the community of significant changes to laws, policy and regulations. Community engagement processes will be utilised to involve, inform and educate the community on the development of new Local Laws and **Council led Planning Scheme Amendments.**

Issues:

Strategy Implications

A key Council Plan Objective is to ensure Council operates openly, transparently and responsibility. There are no additional strategic implications for Council as a result of this report.

Communication

The Policy, if retained and endorsed, will be available on Council's webpage.

Financial Implications

There are no budget implications with the adoption of the Policy. The Policy aims to provide the required guidance and improve transparency of decisions.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk That Council Officers do not apply fair and reasonable principles when dealing with complicated compliance and enforcement matters	Unlikely	Staff code of conduct and adherence to operational policies which are specifically written to provide guidance to Council Officers and robust documented overview and approval of decisions.

Legal and Compliance

Endorsed operational policies provide Officers with references to key principles of fair and equitable decision making while undertaking compliance and enforcement duties.

Community Implications

There are no adverse implications to community if the Policy is rescinded as robust controls are in place to provide for fair and equitable treatment of community in compliance matters.

Environmental Implications

There are no environmental implications as a result of this report .

Consultation

Following an Officer review of the Policy, it was provided to the Senior Leaders Team for consultation as the policy applies to Authorised Officers of Council and those engaged in enforcement processes that involve council related matters.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1   Draft Community Compliance and Enforcement Policy

16.1

Council Policy Review - Community Compliance and Enforcement Policy

- 1 Draft Community Compliance and Enforcement Policy..... 133**



Community Compliance and Enforcement Policy

Version 2

Approval Date:

Review Date:



Community Compliance & Enforcement Policy

DOCUMENT CONTROL

Responsible GM	Suzanne Miller	
Division	Community Health & Wellbeing	
Last Updated (who & when)	Manager Safe Communities	2021
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	June 2017	Initial policy
Council	June 2021	Policy review
References	Refer to Section 8 and 9 of this policy	
Next Review Date	June 2025	
Published on website	Yes	
Document Reference No		

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Responsible Division	Community Health & Wellbeing	Approved Date	Click here to enter text.	Review Date	Click here to enter text.
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Community Compliance & Enforcement Policy

1. Background

Local government is required to provide a system under which Councils perform their functions and exercise their powers conferred by or under the *Local Government Act 2020*, and any other related Acts for the peace, order and good government of their municipal districts. Council shares its responsibility for protecting the rights and wellbeing of the Community with other authorities.

The Community has the responsibility to understand and abide to the standards set by legislation. Council must endeavour to assist the Community to understand these responsibilities by methods including education and encouragement.

Policy Statement:

Latrobe City will exercise its enforcement and compliance powers independently in the public interest with integrity and professionalism and without fear, favour or bias.

Decision making should be transparent, equitable and fair. Consistency in the application of enforcement processes is important and the Community Compliance and Enforcement Policy will provide guidance to our authorised officers in the application of our processes and guide Council's authorised officers in their decisions.

2. Objectives

The objectives of this policy are to:

- Achieve an acceptable level of compliance with legislation under Council jurisdiction within the municipal district.
- Foster prompt, consistent and effective action by Council officers in response to allegations/complaints relating to unlawful activities whilst ensuring that the principles of natural justice are respected.
- Encourage Council officers to proactively manage all compliance and enforcement issues.

3. Scope

This policy describes how Council will respond to evidence of non-compliance and complaints or allegations of non-compliance by the community to matters where Council is the legislative authority.

4. Principles of Management - Ask, Require, Enforce

Ask

Latrobe City Council will provide the community with information in relation to compliance and take steps to guide the community to compliance within reasonable timeframes – as per endorsed departmental operational procedure.

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Community Compliance & Enforcement Policy

Require

Latrobe City Council will use a range of compliance and enforcement tools in order to encourage compliance to relevant Acts. In the event that the support provided above does not resolve the matter, Officers will clearly articulate what action is to be taken, by when and by whom to achieve compliance. This may include advice concerning potential outcomes if compliance is not achieved.

Enforce

Where there is reasonable concern that the party involved is unwilling to provide a satisfactory resolution and compliance is not achieved within an appropriate timeframe, authorised Officers of Latrobe City Council consider litigation as the most appropriate way to achieve its enforcement and compliance objectives.

Principle one – Communication

Council will:

- Actively inform the community of significant changes to laws, policy and regulations. Community engagement processes will be utilised to involve, inform and educate the community on the development of new Local Laws and Council led Planning Scheme Amendments.
- Communicate with the community about their compliance responsibilities through advertising campaigns, Council's website, media platforms and Council Meeting papers.

Principle two – Effective and efficient response

The level of compliance and enforcement action will reflect the level of risk to the community or environment. The level of risk should be determined against the Compliance Risk Matrix. In the event that extreme risk is identified, Council may need to immediately escalate to prosecution and or third party independent tribunal (VCAT) or take action itself to reduce those risks.

See Appendix 1 – Compliance Risk Matrix.

Delegated/authorised Council Officers will ensure that all reasonable steps are taken to resolve compliance and enforcement issues to the extent that the risk is mitigated to meet legislative requirements or that the behaviour is modified.

For matters where Council is the legislative authority, an appeal process will be in place that offers an independent review of decisions made in compliance and enforcement proceedings. The appeal process will be structured to ensure the principles of natural justice are upheld. Dependant on legislative requirements, the appeal body may be an external entity (VCAT, Appeals Board, Court), an internal

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Community Compliance & Enforcement Policy

committee or Senior Officer as deemed appropriate by the Chief Executive Officer or his/her delegate. Dependant of legislative requirements, parties involved in compliance and enforcement action will be kept informed of the progress and outcome of investigations, within the limitations of Council's Privacy Policy, *Freedom of Information Act 1982* and the *Information Privacy Act 2000*.

When an Officer identifies that a conflict of interest may exist regarding the Council Officer and the matter being investigated, the matter must be referred to the Officer's supervisor immediately for assessment and advice.

Principle three – Proactive approach

Authorised Officers will:

- Enforcement and compliance activities are often reactive in nature; however Officers will endeavour to take a proactive approach to enforcement that is informed by data. Focus will be on areas where data indicates there is an emerging issue or potential risk.
- Utilise proactive approaches that involve education and where possible enable community members to achieve compliance.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Authorised Officers

- Comply with procedures developed to achieve compliance with this policy

5.2. Manager

- Enforce responsibilities to achieve compliance with procedures
- Provide appropriate resources for the execution of the procedures

5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

5.4. Chief Executive Officer

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

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Community Compliance & Enforcement Policy

5.5. Council

- Responsibility for the decision to approve this Policy by Council Resolution

6. Evaluation and Review

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

7. Definitions

Authorised Officer: means a person who is authorised by Council or the Chief Executive Officer under delegation to carry out specific functions under this policy.

Community: means residents, rate payers, business owners, visitors and or property owners within the Latrobe City municipality.

VCAT: Victorian Civil and Administrative Tribunal.

8. Related Documents

- Latrobe Planning Scheme
- Latrobe City Council Community Amenity Local Law No 2, 2016
- Council's Code of Conduct
- Council's Occupational Health and Safety Policy
- Local Government Act 2020
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Environment Protection Act 2017
- Building Act 1993
- Emergency Management Act 2013

9. Reference Resources

- State Government Legislation that Council has jurisdiction to enforce

10. Appendices

- Compliance Risk Matrix

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Appendix 1 - Compliance Risk Matrix

	Consequences - refers to the level of risk to the community and environment			
Likelihood	Insignificant No impact to community or environment.	Minor May have a minor impact wider community or environment. Harm abated and some remedial works required.	Moderate Has a moderate impact on community or environment. Non-compliance for a short duration (ie days). Harm abated and remedied.	Major Has a major impact on community or environment.
Almost certain Intentional or repeated non-compliance. Deliberate or wilful act to not comply. Past enforcement activity or breaches of related law and no remedial works undertaken.	High	High	Extreme	Extreme
Likely Reckless ignorance of law, previous enforcement activity or breaches of related law.	Medium	High	High	Extreme
Possible Non-compliance of medium duration (months). Harm abated and some remedial works undertaken.	Low	Medium	High	Extreme
Unlikely No history of non-compliance and a genuine lack of awareness or understanding of obligations existed. Non-compliance of short duration (days). Harm abated and remedied.	Low	Low	Medium	High

Agenda Item: 16.2

Agenda Item: Latrobe City Council Gender Equality Leadership Statement

Sponsor: General Manager, Community Health and Wellbeing

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

Status: For Decision

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Ferguson

That Council:

- 1. Endorses the Latrobe City Council Gender Equality Leadership Statement; and**
- 2. Publishes the Statement on the Latrobe City website with an accompanying communications plan.**

CARRIED UNANIMOUSLY

Executive Summary:

- The *Gender Equality Act 2020* (the Act) was enacted on 25 February 2020 and came into effect on 31 March 2021.
- The Act applies to Victorian public organisations with 50 or more employees. Around 300 organisations, including all Victorian councils, are covered by the Act. The requirements of the Act complement provisions within the *Local Government Act 2020*.
- Councils, and other organisations covered by the Act, are required to:
 - Promote gender equality and consider the impact on people of different genders of their policies, programs and service delivery.
 - Undertake a Workplace Gender Audit to assess the state and nature of gender inequality in their workplace.

- Develop and implement a Gender Equality Action Plan (GEAP), based on the findings of the Workplace Gender Audit, every four years.
- Publish the GEAP on the organisation's website and publicly report on progress made to improve gender equality every two years.
- Council currently has no stated position on Gender Equality either as an employer or in its program and service delivery.
- The draft statement does not of itself fulfil the requirements of the Act, however it will provide a clear signal to the organisation and the community that Council takes its obligations under the Act seriously.
- As of late 2019, 31 Victorian Councils had an endorsed Leadership Statement on Gender Equality and/or Preventing Violence Against Women. The majority of Victorian Councils (43) have acknowledged the need for Gender Equality through either a strategy or plan.

Background:

The *Gender Equality Act 2020* (the Act) was enacted on 25 February 2020. The Victorian Government states that the Act "aims to improve workplace gender equality across the Victorian public sector, universities and local councils. It will also lead to better results for the Victorian community through improved policies, programs and services." The Act came into effect on 31 March 2021.

The Act applies to Victorian public organisations with 50 or more employees. Around 300 organisations, including all Victorian councils, are covered by the Act. The requirements of the Act complement provisions within the *Local Government Act 2020*.

There are four requirements on organisations within the scope of the Act:

1. Promote gender equality and consider the impact on people of different genders of their policies, programs and service delivery.
2. Undertake a Workplace Gender Audit to assess the state and nature of gender inequality in their workplace.
3. Develop and implement a Gender Equality Action Plan (GEAP), based on the findings of the Workplace Gender Audit, every four years.
4. Publish the GEAP on the organisation's website and publicly report on progress made to improve gender equality every two years.

Intent of the Leadership Statement

The intention of Council endorsing a Gender Equality Leadership Statement is to begin fulfilling the requirements of the Act. Council currently has no stated position on Gender Equality either as an employer or in its program and service delivery.

The statement alone does not fulfil the requirements of the Act but will provide clear strategic direction to the organisation and the community that it takes seriously its obligations under the Act.

The wording of the statement is taken directly from the Act and information provided by the Gender Equality Commissioner to ensure it aligns to the intent of the Act.

Mayoral Taskforce for the Prevention of Family Violence

The 2019/2020 Council Budget included a major initiative for the creation of a Mayoral Taskforce for the Prevention of Family Violence. The creation of the Taskforce was delayed and then impacted by the COVID-19 pandemic.

One proposed activity for the Taskforce was the development of a leadership statement to be endorsed by Council. While the content of the statement was to be developed it was likely to include a gender equality component based on the relationship between gender inequality and violence against women.

Benchmarking with other Victorian Councils

The Municipal Association of Victoria conducted a survey of Victorian Councils in late 2019 to collate information on work being undertaken regarding Gender Equality and the Prevention of Violence Against Women. Of the 65 councils that responded, 31 stated they had an endorsed Leadership statement on Gender Equality and/or Preventing Violence Against Women. 17 councils indicated that they did not currently have a leadership statement but were intending on endorsing one in future.

The majority of Victorian councils (43) have acknowledged the need for Gender Equality through either a standalone strategy and/or plan or a combined Gender Equality and Preventing Violence Against Women/Preventing Family Violence plan.

25 Councils have a standalone Gender Equality strategy and/or plan and 18 have a combined Gender Equality and Preventing Violence Against Women strategy and/or plan. 30 councils indicated they have a standalone Preventing Violence Against Women strategy or plan. A further 19 councils indicated their intention to develop a standalone Gender Equality strategy and/or plan and 15 a combined Gender Equality and Preventing Violence Against Women strategy and/or plan.

Next Steps

Feedback from Councillors will be incorporated into the draft Gender Equality Leadership Statement and presented to the May Ordinary Council Meeting for endorsement.

An implementation plan (Attachment 2) has been developed to guide implementation of the Act requirements.

Issues:

Strategy Implications

The endorsement of a Gender Equality Leadership Statement aligns with the Council Plan objectives to:

Improve the amenity and accessibility of Council services.

And

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

Communication

If endorsed by Council the Leadership Statement would need to be publicised to the organisation and community.

Financial Implications

There are no financial implications from the proposal to endorse a Gender Equality Leadership Statement.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk Risk to Council's reputation due to not having a stated position on Gender Equality	4	Endorsement of the Leadership Statement
Legal/Regulatory Risk Failure to comply with obligations under the Gender Equality Act	4	Council officers to undertake training in the organisation's obligations under the Act Council officers to keep Council informed of the organisation's obligations under the Act and actions being taken to fulfil those obligations

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

Legal and Compliance

No legal or compliance issues have been identified.

Community Implications

The endorsement of a Gender Equality Leadership Statement will direct the organisation to deliver programs and services in the best interest of all people – women, men and people of self-described gender.

Environmental Implications

No environmental implications have been identified.

Consultation

No engagement has been undertaken regarding the Gender Equality Leadership Statement.

Other

Nil.



Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1   Latrobe City Council Gender Equality Leadership Statement
- 2   Gender Equality Act Implementation Plan

16.2

Latrobe City Council Gender Equality Leadership Statement

1	Latrobe City Council Gender Equality Leadership Statement	146
2	Gender Equality Act Implementation Plan.....	147

Preamble

The *Gender Equality Act 2020* requires Victorian Public Agencies, including councils, to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Latrobe City Council Gender Equality Leadership Statement

Latrobe City Council recognises the right of all people, women, men and people of self-described gender to be treated equally. Council acknowledges its important leadership role in promoting gender equality within the Latrobe City community.

Latrobe City Council will take positive action towards workplace gender equality by:

- Undertaking a workplace gender audit
- Developing a Gender Equality Action Plan based on the findings of the workplace gender audit
- Implementing workplace initiatives that address structural barriers to Gender Equality
- Reporting on our progress in implementing the Gender Equality Action Plan and utilising the workplace gender equality indicators

Latrobe City Council will promote gender equality in our policies, programs and services by:

- Training staff and Councillors in gender equality
- Collecting and analysing gender disaggregated data to inform decision making
- Utilising a gender lens to understand the impact of our policies, programs and services on people of different genders
- Undertaking gender impact assessments on all new policies, programs and services that directly and significantly impact the public, as well as those up for review
- Where practical, apply an intersectional approach to consider how gender inequality can be compounded by disadvantage or discrimination that a person may experience on the basis of other factors such as age, disability, or ethnicity.

Gender Equality Act Implementation Plan

The Gender Equality Act (the Act) was enacted on 25 February 2020 and comes into effect on 31 March 2021. The Act provides deadlines for meeting the obligations on Council. This implementation plan outlines the actions to be undertaken until the submission of the first progress report due on 31 October 2023.

Action	Responsibility	Timeframe
Obligations commence, including: <ul style="list-style-type: none"> - Duty to promote gender equality - Undertake Gender Impact Assessments 	Council CEO	31 March 2021
Undertake a pilot Gender Impact Assessment on an identified policy, program or service to: <ul style="list-style-type: none"> - develop a process for GIAs - identify knowledge gaps - identify resourcing requirements and a model for embedding GIA in business as usual processes 	Manager People & Culture	30 June 2021
Commence Gender Equality training for Councillors and Staff	Manager People & Culture	30 June 2021
Complete a Workplace Gender Audit. The audit must include: <ul style="list-style-type: none"> - gender-disaggregated data against the workplace gender equality indicators - both quantitative and qualitative data, including the use of proscribed questions in an all staff survey 	Manager People & Culture	30 June 2021
Complete a Gender Equality Action Plan & publish it on Council's website	Manager People & Culture	31 October 2021
Embed Gender Impact Assessments into business as usual processes for the assessment of all policies, programs and services.	CEO	From 1 July 2021
Submit first progress report, including: <ul style="list-style-type: none"> - what policies, programs and services were subject to a Gender Impact Assessment - what actions were undertaken as a result of the Gender Impact Assessment - progress in relation to the measures and strategies set out in the Gender Equality Action Plan 	CEO	31 October 2023

<ul style="list-style-type: none">- progress in relation to the workplace gender equality indicators- whether any relevant targets or quotas were met (currently no targets or quotas are mandated)		
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Agenda Item: 16.3

Agenda Item: 2020/21 Community Grant and Sponsorship, Round Two Recommendations

Sponsor: General Manager, Community Health and Wellbeing

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Harriman

That Council:

- 1. Approves 65 applicants in the amounts stated as set out in the Attachment A and releases publicly a list of the successful applicants – 2020-21 Community Grants Program - Final Recommendations - No Conflicts of Interest in the Community Wellbeing, Community Events Minor, Community Events Major, Minor Equipment and Minor Capital Works categories of the 2020/21 Community Grants Program, Round Two; and**
- 2. Approves one applicant in the amount stated as set out in in the Attachment B and releases publicly a list of the successful applicants – 2020-21 Community Sponsorship Program – Final Recommendations – No Conflicts of Interest in the Community Sponsorship Major category of the Community Sponsorship Program.**

CARRIED UNANIMOUSLY

Crs Lund and Harriman left the meeting, the time being 07:39 PM.

MOTION

Moved: Cr Middlemiss

Seconded: Cr Clancey

That Council approves two applicants in the amounts stated as set out in the Attachment C and releases publicly a list of the successful applicants – 2020-21 Community Grants Program - Final Recommendations - Conflict of Interest in the Community Minor Equipment Program of the 2020/21

Community Grants Program.**CARRIED UNANIMOUSLY****Executive Summary:**

- Applications for round two of the 2020/21 Community Grants and Sponsorship Programs were accepted from 18 August 2020 to 28 February 2021 for the following program categories: Minor Capital Works, Minor Equipment, Community Wellbeing, Community Events Minor, Community Events Significant and Community Sponsorship Major.
- Council received 125 applications. 69 applications have been recommended for funding. The total amount of funding applied for in the Community Grants Program was \$442,170.87. The total amount of funding applied for in the Community Sponsorship Program was \$88,196.
- Of the 56 unsuccessful applications that were not recommended for funding, 22 were assessed as ineligible and 34 were not recommended. Six of the applications that were not recommended for funding were referred to the next round of funding and one was referred to another funding source.
- Applications have been reviewed for eligibility and have undergone assessment by staff Subject Matter Expert panels. Assessments were completed in line with the Grant Governance Policy and applications were reviewed using the assessment criteria for each grant program.
- Assessment meetings were held with Councillors, separated by Ward. The assessment panel comments were provided to Councillors to assist in making a final funding decision. Total funding recommended for the Community Grants Program is \$232,283.09 and the total amount of funding recommended for the Community Sponsorship program is \$26,500.

Background:

The Community Grants and Sponsorship Programs represent a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Applications for round two of the 2020/21 Community Grants and Sponsorship Programs were accepted from 18 August 2020 to 28 February 2021 for the following program categories, Minor Capital Works, Minor Equipment, Community Wellbeing, Community Events Minor, Community Events Significant and Community Sponsorship Major.

The total annual budget for the Community Grants Program is \$550,490. The budget is divided into each program category:

- \$339,736 – Minor Capital Works
- \$69,854 – Minor Equipment
- \$37,400 – Community Wellbeing
- \$38,500 - Community Events Minor
- \$65,000 - Community Events Significant

The total budget for round two of the Community Grants Program is \$217,250. The budget is divided into each program category:

- \$105,000 – Minor Capital Works
- \$45,000 – Minor Equipment
- \$17,250 – Community Wellbeing
- \$18,500 - Community Events Minor
- \$31,500 - Community Events Significant

The total annual budget for Community Sponsorship Program is \$96,000. The budget is divided in Community Sponsorship – Major \$70,000 and Community Sponsorship – Minor \$26,000.

The round two budget for Community Sponsorship – Major is \$58,000. There were no applications for Community Sponsorship – Minor.

Applications were assessed against a Council endorsed list of criteria that was provided to the applicants in each of the Community Grants and Sponsorship Program Guidelines. The following criteria was used for each program:

- The applicant's capacity of delivering the project - This includes any quotes, budget information and plans in support of the application. (30%)
- The application addresses a community need and describes how the community will benefit from the project/activity. (30%)
- The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal. (25%)
- The application is consistent with the Council Plan, Municipal Health and Wellbeing plan and other strategic documents. (15%)

Using the assessment criteria, panel members completed an individual assessment. The individual assessment comments and scoring was collated to provide overall commentary and a total assessment score for each application. These comments and scores formed the basis for discussion and forming of a final recommendation for each application.

In some cases applications have been recommended for Part Funding or had additional funding conditions applied. Funding conditions will be supplementary to the Funding Agreement and compliance will be required to achieve a successful acquittal. Some applications have been identified as Ineligible due to outstanding acquittals from previous funding rounds. Council Officers have made a number of attempts to follow up outstanding acquittals and will continue to work with applicants to ensure all outstanding acquittals are completed.

The panel recommendations were then reviewed by Councillors to develop a final recommendation. Ward Councillors attended an assessment meeting with Council Officers.

Minor Capital Works Grant

Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.

There is \$105,000 available for round two of the Minor Capital Works Grant program in 2020/21.

Applications	Number of Applications	Total Funding
Received	48	\$270,062.30
Recommended (includes part funding)	26	\$129,832.05
Not Recommended	16	\$93,131.00
Ineligible	6	\$34,242.90

The total funding amount of recommended applications exceeds the allocated budget. As a result, the difference of \$24,832.05 will be funded through the unspent funds in the Community Events Minor and Community Events Significant categories.

Minor Equipment

Financial assistance provided to community groups who wish to purchase non fixed equipment.

There is \$45,000 available for round two of the Minor Equipment Grant program in 2020/21.

Applications	Number of Applications	Total Funding
Received	45	\$81,467.57
Recommended (includes part funding)	31	\$42,951.04
Not Recommended	9	\$17,904.58
Ineligible	5	\$9,995.00

Community Wellbeing

Community Wellbeing grants are to provide assistance to community groups for a broad range of community development programs, services, and activities.

There is \$17,250 available for round two of the Community Wellbeing Grant program in 2020/21.

Applications	Number of Applications	Total Funding
Received	15	\$27,640
Recommended (includes part funding)	4	\$8,000.00
Not Recommended	4	\$5,660.00
Ineligible	7	\$13,980.00

Community Events Minor

Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

There is \$18,500 available for round two of the Community Events Minor Grant program in 2020/21.

Applications	Number of Applications	Total Funding
Received	8	\$29,500.00
Recommended	5	\$9,500.00

(includes part funding)		
Not Recommended	0	
Ineligible	3	\$11,000.00

Community Events Significant

Assistance to conduct larger conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

There is \$31,500 available for round two of the Community Events Significant Grant program in 2020/21.

Applications	Number of Applications	Total Funding
Received	4	\$36,500.00
Recommended (includes part funding)	2	\$17,000.00
Not Recommended	2	\$19,500.00

Community Sponsorship Major

Community Sponsorship provides assistance to community groups for a broad range of community programs, services, and activities.

There is \$58,000 available for round two of the Community Sponsorship Major program in 2020/21.

Applications	Number of Applications	Total Funding
Received	5	\$88,196.00
Recommended (includes part funding)	2	\$26,500.00
Not Recommended	2	\$38,196.00
Ineligible	1	\$20,000.00

Recommendations by Ward

Ward	Amount Applied - Assessed	Recommended Amount
Central	\$145,274.99	\$54,470.09
East	\$150,491.75	\$85,241.80
South	\$49,334.55	\$7,856.20
West	\$97,069.58	\$58,715.00
TOTAL	\$442,170.87	\$207,283.09

Recommendations by Ward – Community Sponsorship

Ward	Amount Applied - Assessed	Recommended Amount
Central	\$19,170.00	\$0.00
East	\$50,000.00	\$26,50.00
South	\$0.00	\$0.00
West	\$19,026.00	\$0.00
TOTAL	\$88,196.00	\$26,500.00

Issues:
Strategy Implications

Council strategic objective three of the Council Plan aims to improve the liveability and connectedness of Latrobe City.

Communication

Following a decision from Council, applicants will be notified of their grant outcome by Friday 7 May 2021. Successful applicants will be provided an offer of funding and will be asked to enter into a Funding Agreement. Funding Agreements will be required to be completed and returned by Monday 7 June 2021.

Unsuccessful applicants will be provided with feedback and supported to prepare future submissions where possible.

A media release will be developed, promoting Council's financial contribution to community projects, demonstrating community support.

Financial Implications

If the recommendations are endorsed, 69 applications will be supported with a recommended total value of \$232,783.09. There is sufficient funding in the annual budget to support all recommended applications.

Supporting all recommendations will result in \$42,466.91 of the annual budget to be carried forward for round one the 2021/22 Community Grants Program.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Financial Risk Misuse of Council Funding	Unlikely	Acquittal and accountability process as set out in the Grants Governance Policy.

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

The Grants Governance Policy (the Policy) addresses standardised governance arrangements for the conditions and management of Council's outgoing grants.

The Policy assists Councillors and Council employees to achieve consistency in the governance of the grants when developing, assessing, monitoring, acquitting and evaluating applications. Applicants have been assessed in line with the Policy.

Legal and Compliance

Applications received as part of the 2020/21 funding round have been received and assessed against the grant program guidelines and Grant Governance Policy.

Assessments were completed by Subject Matter Expert staff from across the organisation who have formed funding recommendations to be considered by Council.

Community Implications

The community implications will vary on whether an application is successful or not. Officers will endeavour to minimise the negative community implications by working with the unsuccessful applicants to amend their applications to resubmit in round one of the 2021/22 Grant and Sponsorship Programs.

Environmental Implications

There are no environmental implications expected as an outcome of providing funding. Some projects support improved environmental sustainability at a minor local level.

Consultation

Whilst the Community Grants and Sponsorships Programs were open, staff were available to provide one on one support to applicants to prepare a submission.

Public information sessions were held in online to provide applicants with an overview of the program and the requirements for completing a submission.

Declaration of Interests:

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

Supporting Documents:

2020/21 Community Grants Program Guidelines

2020/21 Community Sponsorship Program Guidelines

Attachments

1. Attachment A - 2020/21 Community Grant Program Round Two Final Recommendations - No Conflicts of Interest (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). Community Grants Recommendations

2. Attachment B - 2020/21 Community Sponsorship Program Round Two Final Recommendations - No Conflicts of Interest (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). Community Sponsorship Recommendations

3. Attachment C - 2020/21 Community Grant Program Round Two Final Recommendations - Conflicts of Interest (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). Community Grant Recommendations

4. Attachment D - 2020/21 Community Sponsorship Program Round Two Final Recommendations - Conflicts of Interest (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). Community Sponsorship Recommendations

ORGANISATIONAL PERFORMANCE

Crs Lund and Harriman returned to the meeting, the time being 07:41 PM.

17. ORGANISATIONAL PERFORMANCE

Agenda Item: 17.1

Agenda Item: Quarterly Budget Report - March 2021

Sponsor: General Manager, Organisational Performance

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

Status: For Information

MOTION

Moved: Cr Harriman

Seconded: Cr Clancey

That Council receives and notes the Quarterly Budget Report for the nine months ended 31 March 2021, prepared in accordance with the requirements of the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

Executive Summary:

- The March 2021 Budget Report is presented for Council's consideration.
- This report meets the requirements of the *Local Government Act 2020 (the Act)* to present a quarterly budget report to Council as soon as practicable after the end of each quarter of the financial year.
- The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.
- The report forecasts a surplus result for the full financial year of \$14.8M which is an unfavourable variance of \$1.3M to the original budget. It is important to note that surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand existing assets along with enabling Council to repay its borrowings.
- The forecasted surplus result in 2020/21 is largely generated by Government grants for capital works \$23.9M for which the associated expenditure is not

included in the “Comprehensive Income Statement” but is reported directly to the balance sheet and is also reflected in the Statements of Cash Flow and Capital Works.

- The report is provided for Council’s information.

Background:

Under Section 97 (1) of *the Act*, as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 31 March 2021 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results as at the end of the third quarter of the financial year. The key issues of note are:

- The “Comprehensive Income Statement” report forecasts a surplus result for the full financial year of \$14.8M which is a unfavourable variance of \$1.3M to the original budget. It is important to note that surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand existing assets along with enabling Council to repay its borrowings. The forecasted surplus result is largely generated by Government grants for capital works \$23.9M. In accordance with the requirements of the Australian Accounting Standards the expenditure associated with these grants (i.e. Capital expenditure) is not included in the “Comprehensive Income Statement” but is reported directly to the balance sheet under the “Property, Infrastructure, Plant and Equipment” assets classification and is also reflected in the Statements of Cash Flow and Capital Works.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with \$125.5M in current assets compared to \$23.7M current liabilities (a liquidity ratio of 5.3:1).
- The “Statement of Cash Flows” shows that Council has \$100.3M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The “Capital Works Statement” shows a forecast expenditure of \$71.6M compared to the budget of \$80.1M. The variance is mainly a result of projects budgeted in the current year in order to secure funding that are expected to be carried forward to 2021/22 for commencement or completion of works e.g. Moe Revitalisation Project Stage 2 and Kernot Hall Refurbishment.
- The “Financial Performance Ratios’ indicate that Council remains within the industry expected ranges.

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works

expenditure to date and full year forecasts, together with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

Issues:*Strategy Implications*

This report provides information to the Council and community on how Council is performing against its adopted budget and supports the Council Plan objective of ensuring openness, transparency and responsibility.

Communication

No consultation required.

Financial Implications

The attached report provides details of budget variances for the year to date and the forecasted full financial year. The result indicates that Council remains in a strong financial position and has sufficient funds to meet current and forecast financial commitments.

Risk Analysis

This report ensures legislative requirements are met and informs Council as to whether it is acting within the parameters of its Adopted Budget.

Legal and Compliance

This report meets the requirements of the Section 97 of *the Act*.

Community Implications

Not applicable.

Environmental Implications

Not applicable.

Consultation

Not applicable.

Other

Not applicable.

Declaration of Interests:

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

Supporting Documents:

2020/21 Annual Budget

Attachments

1 [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\) Quarterly Budget Report - March 2021](#)

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Quarterly Budget Report - March 2020

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Quarterly Budget Report

March 2021



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

Quarterly Budget Report

March 2021



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March 2021 Quarterly Budget Report Summary

KEY ISSUES

The attached report provides the overall outcomes to the end of the third quarter of the 2020/21 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$14.8M which is an unfavourable variance of \$1.3M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with \$146.6M in current assets compared to \$22.6M current liabilities (a liquidity ratio of 6.5:1).
- The "Statement of Cash Flows" shows that Council has \$100.3M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$71.6M compared to the budget of \$80.1M. This reduction is mainly a result of projects budgeted in the current year in order to secure funding that are expected to be carried forward to 2021/22 for commencement or completion of works.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

BACKGROUND

Under the provisions of the *Local Government Act 2020 Section 97 (1) (the Act)*, As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

INCOME STATEMENT ANALYSIS

Overview

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. At the end of the 2019/20 financial year Council held \$108.9M in cash and other financial assets (i.e. cash based investments with a maturity term greater than 90 days) which was \$19.2M favourable to budget largely due to funds generated that had not yet been spent for ongoing projects and commitments.

The "Income Statement" report forecasts a surplus result for the full financial year of \$14.8M which is an unfavourable variance of \$1.3M to the original budget. This result is due to a number of variances with a forecast increase in income of \$5.2M and additional expenditure of \$6.5M. The increased income is mainly a result of capital grants largely due to timing variances related to funds that were expected to be received in the 2019/20 financial year e.g. Gippsland Regional Aquatic Centre and Morwell Recreation Reserve. The forecasted additional expenditure in materials and services (\$6.4M) is primarily a result of funding carried forward relating to works funded but not completed in 2019/20 together with unbudgeted government grants to be received in 2020/21.

Year to date

The year to date result shows an operating position of \$43.681M surplus which is \$10.225M favourable to budget. The key items that make up this variance are as follows;

- Grants - Capital - (\$5.980M favourable) mainly related to funding for Latrobe Valley Sports and Community Initiative \$3.583M, Latrobe Creative Precinct \$1.216M, Yinnar Hall \$0.266M, Monash Reserve \$0.600M, Kath Teychenne Centre \$0.193M and Future Morwell Commercial Road \$0.593M. In addition unbudgeted grant funds have been received for the Local Roads and Community Infrastructure program \$0.850M, Latrobe Leisure Churchill structural remediation & squash courts \$0.300M and a number of other smaller projects. These variances have been partially offset by unfavourable timing variances in receipt of grant funding for the Gippsland Logistic Precinct \$1.372M and Safe Traffic in Local Streets Program \$1.003M.

March 2021 Quarterly Budget Report Summary

- Grants - Operating - (\$2.518M favourable) mainly due to unbudgeted grants for Working for Victoria \$1.773M, Flynn Hall \$1.800M, sports lighting projects \$1.032M, car parks early works package \$0.350M, pre school program (including replacing parent fees) \$1.170M, Emergency Management \$0.808M, outdoor eating package \$0.500M, major recreation projects project directors office \$0.750M, Traralgon South tennis/netball courts \$0.307M and various other business development grants \$0.305M. These have been partially offset by unfavourable variances for the State Government advancing \$6.750M of the 2020/21 Grants Commission funding to Council in the 2019/20 financial year.
- User Fees (\$2.252M unfavourable) mainly due to COVID shutdowns and restrictions on council services. Latrobe Leisure programs \$1.188M, pre-school & pre-kinder \$0.363M (funded by state government) and aged Care services \$0.166M. In addition the budget did not allow for Council's transition out of the family day care program which accounts for \$0.397M of the variance which will be offset by decreased expenditure.
- Materials and Services (\$1.835M favourable) mainly due to savings as a result of Council programs that have been shutdown or restricted as a result of the COVID response measures e.g. Latrobe Leisure \$0.338M and creative venues, events and tourism \$0.320M together with various timing variances across the organisation.
- Depreciation (\$1.274M favourable) mainly due to later than expected capitalisation of some new facilities in Council's capital works program together with impacts from the revaluation of infrastructure assets that was undertaken in the 2019/20 financial year which was too late to be factored into the budget.

Full year forecast

The full year forecasted result shows an operating surplus of \$14.754M which is an \$1.301M unfavourable variance to the adopted budget. The key items that make up this variance are as follows;

- Grants – Capital (\$4.158M favourable) largely due to timing variances mainly related to funding for Latrobe Valley Sports and Community Initiative projects \$3.940M, Future Morwell Commercial Road \$0.593M together with various other smaller amounts. In addition unbudgeted grant funds have been received for the Local Roads and Community Infrastructure program \$1.700M, Latrobe Leisure Moe Newborough multi purpose facility \$0.750M, Federal Blackspot Program \$0.737M, Latrobe Leisure Churchill structural remediation & squash courts \$0.473M and a number of other smaller projects. These variances have been partially offset by an unfavourable timing variances in receipt of grant funding for the Gippsland Logistics Precinct \$1.981M, Latrobe Creative Precinct \$3.284M and the Safe Traffic in Local Streets program \$0.907M.
- Grants – Operating (\$3.495M favourable) mainly due to unbudgeted/increased grants for Working for Victoria \$2.005M, Flynn Hall \$2.000M, sports lighting projects \$1.523M, car parks early works package \$0.350M, Emergency Management \$0.793M, pre school program (including replacing parent fees) \$1.161M, outdoor eating package \$0.500M, Traralgon South tennis/netball courts \$0.341M, major recreation projects project directors office \$1.000M, and various other business development grants \$0.295M. These have been partially offset by unfavourable variances for the State Government advancing \$6.750M of the 2020/21 Grants Commission funding to Council in the 2019/20 financial year.
- User Fees (\$2.897M unfavourable) mainly due to COVID shutdowns and restrictions on council services. Latrobe Leisure programs \$1.253M, pre-School & pre-Kinder \$0.601M (funded by state government) and aged care services \$0.298M. In addition the budget did not allow for Council's transition out of the Family Day Care Program which accounts for \$0.575M of the variance which will be offset by decreased expenditure.
- Employee Costs (\$1.034M unfavourable) mainly as a result of the unbudgeted state government funded Working for Victoria Program \$2.448M. This is largely offset by lower wages costs in leisure facilities \$1.020M, aged care \$0.842M, creative venues, events and tourism \$0.269M largely as a result of the impacts of COVID, together with various other staff vacancies across the organisation.
- Materials and Services (\$1.835M unfavourable) mainly due to unexpended funds carried over from the 2019/20 financial year to complete projects in 2020/21, combined with expenditure associated with unbudgeted government grant funding e.g. Flynn Hall \$1.252M, Sports Lighting projects \$1.090M, Outdoor Eating package \$0.423M, Startup Gippsland \$0.435M.
- Depreciation (\$1.138M favourable) mainly due to later than expected capitalisation of some new facilities in Council's capital works program together with impacts from the revaluation of infrastructure assets that was undertaken in the 2019/20 financial year which was too late to be factored into the budget.

March 2021 Quarterly Budget Report Summary

BALANCE SHEET

The significant movements in the balance sheet over the first three quarters were as follows;

- Cash and Cash Equivalents together with Other Financial Assets (i.e. investments). The overall reduction of \$8.622M is mainly due to expenditure of funds carried over from prior financial years.
- Trade and Other receivables (\$17.077M increase) this is primarily due to the annual rates notices being raised in the first quarter and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the remainder of the year in line with the final quarterly instalment due in May.
- Other Assets (\$2.919M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2020 having now been reversed/received in the current financial year.
- Property, Infrastructure, Plant and Equipment (\$22.445M increase) total capital expenditure has exceeded depreciation to date as expected due to the large capital works program in 2020/21.
- Payables (\$18.482M decrease) is primarily due to amounts that were outstanding to suppliers and grants that were received in advance as at 30 June 2020. These amounts have now been paid/recognised in the current financial year.
- Provisions Landfill - current (\$2.191M decrease) reflects current year expenditure on landfill rehabilitation.
- Interest bearing liabilities non-current (\$5.000M increase) relates drawdown of borrowings for the Gippsland Regional Aquatic Facility.

STATEMENT OF CASH FLOWS

The budgeted cash & cash equivalent investments at the beginning of the year was \$89.7 million, the actual opening balance was \$108.9 million. The additional \$19.2 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. Total Cash and financial assets (investments) as at the end of March stand at \$100.3M which represents a net outflow cash movement of \$8.6M from the start of the financial year.

STATEMENT OF CAPITAL WORKS

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure.

As at the 31 March 2021 Council had spent \$43.580M on capital works mostly on Property (land & buildings) \$27.621M and Infrastructure projects \$14.237M (including Roads projects \$8.972M). Full year forecasted capital expenditure is \$71.644M compared to the budget of \$80.060M. This reduction is mainly a result of projects budgeted in the current year in order to secure funding that are expected to be carried forward to 2021/22 for commencement or completion of works e.g. Moe Revitalisation Project Stage 2 and Kernot Hall Refurbishment.

FINANCIAL PERFORMANCE RATIOS

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the financial year to date show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

COMPREHENSIVE INCOME STATEMENT

For The Quarter Ended 31 March 2021

		YTD Actual	YTD Budget	Variance YTD Act/Bud	Variance Type (P)ermanent/ (T)iming	Full Year Forecast	Annual Budget	Variance Annual Budget /Forecast
	NOTE	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000
INCOME								
Rates and charges	1	81,803	81,377	426	P	81,785	81,377	407
Statutory fees and fines	2	1,577	1,385	192	T	2,198	2,126	72
User fees	3	6,742	8,994	(2,252)	P	9,379	12,277	(2,897)
Grants - operating	4	23,628	21,110	2,518	P	28,769	25,274	3,495
Grants - capital	5	19,168	13,188	5,980	P	23,891	19,734	4,158
Contributions - monetary	6	610	60	550	P	616	90	526
Contributions - non monetary	7	0	0	0	P	4,000	4,000	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	76	0	76	P	50	0	50
Other income	9	2,179	2,829	(651)	P	3,134	3,707	(573)
TOTAL INCOME		135,783	128,944	6,839		153,821	148,585	5,236
EXPENSES								
Employee costs	10	43,261	43,309	48	T	61,064	60,030	(1,034)
Materials and services	11	24,274	26,108	1,835	T	43,665	37,216	(6,449)
Bad and doubtful debts	12	0	3	3	T	8	9	0
Depreciation	13	21,093	22,367	1,274	P	28,685	29,823	1,138
Amortisation - intangible assets	14	473	459	(14)	P	635	612	(23)
Amortisation - right of use assets	15	29	0	(29)	P	39	0	(39)
Borrowing costs	16	218	493	275	T	620	651	31
Finance costs - leases	17	29	0	(29)	P	29	0	(29)
Other expenses	18	2,724	2,749	25	T	4,322	4,189	(133)
TOTAL EXPENSES		92,101	95,488	3,386		139,067	132,530	(6,537)
SURPLUS (DEFICIT) FOR THE YEAR		43,681	33,456	10,225		14,754	16,055	(1,301)

NOTES TO THE COMPREHENSIVE INCOME STATEMENT - Year to Date and Full Year Variances**1. Rates and charges****Year to Date - \$0.426M Favourable**

Higher than expected rates raised from supplementary valuations.

Full Year - \$0.407M Favourable

Higher than expected rates raised from supplementary valuations.

2. Statutory fees and fines**Year to Date - \$0.192M Favourable**

Favourable expected temporary variance for animal registrations, and substantially permanent variances for planning permits and works permits partially offset by reduced parking fines income substantially due to the COVID-19 pandemic.

Full Year - \$0.072M Favourable

Favourable variances for planning permits and works permits partially offset by unfavourable parking fines income substantially due to the COVID-19 pandemic.

3. User fees**Year to Date - (\$2.252M) Unfavourable**

Lower than expected fees & charges mainly due to COVID shutdowns and restrictions on council services. Latrobe Leisure programs \$1.188M, pre-school & pre-kinder \$0.363M (funded by state government) and aged Care services \$0.166M. In addition the budget did not allow for Council's transition out of the family day care program which accounts for \$0.397M of the variance which will be offset by decreased expenditure.

Full Year - (\$2.897M) Unfavourable

Lower than expected fees & charges mainly due to COVID shutdowns and restrictions on council services. Latrobe Leisure programs \$1.253M, pre-School & pre-Kinder \$0.601M (funded by state government) and aged care services \$0.298M. In addition the budget did not allow for Council's transition out of the Family Day Care Program which accounts for \$0.575M of the variance which will be offset by decreased expenditure.

4. Grants - operating**Year to Date - \$2.518M Favourable**

The favourable variance is mainly due to unbudgeted grants for Working for Victoria \$1.773M, Flynn Hall \$1.800M, sports lighting projects \$1.032M, car parks early works package \$0.350M, pre school program (including replacing parent fees) \$1.170M, Emergency Management \$0.808M, outdoor eating package \$0.500M, major recreation projects project directors office \$0.750M, Traralgon South tennis/netball courts \$0.307M and various other business development grants \$0.305M. These have been partially offset by unfavourable variances for the State Government advancing \$6.750M of the 2020/21 Grants Commission funding to Council in the 2019/20 financial year.

Full Year - \$3.495M Favourable

The favourable variance is mainly due to unbudgeted/increased grants for Working for Victoria \$2.005M, Flynn Hall \$2.000M, sports lighting projects \$1.523M, car parks early works package \$0.350M, Emergency Management \$0.793M, pre school program (including replacing parent fees) \$1.161M, outdoor eating package \$0.500M, Traralgon South tennis/netball courts \$0.341M, major recreation projects project directors office \$1.000M, and various other business development grants \$0.295M. These have been partially offset by unfavourable variances for the State Government advancing \$6.750M of the 2020/21 Grants Commission funding to Council in the 2019/20 financial year.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**5. Grants - capital****Year to Date - \$5.980M Favourable**

The favourable variance is largely due to timing variances mainly related to funding for Latrobe Valley Sports and Community Initiative \$3.583M, Latrobe Creative Precinct \$1.216M, Yinnar Hall \$0.266M, Monash Reserve \$0.600M, Kath Teychenne Centre \$0.193M and Future Morwell Commercial Road \$0.593M. In addition unbudgeted grant funds have been received for the Local Roads and Community Infrastructure program \$0.850M, Latrobe Leisure Churchill structural remediation & squash courts \$0.300M and a number of other smaller projects. These variances have been partially offset by unfavourable timing variances in receipt of grant funding for the Gippsland Logistic Precinct \$1.372M and Safe Traffic in Local Streets Program \$1.003M.

Full Year - \$4.158M Favourable

The favourable variance is largely due to timing variances mainly related to funding for Latrobe Valley Sports and Community Initiative projects \$3.940M, Future Morwell Commercial Road \$0.593M together with various other smaller amounts. In addition unbudgeted grant funds have been received for the Local Roads and Community Infrastructure program \$1.700M, Latrobe Leisure Moe Newborough multi purpose facility \$0.750M, Federal Blackspot Program \$0.737M, Latrobe Leisure Churchill structural remediation & squash courts \$0.473M and a number of other smaller projects. These variances have been partially offset by an unfavourable timing variances in receipt of grant funding for the Gippsland Logistics Precinct \$1.981M, Latrobe Creative Precinct \$3.284M and the Safe Traffic in Local Streets program \$0.907M.

6. Contributions - monetary**Year to Date - \$0.550M Favourable**

The favourable variance mainly due to the higher than expected receipt of contributions for open space and future infrastructure works from property developers.

Full Year - \$0.526M Favourable

The favourable variance mainly due to the higher than expected receipt of contributions for open space and future infrastructure works from property developers.

7. Contributions - non monetary**Year to Date - \$0.000M Nil Variance**

No variance.

Full Year - \$0.000M Nil Variance

No variance identified to date.

8. Net gain (loss) on disposal of property, infrastructure, plant and equipment**Year to Date - \$0.076M Favourable**

Minor gain to date on disposal of plant and vehicles.

Full Year - \$0.050M Favourable

Minor gain forecast on disposal of plant and vehicles.

9. Other income**Year to Date - (\$0.651M) Unfavourable**

The unfavourable variance is primarily due to current low interest rates resulting in decreased interest on investments income \$0.735M and reduced kiosk sales in Latrobe Leisure due to COVID closures \$0.278M. These have been partially offset by favourable interest on rates & charges \$0.213M and unbudgeted reimbursements \$0.184M.

Full Year - (\$0.573M) Unfavourable

The unfavourable variance is primarily due to low interest rates resulting in decreased interest on investments \$1.010M, and reduced kiosk sales in Latrobe Leisure largely due to COVID closures \$0.349M. These have been partially offset by unbudgeted reimbursements, property rentals sales and other contributions.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**10. Employee costs****Year to Date -****\$0.048M Favourable**

The variance is mainly due to lower wages in leisure facilities \$0.836M, aged care \$0.669M and creative venues, events and tourism \$0.200M largely as a result of the impacts of COVID, together with various other staff vacancies across the organisation. These variances are partially offset by wages under the unbudgeted state government funded Working for Victoria Program \$2.257M which were not included in the budget.

Full Year -**(\$1.034M) Unfavourable**

The additional expenditure is mainly as a result of the unbudgeted state government funded Working for Victoria Program \$2.448M. This is largely offset by lower wages costs in leisure facilities \$1.020M, aged care \$0.842M, creative venues, events and tourism \$0.269M largely as a result of the impacts of COVID, together with various other staff vacancies across the organisation.

11. Materials and services**Year to Date -****\$1.835M Favourable**

The favourable variance is mainly due to savings as a result of Council programs that have been shutdown or restricted as a result of the COVID response measures e.g. Latrobe Leisure \$0.338M and creative venues, events and tourism \$0.320M together with various timing variances across the organisation.

Full Year -**(\$6.449M) Unfavourable**

The unfavourable variance is mainly due to unexpended funds carried over from the 2019/20 financial year to complete projects in 2020/21, combined with expenditure associated with unbudgeted government grant funding e.g. Flynn Hall \$1.252M, Sports Lighting projects \$1.090M, Outdoor Eating package \$0.423M, Startup Gippsland \$0.435M.

12. Bad and doubtful debts**Year to Date -****\$0.003M Favourable**

Minor variance.

Full Year -**\$0.000M Favourable**

Minor variance.

13. Depreciation**Year to Date -****\$1.274M Favourable**

Variance mainly due to later than expected capitalisation of some new facilities in Council's capital works program together with impacts from the revaluation of infrastructure assets that was undertaken in the 2019/20 financial year which was too late to be factored into the budget.

Full Year -**\$1.138M Favourable**

Variance mainly due to later than expected capitalisation of some new facilities in Council's capital works program together with impacts from the revaluation of infrastructure assets that was undertaken in the 2019/20 financial year which was too late to be factored into the budget.

14. Amortisation - intangible assets**Year to Date -****(\$0.014M) Unfavourable**

Minor variance.

Full Year -**(\$0.023M) Unfavourable**

Minor variance.

15. Amortisation - right of use assets**Year to Date -****(\$0.029M) Unfavourable**

Minor variance. New accounting requirement was not included in the budget.

Full Year -**(\$0.039M) Unfavourable**

Minor variance. New accounting requirement was not included in the budget.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**16. Borrowing costs****Year to Date - \$0.275M Favourable**

Reduced loan repayments due to later than expected drawdown of 2019/20 loan funds for the Gippsland Regional Aquatics Facility.

Full Year - \$0.031M Favourable

Reduced loan repayments due to later than expected drawdown of 2019/20 loan funds for the Gippsland Regional Aquatics Facility.

17. Finance costs - leases**Year to Date - (\$0.029M) Unfavourable**

Minor variance. New accounting requirement was not included in the budget.

Full Year - (\$0.029M) Unfavourable

Minor variance. New accounting requirement was not included in the budget.

18. Other expenses**Year to Date - \$0.025M Favourable**

Minor variance.

Full Year - (\$0.133M) Unfavourable

The unfavourable variance is mainly due to unexpended community grants funds carried over from the 2019/20 financial year to be paid out in 2020/21.

COMPARISON TO PREVIOUS FINANCIAL YEAR
For the corresponding March quarter

	YTD Actuals	2020/21 YTD Budgets	Variance YTD Act/Bud	YTD Actuals	2019/20 YTD Budgets	Variance YTD Act/Bud
INCOME						
Rates and charges	81,803	81,377	426	80,535	80,250	285
Statutory fees and fines	1,577	1,385	192	1,737	1,560	177
User fees	6,742	8,994	(2,252)	9,538	8,934	604
Grants - operating	23,628	21,110	2,518	17,155	14,806	2,350
Grants - capital	19,168	13,188	5,980	33,620	14,518	19,102
Contributions - monetary	610	60	550	105	60	45
Contributions - non monetary	0	0	0	0	0	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	76	0	76	229	0	229
Other income	2,179	2,829	(651)	3,816	2,664	1,152
TOTAL INCOME	135,783	128,944	6,839	146,735	122,792	23,943
EXPENSES						
Employee costs	43,261	43,309	48	41,845	43,757	1,912
Materials and services	24,274	26,108	1,835	25,350	24,672	(678)
Bad and doubtful debts	0	3	3	(0)	3	3
Depreciation	21,093	22,367	1,274	20,795	20,738	(57)
Amortisation - intangible assets	473	459	(14)	500	576	77
Amortisation - right of use assets	29	0	(29)	0	0	0
Borrowing costs	218	493	275	329	502	173
Finance costs - leases	29	0	(29)	0	0	0
Other expenses	2,724	2,749	25	2,211	2,008	(203)
TOTAL EXPENSES	92,101	95,488	3,386	91,029	92,256	1,227
SURPLUS (DEFICIT) FOR THE YEAR	43,681	33,456	10,225	55,706	30,536	25,170

BALANCE SHEET

As at 31 March 2021

	Current Balance \$'000s	Opening Balance 01/07/20 \$'000s	Movement for Year to Date \$'000s	Balance as at 31/03/20 \$'000s
CURRENT ASSETS				
Cash and Cash Equivalents	14,479	38,731	(24,253)	26,175
Other Financial Assets	85,800	70,169	15,631	83,169
Other Assets	1,484	4,403	(2,919)	1,671
Trade and Other Receivables	23,758	6,681	17,077	21,068
Total Current Assets	125,521	119,984	5,537	132,084
NON CURRENT ASSETS				
Property, Infrastructure, Plant and Equipment	1,245,042	1,222,598	22,445	1,208,873
Intangible Assets	250	724	(473)	875
Trade and Other Receivables	694	723	(29)	717
Financial Assets	9	9	0	15
Total Non-Current Assets	1,245,998	1,224,056	21,942	1,210,481
TOTAL ASSETS	1,371,519	1,344,040	27,479	1,342,565
CURRENT LIABILITIES				
Payables	3,719	22,201	(18,482)	29,551
Interest-bearing Liabilities	1,984	2,527	(543)	222
Provisions - Employee Benefits	13,317	14,093	(776)	11,679
Provisions - Landfill	567	2,758	(2,191)	4,327
Trust Funds and Deposits	4,061	3,247	814	4,366
Lease Liabilities	4	29	(24)	13
Total Current Liabilities	23,653	44,855	(21,202)	50,157
NON CURRENT LIABILITIES				
Interest-bearing Liabilities	12,749	7,749	5,000	5,826
Provisions - Employee Benefits	1,553	1,553	0	1,763
Provisions - Landfill	15,342	15,342	0	19,249
Lease Liabilities	706	706	0	704
Total Non-Current Liabilities	30,349	25,349	5,000	27,543
TOTAL LIABILITIES	54,002	70,204	(16,202)	77,700
NET ASSETS	1,317,517	1,273,835	43,681	1,264,864
EQUITY				
Current Year Surplus/(Deficit)	43,681	67,682	(24,000)	55,706
Accumulated Surplus	784,215	717,140	67,074	717,304
Reserves	489,621	489,013	607	491,854
TOTAL EQUITY	1,317,517	1,273,835	43,681	1,264,864

STATEMENT OF CASH FLOWS

For the Quarter ended 31 March 2021

	NOTE	YTD Cash Flow	Adopted Budget Annual Cashflow	Cash Flow 2019/20
		\$'000s	\$'000s	\$'000s
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES				
Rates and charges		68,121	81,775	80,047
Statutory fees & fines		1,564	2,136	2,385
User fees		6,897	12,337	12,651
Grants - operating		22,040	25,398	32,386
Grants - capital		14,614	19,830	52,930
Contributions - monetary		610	90	889
Interest received		1,205	1,500	2,955
Trust funds and deposits taken/(repaid)		814	54	608
Other receipts		(2,517)	2,218	3,587
Net GST refund/(payment)		898	9,172	(2,428)
Employee costs		(45,436)	(62,348)	(56,776)
Materials & services		(30,963)	(38,653)	(48,858)
Short-term, low value and variable lease payments		(111)	0	(36)
Other payments		(2,613)	(7,251)	(3,191)
Net cash from operating activities		35,124	46,258	77,149
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of property, plant & equipment		118	670	808
Proceeds from sale of investments		150,169	176,285	147,512
Payments for property, infrastructure, plant & equipment		(48,086)	(88,067)	(86,627)
Payments for investments		(165,800)	(150,000)	(120,969)
Loans and advances made		0	0	0
Payments of loans and advances		3	0	7
Net Cash Flows used in investing activities		(63,596)	(61,112)	(59,269)
CASH FLOWS FROM FINANCING ACTIVITIES				
Finance costs		(185)	(651)	(435)
Proceeds from borrowings		5,000	10,000	4,450
Repayment of borrowings		(543)	(2,563)	(9,238)
Interest paid - lease liability		(29)	0	(29)
Repayment of lease liabilities		(24)	0	(14)
Net Cash Flows from Financing Activities		4,219	6,786	(5,266)
Net Increase/(Decrease) in cash held		(24,253)	(8,068)	12,614
Cash & cash equivalents at beginning of year		38,731	23,982	26,117
Cash & cash equivalents at end of period		14,479	15,914	38,731
Summary of Cash & Investments				
		Current Balance	Current year Movement	Opening Balance
Cash & Cash Equivalents		14,479	(24,253)	38,731
Other Financial Assets (Investments)		85,800	15,631	70,169
Total Cash & Investments	1	100,279	(8,622)	108,900
Budgeted Opening Balance of Cash & Investments				89,694
Variance in Opening Balance				19,206

NOTES

1. The budgeted cash & investments at the beginning of the year was \$89.7 million, the actual opening balance was \$108.9 million. The additional \$19.2 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs.

STATEMENT OF CAPITAL WORKS

For The Quarter Ended 31 March 2021

		YTD Actuals	Full Year Forecast	Annual Budget	Variance Annual Budget /Forecast
	NOTE	\$'000	\$'000	\$'000	\$'000
Property					
Land	1	22	300	0	(300)
Buildings	2	27,593	42,598	44,717	2,119
Heritage buildings	3	6	214	0	(214)
Total Property		27,621	43,113	44,717	1,604
Plant and Equipment					
Plant, machinery & equipment	4	1,161	2,446	2,987	541
Fixtures, fittings & furniture	5	64	10	10	0
Computers & telecommunications	6	497	767	600	(167)
Artwork collection	7	0	22	15	(7)
Total Plant and Equipment		1,722	3,244	3,612	368
Infrastructure					
Roads	8	8,972	14,436	13,778	(658)
Bridges & culverts	9	234	1,503	530	(973)
Footpaths & cycleways	10	736	2,083	1,248	(835)
Drainage	11	55	143	150	7
Waste management	12	1,037	2,653	2,638	(15)
Parks, open space and streetscapes	13	1,253	2,016	8,205	6,189
Recreational, leisure & community facilities	14	1,631	1,921	2,604	683
Aerodromes	15	0	0	0	0
Offstreet carparks	16	167	305	208	(97)
Other infrastructure	17	152	226	2,370	2,144
Total Infrastructure		14,237	25,287	31,731	6,444
Total Capital Works expenditure		43,580	71,644	80,060	8,416
REPRESENTED BY;					
New asset expenditure	18	26,256	39,919	50,984	11,065
Asset renewal expenditure	19	12,665	22,647	21,112	(1,535)
Asset expansion expenditure	20	599	997	0	(997)
Asset upgrade expenditure	21	4,060	8,081	7,965	(116)
Total Capital Works expenditure		43,580	71,644	80,060	8,417

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

1. Land (\$0.300M) Unfavourable

The unfavourable variance reflects the funds carried forward from 2019/20 associated with a land exchange in relation to the Churchill Central Activity Plan.

2. Buildings \$2.119M Favourable

The forecast reduced expenditure is due expenditure that is now expected to be incurred in the 2021/22 financial year e.g. Gippsland Performing Arts Centre \$6.7M, Kernot Hall refurbishment \$2.5M and Building Renewal Program \$0.8M. This is partially offset by additional expenditure due to the timing of costs of projects spanning over multiple financial years e.g. Gippsland Regional Aquatic Facility \$3.6M, Traralgon Sports Stadium \$1.0M together with unbudgeted grant funded projects e.g. Multi Purpose Facility Development Latrobe Leisure Moe Newborough \$0.8M, Yinnar Hall \$0.7M and Latrobe Leisure Churchill Structural Remediation and Squash Courts \$0.6M.

3. Heritage buildings (\$0.214M) Unfavourable

The unfavourable variance reflects the funds carried forward from 2019/20 associated with the Traralgon Courthouse upgrades together with \$0.1M of this budget being incorrectly classified under Buildings.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**4. Plant, machinery & equipment****\$0.541M Favourable**

The forecast reduced expenditure mainly relates to a reduction in the forecasted Fleet Replacement program as a result of Council fleet being underutilised during the COVID pandemic.

5. Fixtures, fittings & furniture**\$0.000M Nil Variance**

No variance

6. Computers & telecommunications**(\$0.167M) Unfavourable**

The forecasted additional expenditure is funded from prior year funds carried forward for various computer and audio visual equipment upgrades largely to better facilitate online meetings and meet other business requirements arising from the COVID-19 pandemic.

7. Artwork Collection**(\$0.007M) Unfavourable**

Minor unfavourable variance reflecting funding carried over from the 2019/20 financial year.

8. Roads**(\$0.658M) Unfavourable**

The forecast additional expenditure mainly relates to funds carried forward from 2019/20 and unbudgeted government funding e.g. National Blackspot program (\$0.8M), Roads to Recovery Program (\$0.4M) and Local Road and Community Infrastructure Program (\$0.3M). This is partially offset by expenditure now expected to be spent in 2021/22 for the Safe Traffic in Local Streets program (\$0.9M)

9. Bridges & culverts**(\$0.973M) Unfavourable**

The forecast additional expenditure is mainly due to unbudgeted government grant funding for the Downies Lane bridge (\$0.9M) and funding carried forward from 2019/20 for the Crinigan Road footbridge.

10. Footpaths & cycleways**(\$0.835M) Unfavourable**

The forecast additional expenditure is mainly due to unbudgeted government grant funding for new footpaths (\$0.6M) and funding carried forward from 2019/20 to complete the Morwell to Traralgon Shared Pathway.

11. Drainage**\$0.007M Favourable**

Minor variance.

12. Waste management**(\$0.015M) Unfavourable**

Minor variance.

13. Parks, open space and streetscapes**\$6.189M Favourable**

The forecast reduced expenditure mainly relates the Moe Revitalisation Project Stage 2 \$7.7M which was budgeted for in 2019/20 but will span over multiple financial years, partially offset on expenditure on projects carried forward from 2019/20 e.g. Future Morwell Commercial Road project \$0.7M and Stage 2 Moe AAA/Apex/Lions Play Space Upgrade \$0.4M.

14. Recreational, leisure & community facilities**\$0.683M Favourable**

The forecast expenditure reduction mainly reflects expected savings in the Morwell Recreation Reserve upgrade that will be offset against other Major Recreation projects.

15. Aerodromes**\$0.000M Nil Variance**

No current year projects.

16. Offstreet carparks**(\$0.097M) Unfavourable**

The additional expenditure is related to unbudgeted Drought Communities grant funding for Toongabbie CBD & recreation reserve projects.

17. Other infrastructure**\$2.144M Favourable**

The reduced expenditure reflects reduced funding for the Gippsland Logistics Precinct due to the timing of some of the state government funding which will push out into future financial years.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**18. New asset expenditure \$11.065M Favourable**

The overall reduction is due to the timing of project works spanning multiple financial years for the Gippsland Performing Arts Centre (\$6.7M), Moe Revitalisation project Stage 2 (\$7.7M) and the Gippsland Logistics Precinct (\$2.1M) largely offset by expenditure carried forward from the 2019/20 financial year e.g. Gippsland Regional Aquatic Centre \$3.6M and unbudgeted government grant projects e.g. Local Roads & Community Infrastructure - footpaths \$0.6M.

19. Asset renewal expenditure (\$1.535M) Unfavourable

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2019/20 financial and unbudgeted additional government funding e.g. for Roads to Recovery and Local Roads and Community Infrastructure programs.

20. Asset expansion expenditure (\$0.997M) Unfavourable

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2019/20 financial year for the Traralgon Sports Stadium & Catterick Crescent Pavilion.

21. Asset upgrade expenditure (\$0.116M) Unfavourable

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2019/20 financial year and unbudgeted government grants e.g. Multi Purpose Facility Development Latrobe Leisure Moe Newborough (\$0.8M), Yinnar Hall (\$0.7M), National Blackspot program (\$0.8M) and Future Morwell Commercial Road project (\$0.7M). These are partially offset by expenditure now expected to be incurred 2021/22 financial year e.g. Kernot Hall redevelopment (\$2.5M) and Safe Traffic in Local Streets Program (\$0.9M).

LGPRF FINANCIAL PERFORMANCE RATIOS

As at 31 March 2021

	Year to Date Ratios			Forecast at 30/06/21	Budget at 30/06/21	Expected Range
	\$'000s	Ratio at 31/03/21	Ratio at 31/03/20			
OPERATING POSITION						
Adjusted Underlying Result Indicator (Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)						
Adjusted underlying surplus (or deficit)						
<u>Adjusted net Surplus/(Deficit)</u>	23,903					
<u>Adjusted underlying revenue</u>	116,004	20.6%	66.4%	(8.8%)	(4.1%)	-20% - +20%
The ratio takes out the effect of once off capital grants & developer contributions.						
Note: The forecasted lower ratio of (8.8%) is mainly due to additional expenditure as a result of unspent 2019/2020 recurrent project and program expenditure which led to a greater than expected 'cash' surplus result at the end of the financial year together with government funding advanced to Council in 2019/20 that was budgeted in 20/21.						
LIQUIDITY						
Working Capital Indicator (Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)						
Current assets compared to current liabilities						
<u>Current Assets</u>	125,521					
<u>Current Liabilities</u>	23,653	530.7%	511.0%	226.0%	229.7%	100% - 300%
Unrestricted Cash Indicator (Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity)						
<u>Unrestricted Cash</u>	10,417					
<u>Current Liabilities</u>	23,653	44.0%	99.7%	48.8%	44.0%	0.0% - 200%
Note: Unrestricted cash does not include funds held in term deposits with a maturity term of greater than 90 days. These deposits are managed to ensure they mature in time for payment runs and are available to meet liabilities when they fall due.						

	Year to Date Ratios			Forecast at 30/06/21	Budget at 30/06/21	Expected Range
	\$'000s	Ratio at 31/03/21	Ratio at 31/03/20			
OBLIGATIONS						
Loans and borrowings Indicator						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
Loans and borrowings compared to rates						
<u>Interest Bearing loans and borrowings</u>	14,734	18.0%	18.4%	31.7%	31.8%	0% - 50%
Rate Revenue	81,803					
Loans and borrowings repayments compared to rates						
<u>Interest & principal repayments</u>	761	0.9%	0.5%	3.9%	3.9%	0% - 10%
Rate Revenue	81,803					
Indebtedness Indicator						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
Non-current liabilities compared to own source revenue						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	30,349	32.9%	31.5%	35.8%	39.5%	0% - 50%
Own Source Revenue	92,300					
Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)						
Asset Renewal Indicator						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal Expenditure</u>	12,665	60.0%	45.2%	79.0%	70.8%	50%-100%
Depreciation	21,093					
Note: The forecasted increase in this ratio is a result of renewal works carried forward from the previous financial works.						

	Year to Date Ratios					
	\$'000s	Ratio at 31/03/21	Ratio at 31/03/20	Forecast at 30/06/21	Budget at 30/06/21	Expected Range
STABILITY						
Rates Concentration Indicator						
(Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)						
Rates compared to adjusted underlying revenue						
<u>Rate Revenue</u>	81,803					
Adjusted underlying revenue	116,004	70.5%	88.1%	64.0%	63.9%	40% - 80%
Rates Effort Indicator						
(Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)						
Rates compared to property values						
<u>Rate Revenue</u>	81,803					
property values (CIV)	12,304,782	0.7%	0.7%	0.7%	0.7%	0.2% to 0.7%
EFFICIENCY						
Expenditure Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)						
Expenses per property assessment						
<u>Total expenses</u>	92,101					
Number of property assessments	39	\$ 2,365	\$ 791	\$ 3,571	\$ 3,408	\$2000 - \$4000
Note: The forecasted increase in expenses per assessment is mainly related to employee costs and materials and services expenditure funded from additional government funding and carry forward funds.						
Revenue Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)						
Average residential rate per residential property assessment						
<u>Residential Rate Revenue</u>	61,428					
Number of residential property assessments	35	\$ 1,745	\$ 1,731	\$ 1,745	\$ 1,745	\$800 - \$1,800

URGENT BUSINESS

18. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 17 of the Governance Rules, by resolution of the Council and only then if it:

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

The information in this section was declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

MOTION

Moved: Cr Middlemiss

Seconded: Cr Clancey

That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:

(a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and

(b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:

19.1 LCC-685 Rehabilitation of Morwell Landfill - Stages 3 and 4
Agenda item 19.1 *LCC-685 Rehabilitation of Morwell Landfill - Stages 3 and 4* 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. Releasing this information publicly and/or prematurely may prejudice the undertaking of this process

19.2 LCC-687 Provision of Planning Services
Agenda item 19.2 *LCC-687 Provision of Planning Services* 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. Releasing this information publicly and/or prematurely may prejudice the undertaking of this process.

- 19.3 LCC-690 - Provision of Carpentry Services**
Agenda item 19.3 *LCC-690 - Provision of Carpentry Services* 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. Releasing this information publicly and/or prematurely may prejudice the undertaking of this process

CARRIED UNANIMOUSLY

The Meeting closed to the public at 7:49 PM.

The meeting re-opened to the public at 8:05 PM.

There being no further business the meeting was declared closed at 8:05 PM.

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____